

**DESCRIPTION:** Under general supervision of a licensed healthcare professional, provides medications for another person according to the five rights, records medication provision, observes and monitors the effects of medications, and maintains medications in accordance with facility policies; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single level classification where the primary responsibility is to perform the duties as prescribed by the Nebraska Medication Aide Act. Positions allocated to this classification would perform medication administration in a health care facility or where health care services are provided, except for facilities licensed as nursing homes or intermediate care facilities for persons with developmental disabilities. Positions performing medication administration in nursing homes or intermediate care facilities for persons with developmental disabilities would be classified to the Staff Care Technician II in accordance with State regulations.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do these listed examples include all the duties that may be assigned.)

Accountable for administering and/or distributing medications in a timely manner, according to physician orders. Distributes and or administers medications according to the five rights: getting the right drug to the right recipient in the right dosage by the right route at the right time.

Under the supervision and assignment by a licensed healthcare professional, observes, monitors, reports, and takes appropriate actions regarding the effects associated with the medication.

Completes and maintains accurate paperwork regarding the charting of patient medications distributed and administered.

Ensures that medications are stored and handled in accordance with the facility's policies and intervenes when unsafe conditions indicate a medication should not be provided.

Attends in-service training classes and participates in on-the-job training programs to acquire knowledge, skills and abilities necessary for continued employment.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: Nebraska Medication Aide Act; medication administration and adverse medication reactions; HIPAA regulations; safety principles in the application of medication procedures; abuse and neglect reporting requirements; privacy and dignity principles.

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Ability to: recognize adverse medication reactions and take appropriate action; follow oral and written instructions in exact detail; prepare and maintain accurate records, charts, and reports; maintain confidentiality; comply with a recipient's right to refuse to take medication; maintain hygiene and apply current accepted standards of infection control; comply with the limitations and conditions under which a medication may provide medications; lift up to 50 lbs. occasionally and push/pull the medication carts to specified areas occasionally up to 75 lbs. on a daily basis; frequently bend at the waist and neck and frequently twist at the waist and walk or stand up to 90% of the shift for medication delivery; interact with patients and others in a positive manner and be flexible to meet changing demands of the job.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Placement on the State of Nebraska Medication Aide Registry as a Medication Aide. Must be at least 18 years of age.

**LEGAL REQUIREMENTS:** (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Positions in this classification are subject to the Medication Aide Act, Nebraska State Statutes 71-6718 to 71-6742.

Registration as a Medication Aide must be renewed biennially based upon competency for continued employment.

Positions assigned to an assisted-living facility as defined by State Statute 71-406 are required to complete a forty-hour state approved medication aide course and successfully pass a written and clinical competency exam administered by the State of Nebraska and be placed on the State of Nebraska Medication Aide Registry.

**SPECIAL NOTES:**

Nebraska Department of Correctional Services (NDCS) requirement: All successful applicants will undergo a pre-employment medical exam, Communicable Disease testing, drug test and a thorough background security check. Once employed, all incumbents must successfully complete a three-week pre-service training program.

NDCS employees in this class are subject to an annual Tuberculosis Interferon Screen and random drug testing.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).