



# MORROW COUNTY HEALTH DISTRICT

Excellence in Healthcare

## ***Employment at Morrow County Health District***

At Morrow County Health District, we believe that each employee makes a significant contribution to those we serve and the District as a whole.

The District's vision is to be the first choice for quality, compassionate care, and lead the way in promoting wellness and improving health in our communities. This is made possible by all employees agreeing to adhere to the District's Promise of Excellence and uphold the District's values of integrity, compassion, quality, respect, and financial responsibility.

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this job description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary.

**Title:** Certified Medication Aide

**Dept:** Nursing

**Exempt/Non-Exempt:** Non - Exempt

**Reports to:** Charge Nurse/Nurse Manager

**Pay Equity Group:** Union

### **General Position Summary:**

A Certified Medication Aide (CMA) at Morrow County Health District will provide quality nursing care to patients, collaborating with other nurses and clinical professional, coordinating care within the hospital, reports pertinent information to the registered nurse or Licensed Practical Nurse on duty. The CMA will be required to have skills and knowledge to work in all areas of the hospital: Inpatient, Outpatient, Swing Bed, Non-Skilled Swing Bed and the Emergency Department. The CMA will assist patients in whatever capacity they need with in the CMA's scope of practice per the Oregon State Board of Nursing (CMA).

### **Essential Functions:**

- Provides for patient's personal hygiene: perform oral care, gives bedpans, urinals, shampoos, shaves, and assists with showers and bathing.
- Provides for activities of daily living: assists with meals and feeds patients, ambulates, turns, and positions patients, provides fresh water and nourishments between meals.

- Performs I & O, checks vital signs, height, weight, performs specimen collection, and post-mortem care and other duties per licensure or certification.
- Provides for comfort needs of patients by utilizing resources and materials; transporting patients safely; using all patient equipment safely; answering patient call lights and request and reporting observations of the patient to the LPN or RN on duty.
- Maintains work operations by following policies and procedures
- Works effectively as a team member in the delivery of care and assists in the orientation of new employees.
- Maintains a safe and attractive environment for patients and co-workers keeping all patient areas clean and tidy. Empty trash in all patient and work areas as well as transport soiled linens to laundry.
- Follow all infection control precautions and wear proper PPE when required
- Assist in stocking of supplies in all hospital and patient care areas.
- Complete timely and accurate documentation in the patients EMR.
- Assist with daily activities program.
- Instills confidence in the patient by maintaining a neat and attractive appearance and performing duties in a competent and caring manner.
- Shows dependability by being punctual; maintains consistent attendance.
- Maintains good working relations among all nursing unit personnel and other hospital employees through appropriate communication.
- Administer medication safely to patients under the CMA's scope of practice.
- Enhances nursing department and hospital reputation by accepting ownership for accomplishing new and different requests; and exploring opportunities to add value to job accomplishments.
- Maintain strict patient confidentiality and follow all HIPAA regulations.

**SECONDARY FUNCTIONS:**

- With specialized training and written approval, may perform additional and specialized tasks pertinent to assigned area.
- Accepts reassignment as needed to provide necessary care for all patients.
- Attend all required meetings and complete all assigned trainings by due date.
- All other job duties as assigned by supervisor.

**Job Scope:**

**Supervisory Responsibility:**

The CMA does not have any supervisory responsibility.

**Interpersonal Contacts:**

Must have excellent interpersonal communication skills to accomplish a variety of work with various groups of people, including physicians, patients and family members, personnel from other hospitals, clinics, healthcare organizations and facilities, co-workers as well as the general public. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

**Specific Job Ability:**

Must have excellent nursing skills and will provide professional, comprehensive nursing care for all patients at Pioneer Memorial Hospital.

**Specific Job Effort:**

- Be able to sit, stand, and bend throughout the day.
- Be able to push, pull and lift over 50 lbs., will assist with lifting and moving patients.
- Must possess adequate vision, hearing and manual dexterity to perform job duties.
- Mental efforts of the position include juggling many duties and responsibilities at once, having to prioritize and reprioritize as needs change. May be stressful at times.

**Education, Experience and Certification/Licensure:**

- Completion of a formal Certified Nursing Assistant Program
- Completion of a formal Certified Medication Aide Program
- Current Oregon State CNA and CMA License.
- Current BLS

**Job Conditions:**

- Subject to falls, hostile and emotionally upset patients, family members and staff throughout the work day.
- Subject to exposure to blood, body fluids, infectious substances, hazardous chemicals, toxins and noise.
- Occasional exposure to grease, oils and dust.
- Willingness to work beyond normal working hours, and in other shifts temporarily, when necessary.
- Requires manual dexterity including manipulating tools, equipment and other items on a regular basis.

I have read the above position description. I will perform the position to the best of my ability. A copy of this position will be placed in my personnel file.

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Signature of Employee

\_\_\_\_\_  
Date