

Bethesda Home of Aberdeen, Inc.

Bethesda Towne Square

Job Description

**Tasks may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals.

TITLE: **Resident Medical Associate**

SUPERVISOR: Facility Coordinator, Bethesda Towne Square

JOB SUMMARY:

The primary purpose of your job position is to assist each resident with activities of daily living that the resident is unable to perform without help, fostering at all times the resident's independence and freedom of choice in accordance with the resident's assessment and care plan, and as may be directed by your supervisor or nurse. As a Resident Medical Associate, you are responsible to administer medications to the residents.

ESSENTIAL FUNCTIONS:

- Identify residents before administering treatments, serving meals, etc., as necessary.
- Record all entries in an informative and descriptive manner on the appropriate chart.
- Use only authorized abbreviations established by this facility when recording information.
- Report all changes in the resident's condition to the LPN/Facility Coordinator as practical.
- Introduce resident to other residents and personnel as appropriate.
- Make resident comfortable (i.e., prepare for bed, get water, etc.).
- Assist resident with placing clothing in appropriate storage.
- Assist residents to new rooms or to the receiving area.
- Assist with loading/unloading residents from vehicles as necessary.
- Perform all assigned tasks in accordance with our established policies and procedures, and as instructed by your supervisors.
- Follow work assignments, and/or work schedules in completing and performing your assigned tasks.
- Cooperate with inter-departmental personnel, as well as other facility and corporate personnel to ensure that residential services can be adequately maintained to meet the needs of the residents.
- Meet with your shift's personnel, on a regularly scheduled basis, to assist in identifying and correcting problem areas, and/or the improvement of services
- Assist to train new staff.
- Report all complaints and grievances made by the resident.
- Assist residents with dental hygiene as needed.
- Assist residents with bath functions as directed.
- Assist residents with dressing/undressing as necessary. Clothing should be clean and appropriate for the season.
- Assist residents with hair care functions (i.e., combing, brushing, shampooing, etc.).
- Assist residents with nail care (i.e., clippings, trimming, and cleaning the fingers/toenails). (NOTE: Does not include diabetic residents.)
- Keep residents comfortable and report any signs of need for incontinent apparel.
- Change bed linens and make beds.
- Put extra covers on beds as requested.
- Maintain intake and output records as instructed.
- Assist to collect specimens as instructed (i.e., urine, sputum, stools, etc.).
- Assist residents in preparing for medical tests (i.e., lab work, x-ray, therapy, dental, etc.) as needed.
- Assist residents in preparing for activity and social programs (i.e., church services, parties, visitors, etc.).
- Assist in transporting residents to/from appointments, activity and social programs, etc., as necessary.
- Assist with lifting, turning, moving, positioning, and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc. when requested or needed.
- Assist residents to walk with or without self-help devices as instructed.
- Assist therapist to perform restorative and rehabilitative procedures as instructed.
- Provide eye and ear care (i.e., warm/cold compresses, cleaning eyeglasses/hearing aides, etc.) as instructed.
- Assist with the application of nonsterile (moist and dry) warm/cold compresses as needed.

- Weigh and measure residents as needed.
- Measure and record temperatures, pulse, and respirations (TPRs), as instructed.
- Answer resident calls promptly.
- Check each resident routinely to ensure that his/her personal care needs are being met in accordance with his/her wishes.
- Provide post-mortem care as instructed.
- Responsible for participating in and supporting the resident centered activity program.
- Prepare and administer medications as ordered by the physician.
- Verify the identity of the resident before administering the medication/treatment.
- Ensure that prescribed medication for one resident is not administered to another.
- Ensure that an adequate supply of floor stock medications, supplies, and equipment is on hand to meet the nursing needs of the residents.
- Report needs to the Facility Coordinator.
- Ensure that narcotic records are accurate for your shift.
- Notify the Facility Coordinator of all drug and narcotic discrepancies noted on your shift.
- Notify the Facility Coordinator/LPN of automatic stop orders prior to the last dosage being administered.
- Dispose of drugs and narcotics as required, and in accordance with established procedures.
- Review orders for completeness of information, accuracy in the transcription of the physician's order, and adherence to stop order policies.
- Report injuries of an unknown source, including skin tears.
- Assist with the application of slings, elastic bandages, binders, etc. as needed.
- Perform special treatments as instructed. Observe disoriented residents.
- Record and report data as instructed.
- Watch for and report any change in room temperature, ventilation, lighting, etc.
- Assist residents to prepare for meals (i.e., wash hands, comb hair, assist to/from dining room, etc.
- Serve food trays as needed.
- Assist residents with identifying food arrangements (i.e., informing resident with sight problem of foods that are on his/her tray, where it is located, if it is hot/cold, etc.).
- Report any changes in eating habits.
- Serve between meal and bedtime snacks
- Check rooms for food articles (i.e., food in proper container, spoiled refrigerator items, etc.).
- Dust all tables, chairs, desks, cabinets, lamps/light fixtures, wall vents, handrails, ceiling fans, baseboards, blinds.
- Check sofas/chairs for debris and vacuum, dust and spot clean sofas/chairs.
- Vacuum carpet, sweep and mop floors.
- Spot clean carpet.
- Clean and sanitize bathrooms.
- Refill toilet paper.
- Clean mirrors.
- Clean and water plants
- Empty trash. Take trash to dumpster.
- Check for marks on walls.
- Identify potential maintenance issues.
- Perform day-to-day laundry functions as assigned.
- Perform assigned tasks in accordance with established laundry procedures.
- Collect and sort soiled laundry, linen, garments etc., and place in appropriate containers or assigned areas. Sort soiled laundry, linen, garments, etc., and separate those items that require special stain removal/treatment.
- Press/iron garments as needed.
- Fold, stack, hang, and distribute clean laundry, linen, garments, etc., to residents weekly and/or as instructed.
- Review care plans weekly to determine if changes in the resident's daily care routine have been made on the care plan. Document changes as needed.
- Inform the Facility Coordinator/LPN of any changes in the resident's condition so that appropriate information can be entered on the resident's care plan.

MARGINAL JOB EXPECTATIONS:

- Assist residents with packing their personal possessions when they are being transferred to a new unit, or when being Discharged.
- Other duties as assigned.
- Clean windows.
- Serve between meal and bedtime snacks.
- Weigh and measure residents as needed.
- Clean inside and outside of washers/dryers. Empty the lint traps.
- Give whirlpool baths.

ESSENTIAL JOB EXPECTATIONS:

- Follow established safety precautions when performing tasks and using equipment and supplies.
- Assure that work performance is to the best of ability and effort.
- Be accountable for use of time.
- Adhere to work schedules as closely as possible including time and attendance. Proper notification of an absence is essential.
- Exhibit a clean, neat and professional appearance.
- Assure that work/assignment areas are clean and that equipment, tools, supplies, etc., are properly stored at all times, including before leaving such areas for breaks, mealtimes and end of the workday. Assure that assigned work areas are maintained in a clean, safe, comfortable and attractive manner.
- Assure that established infection control practices are always maintained.
- Must be able to deal tactfully with co-workers, residents, family members, visitors, government agencies and the general public.
- Follow established department and facility policies and procedures.
- Complete proper reports and forms when required as established by department and facility policies and procedures and/or as requested.
- Report all accidents/incidents to your supervisor.
- Must work harmoniously with residents and with other staff in all departments.
- Must represent facility in a calm and pleasant manner.
- Adhere to the appearance and dress codes of the facility.
- Report all hazardous conditions or equipment.
- Attend and participate in in-service educational classes, departmental meetings, staff meetings, and committee meetings.
- Maintain the confidentiality of resident, physician and co-worker information.
- Honor the residents' personal and property rights.
- Knock before entering a resident's room.
- Manage unanticipated events in a profession and calm manner.

ESSENTIAL PHYSICAL DEMANDS:

- Must meet the general health requirements set forth by the policies of the facility (including state and federal guidelines).
- Must be able to transfer, push, pull and lift up to 25 pounds to a minimum height of 5 feet, a minimum distance of 100 feet.
- Work requires **frequent** pushing, lifting, walking, carrying, pushing, reaching forward, bending, grasping light, grasping firm.
- Position requires **repetitive** use of dominant hand, non-dominant hand, bi-lateral hands, reaching forward and grasping light and grasping firm.
- Overhead reaching, kneeling, squatting is **infrequent**.

WORK ENVIRONMENT:

- Works in well-lighted/ventilated areas.
- Moves intermittently during working hours.
- Is subject to frequent interruptions. -Is involved with residents, personnel, visitors, government agencies/personnel, etc. under all conditions and circumstances.

- Is subject to hostile and emotionally upset residents, family members, etc.
- Communicates with the dietary and nursing staff, and other department supervisors.
- Works beyond normal duty hours, on weekends, and in other positions temporarily, when necessary.
- Is subject to callback during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
- Is subject to exposure to infectious waste, diseases, conditions, etc., including TB and the AIDS and Hepatitis viruses.
- May be subject to the handling of and exposure to hazardous chemicals.

SPECIFIC REQUIREMENTS:

- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must be able to follow oral and written instructions.
- Must have patience, tact, cheerful disposition and enthusiasm as well as be willing to handle residents based on whatever maturity level they are currently functioning.
- Must be knowledgeable of nursing and medical practices and procedures.
- Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures etc., that are necessary for providing quality care.
- Must be able to relate information concerning a resident's condition.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

EQUIPMENT:

- Medication Cart
- Vacuum
- Telephone
- Computer
- Washer and Dryer
- Whirlpool tub
- Hoyer lift
- Dinamap
- Copy Machine
- Fax Machine
- Paper Shredder

EDUCATION:

- Must possess a High School Education or GED.
- Must obtain or be willing to obtain the Medication Aide certification for this state.

EXPERIENCE:

- None. On- the- job training provided.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position and agree to perform the duties required. I am aware that additional duties may be required of the position that are not currently listed and Bethesda has the right to amend, supplement, modify or eliminate one of more of the provisions within, without prior notice. I understand my employment is at-will and thereby understand that my employment can be terminated at any time with or without notice.

Date

Signature of Employee