



# HUMAN RESOURCES MANUAL

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## STATEMENT

Park Place Seniors Living (PPSL) will have standardized position descriptions for all workers based on relevant standards of practice and/or provincially-mandated expectations and PPSL policy.

## PURPOSE

To provide standardized, specific expectations and role description of every staff member's role and responsibilities.

## PROCEDURE

**DEPARTMENT:** Resident Care  
**JOB TITLE:** Medication Assistant  
**REPORTS TO:** Registered Nurse / Licensed Practical Nurse

### JOB SUMMARY:

- Responsible to administer medication to an assigned group of residents.
- To document according to guidelines outlined in the medication Administration Course.
- Identify the situations that require consultation with the Registered Nurse / Licensed Practical Nurse.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. The Med Assist Health Care Aide is accountable and responsible to provide only the care and services for which the Med Assist has achieved and maintained competence for.
2. Provide medication administration as per Park Place Seniors Living Policies and procedures.
3. Record observations and report concerns and/or changes to the Nurse.
4. To work under the direction of the Nurse to provide resident care.
5. Assess and take appropriate action regarding changing conditions of the residents, and report to the Nurse.

### QUALIFICATIONS:

Grade 12, 19 years of age, plus graduation from a recognized Long Term Care Aide program

Certificate of completion of the Medication Administration Course for Unlicensed Staff Multi-dose Pouch system with a pass mark of 90%.

Successful completion of the Preceptorship program

Completion of the Medication Administration Audit (form 825000) annually.



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## **SKILLS AND ABILITIES:**

**Ability to communicate effectively in English, both verbally and in writing.**

**Ability to organize work**

**Ability to operate related equipment**

**Ability to work in teams collaboratively and communicate with others in a respectful manner**

**Physical ability to carry out the duties of the position**

## **EQUIPMENT USED:**

Computer, facsimile and photocopier, medication cart

## **HEALTH AND SAFETY RESPONSIBILITIES:**

### **Physical Demands:**

The position requires: walking, reaching, bending, pushing, sitting and lifting.

In an average day the employee spends up to 6 hours standing or walking.

Lifts and or carries up to a maximum of 20 lbs.

Must be able to manage work situations with dexterity.

### **Health and Safety Risks – Environment**

**Physical Environment:** Strain on shoulder, neck and back, cuts/scrapes/injection  
 Draught, dust exposure, working alone situation, using equipment with moving parts

**Chemical:** Equipment cleaners

**Biological:** Exposure to communicable diseases, i.e. colds, influenza, GI

**Radiation:** Light