

## **MEDICATION AIDE POSITION DESCRIPTION**

### **POSITION SUMMARY**

Medication Aides perform technical and administrative duties in direct support of the delivery of care assisting the medical and nursing staff at the facility. This individual adheres to the policies and protocols of the Health Service Unit and works at the direction of the Health Service Administrator and the Charge Nurse.

### **EXAMPLES OF DUTIES**

Although it is not possible to provide an exhaustive list of all types of duties, responsibilities and performance standards, the following are the essential job functions:

- The performance of departmental administrative duties as assigned, including but not limited to
  - Answering telephones, filing, typing and/or data entry
  - Updating and filing medical records,
  - Organizing medical records for scheduled Medical / Nursing appointments
- Clinical duties within state law and consistent with certifications / training as directed by the Health Service Administrator and/or the Director of Nursing to include, but not limited to:
  - Taking medical histories
  - Prepare and deliver/administer medications to specified detainees as directed by a physician and under the supervision of a Registered Nurse on duty except for narcotic and similarly scheduled medications.
  - May draw blood as needed
  - Arranging for outside medical services, laboratory services
  - Recording vital signs
  - Preparing patients for examination
  - Assisting the physician during examinations
  - Assisting nursing staff as directed
  - Prepare patients for x-rays
  - Take electrocardiograms
  - Change dressings
- Other duties as directed to include, but not limited to:
  - Dispose of contaminated supplies
  - Sterilize medical instruments

### **FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION**

#### **A: KNOWLEDGE REQUIRED**

##### **Good Knowledge of**

- Medical terminology
- Computer skills, typing
- Record keeping
- Office administration practices
- Confidentiality requirements regarding medical information

##### **Working skill in:**

- Communicating to place patients at ease, obtain complete histories, and interface with healthcare staff.
- Filing, computer data entry.

Donald W. Wyatt Detention Facility

**B: QUALIFICATIONS**

Graduate from post-secondary certificate or diploma program of at least one year concentrating in courses relating to phlebotomy, anatomy, physiology, medical terminology, medical office administration, clinical skills, medical law, and ethics plus a certificate program recognized by the State of Rhode Island for the delivery of medication in resident health care facilities.

**C: LICENSE & CERTIFICATION REQUIRED**

Current Rhode Island Department of Health license as Medication Aide. Current Basic Life Support Provider certified, CPR/AED. Certificate of post-secondary vocational school and/or community college for Medication Aide whose curriculum meets the qualification standards above and for licensure

**FACTOR 2 – SUPERVISORY CONTROL**

This position reports to the Health Service Administrator and Director of Nursing.

**FACTOR 3 – GUIDELINES**

Must follow all proper policies and procedures of the institution

**FACTOR 4 – PERSONAL CONTACTS**

Work with all internal Wyatt staff (Correctional Officers, other Medical Staff) and Detainees; and outside medical stakeholders.

**FACTOR 5 – ESSENTIAL FUNCTIONS**

Requires regular and reliable attendance and must possess physical and mental endurance to respond properly and professionally to stressful situations.

**FACTOR 6 – PHYSICAL DEMANDS**

The work does involve some walking, standing, driving personal motor vehicle, lifting objects up to 25lbs, bending, stooping, reaching and speaking clearly.

**FACTOR 7 – WORK ENVIRONMENT**

The correctional environment is a fast paced, stressful area of nursing specialty. Applicant must possess a professional work ethic, and work well under pressure.

**TRAINING AND EXPERIENCE:**

EXPERIENCE PREFERRED, BUT WILL TRAIN THE RIGHT CANDIDATE.

**I HAVE READ AND ACNOWLEDGE FULL UNDERSTANDING OF THIS JOB DESCRIPTION.**

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**Medication Aide** **Date**

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**Warden** **Date**

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Revision date: November 20, 2019

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**Health Service Administrator** **Date**

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**Director of Human Resources** **Date**