



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

CERTIFIED MEDICATION AIDE

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Certified Medication Aide	L10131	40	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

The Certified Medication Aide (CMA) will administer medications to facility residents under the supervision of the licensed nurse. In addition the CMA will monitor resident's vital signs as indicated; observe residents for expected actions; observe reportable, suspected and adverse reactions to medications administered; and prepare verbal and written reports related to successful or unsuccessful medication administration, changes in resident condition and/or departures from usual and routine organizational operations.

Nature of Work

As an integral member of a multi disciplinary team, the CMA adheres to the clinical management services of long-term care residents in facilities through the preparation, administration and documentation of medications. Identifies, recognizes and immediately reports of medication administration errors. Decides when to contact licensed nurse for direction regarding giving or holding medications, adjusting times of medication. Is able to balance compliance with long-term regulations and adherence to resident's rights based on observation, contributing factors, and observed variances in resident condition and demeanor. Follows the standard rules of medication administration and performs the medication pass within regulatory time frames.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

This level of classification has a minimal amount of independence in decision-making as they are directly supervised by a Registered Nurse or Licensed Practical Nurse. All medications administered must be reviewed and co-signed by the charge nurse.

- Prepares and administers medications to residents in compliance with all related policies and procedures and the NM Board of Nursing rules and regulations covering the CMA practice.
- Counts, calculates dosages on a limited basis and documents the number of scheduled drugs at the beginning and end of each shift.
- Reviews residents' medical record and medication administration record (MAR) for new medication orders, changes in medication orders and the overall accuracy of (MAR) including

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resident allergies, medication contraindications, expected medication action vs. suspected adverse action and reports discrepancies to the supervising nurse.

- Documents in the medical record and related documents; vital signs, medication administration, resident behaviors associated with medication administration, medication incident and accident reports, and facility incident and accident reports.
- Meets with supervisory staff to report, review and discuss medication administration process and participate in review response, e.g., report preparation related to process, response to data collected from 24 hours medication audits and other performance improvement activities related to medication administration, problem identification and corrective actions.
- Provides direct resident care within the scope of the CMA role and continues direct care activities and other relevant nursing assistant duties as assigned e.g., performance improvement activities.
- Communicates with other facility staff for the purpose of taking and giving shift-to-shift report, reporting any unusual events, circumstances or changes in resident condition, reporting resident conditions and, participating in care-planning resident's needs.
- Participates in designing and implementing resident care plans in relation to medication administration.
- Provides input for the completion of the interdisciplinary monthly review.
- Reorders and replaces medications and medication administration supplies as needed in compliance with facility policies and procedures.
- Maintains and cleans medication cart, refrigerator and work area.

Recommended Education and Experience for Full Performance

High school diploma or GED, completion of a statewide program for certification of medication aide and issued a certification by the New Mexico Board of Nursing to practice as a certified medication aide and six (6) months of experience as a Certified Nurse Aide (CNA).

Minimum Qualifications

High school diploma or GED, completion of a statewide program for certification of medication aide and issued a certification by the New Mexico Board of Nursing to practice as a certified medication aide.

Knowledge and Skills

Note: Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation and are not to be construed as minimum qualifications.

Knowledge

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment

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alternatives, drug properties and interactions, and preventive health-care measure

Skills

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Service Orientation — Actively looking for ways to help people.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Speaking — Talking to others to convey information effectively

Statutory Requirements: N/A

Conditions of Employment: Successful completion of a criminal background check; Possession of a current NM Medication Aide Certification. Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 01/27/2006

Revised: 9/20/2011

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Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this rep Medication aides.