



# REGENCY PARK

## SENIOR LIVING COMMUNITY

**Job Title:** Lead Medication Technician

**Reports To:** Director of Resident Services

**Job Summary:**

The Medication Technician is responsible for assisting residents with medication management in an assisted living facility. This role involves administering medications, monitoring residents' health, ensuring compliance with medication protocols, supervising scheduled shift Caregiver and shift/schedule changes. The Medication Technician plays a crucial role in supporting residents' health and well-being by providing accurate and timely medication administration and maintaining proper documentation. The Medication Technician also performs the role of a Caregiver which assists residents in all aspects of their daily life as indicated in the resident service plan including providing personal care, and ensuring their comfort, safety, and overall well-being.

**Key Responsibilities:**

**1. Medication Administration:**

- Administer medications to residents according to prescribed schedules and physician orders.
- Prepare and dispense medications, including oral, topical, and other forms, while adhering to facility protocols and state regulations.
- Observe and document residents' responses to medications and report any adverse reactions or concerns to the nursing staff.

**2. Medication Management:**

- Assist with medication ordering and inventory management, including receiving, storing, and handling medications in compliance with safety and regulatory standards.

- Ensure that medications are stored properly and are kept up-to-date, including checking expiration dates, and disposing of expired medications as per facility policies.
- Maintain accurate and detailed records of medication administration, including any missed doses or changes in medication.

### **3. Shift Supervision**

- Direct the activities of associates during a specific shift and oversee that assigned job expectations are completed while policy and procedure is maintained
- Monitor patient care quality and implement improvement as necessary.
- Conduct regular staff meetings to communicate updates and address issues.
- Handle patient complaints and ensure satisfactory resolution.
- Collaborate with medical staff to enhance patient care services.
- Notify the Resident Services Director or Nurse Manager of any emergencies or changes.

### **4. Personal Care:**

- Assist residents with activities of daily living (ADLs), including bathing, dressing, grooming, toileting, and eating.
- Provide mobility support, including transferring residents from beds to wheelchairs and assisting with walking or repositioning.
- Monitor and assist with medication reminders and administration as directed by healthcare staff.

### **5. Resident Monitoring:**

- Monitor residents for any side effects, changes in condition, or reactions related to their medications.
- Report any changes in residents' health status to the Lead Nurse or Director of Nursing promptly.
- Provide support and education to residents regarding their medications, including proper use and potential side effects.

### **6. Documentation and Reporting:**

- Maintain and update medication administration records, ensuring accuracy and compliance with facility policies and regulatory requirements.
- Complete required reports on medication administration, incidents, or any issues related to medications.
- Document and communicate any concerns or discrepancies related to medication to the appropriate healthcare staff.

### **7. Collaboration and Communication:**

- Work closely with nursing staff, physicians, and other healthcare professionals to coordinate and manage residents' medication needs.
- Communicate effectively with residents and their families regarding medication administration and any changes to medication plans.
- Participate in care team meetings and contribute to discussions about residents' medication management and overall care.

**8. Compliance and Safety:**

- Adhere to all health and safety regulations, including infection control practices and medication handling protocols.
- Ensure compliance with state and federal regulations related to medication administration and documentation.
- Participate in ongoing training and professional development to stay current with best practices and regulatory requirements.

**9. Emergency Response:**

- Respond promptly to medication-related emergencies or incidents, including administering first aid or emergency procedures as needed.
- Follow emergency protocols and procedures to manage any urgent situations related to medication or resident health.

**Qualifications:**

- High school diploma or equivalent; certification as a Medication Technician or Medication Aide is required.
- Previous experience in a medication administration role, preferably in assisted living or healthcare setting.
- Knowledge of medication administration practices, safety protocols, and regulatory requirements.
- Strong attention to detail, organizational skills, and ability to handle multiple tasks efficiently.
- Excellent communication and interpersonal skills, with a compassionate approach to working with residents.
- Ability to maintain accurate documentation and adhere to confidentiality requirements.
- Proficiency in using electronic health record (EHR) systems and other healthcare technologies.

**Physical Demands:**

- Ability to stand, walk, bend and squat for prolonged periods. Ability to push and pull objects and lift and carry up to 50 pounds, unassisted on a frequent basis. Full use of hands, arms, and legs (for bathing, cleaning, writing, and dressing, etc.) Flexibility to workdays, weekends, holidays, and evenings as required.

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Print Name

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Date

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Signature