



Certified Medication Technician Job Description

POSITION TITLE:

Certified Medication Technician

REPORTS TO:

DON/RN Supervisor

POSITION SUMMARY

The Certified Medication Technician is assigned to specific clients by the Registered Nurse or other appropriate professional, performs personal care services with medication administration for clients as necessary to maintain their personal comfort and accurately report client responses to treatments under the direction of a Registered Nurse.

QUALIFICATIONS

- Be at least eighteen (18) years of age.
- Minimum of one (1) year work experience in a supervised setting, preferably health care facility.
- Demonstrated ability to read, write, and follow a written Plan of Care.
- Good verbal, written, and interpersonal skills.
- Current unrestricted **MD State** Medication Technician License.
- Current CPR Certification.
- Successfully pass a Criminal background check

JOB DUTIES

Performs administration of medications as prescribed by a physician under the supervision of the Registered Nurse that includes but not limited to:

- ❖ Washes hands and prepares med area (clean) and obtains supplies needed
- ❖ Obtain keys and MAR book
- ❖ Checks MAR for needed information (special instructions) and notes allergies



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- ❖ Removes needed medications from storage
 - ❖ Checks each entry on MAR for meds to be administered at the time
 - ❖ Compares the MAR entry with each MED label
 - ❖ Understands the 6 Rights:
 - Right Consumer (name)
 - Right Medication
 - Right Dose
 - Right Time
 - Right Route
 - Right Reason
 - ❖ Checks expiration date of each medication
 - ❖ States common unintended and allergic reactions to each med (can use drug info)
 - ❖ Reminds consumer what each med is and what it is for (if is appropriate)
 - ❖ Removes the correct amount of med from each container (pops bubbles in correct order)
 - ❖ Places meds in consumers' clean hand or pill cup (separates chew from whole meds)
 - ❖ Offers an appropriate drink before taking meds
 - ❖ Observes consumer place meds in mouth and swallow with more liquid
 - ❖ Checks mouth—meds swallowed
 - ❖ Accurately pours Liquid medication
 - ❖ Shakes bottle if asked to do so on the bottle
 - ❖ Uses appropriate measuring cup (device)
 - ❖ Pours at the correct line
 - ❖ Views at eye level pours the correct amount into the cup (double checks)
 - ❖ Offers appropriate liquid, then liquid med
 - ❖ Observes consumer swallow liquid, pours more water into cup and swishes around



- ❖ Offers cup to consumer ensuring all the med is swallowed and follows with a drink
- ❖ Makes sure cap and rim are clean before replacing cap and returning med to storage.
- ❖ Offers cup to consumer ensuring all the med is swallowed and follow with more liquids leaving consumers mouth rinsed
- ❖ Ensures cap and rim are clean before replacing cap and returning med to storage.
- ❖ Records correctly on MAR that each med was taken, ensures all meds to be taken at this time are taken.
- ❖ Cleans supplies, return meds to storage and if done locks up the meds and then washes hands.
- ❖ Reports any observed or reported changes in the client's condition and/or needs to the Registered Nurse. Follows reporting guidelines in the Care Plan.
- ❖ Maintains confidentiality in all aspects of the job.
- ❖ Attends in-service programs to meet compliance requirements.
- ❖ Identifies learning needs to Agency supervisor.
- ❖ Performs other related duties and responsibilities as deemed necessary.
- ❖ I have read and understand the above job description of the Certified Medication Technician.

CMT Name & Signature

Date

Rep. Name & Signature

Date