Cherokee Elder Care

Job Title: Medication Room Registered Nurse (RN)
Prepared: 07/28/2016,
Revised: 08/06/2019, 10/21/2020
FLSA Classification: Exempt
Supervisor: Chief Medical Director
Other: Safety Sensitive Position

Approval: Davis mh. A  Date: 18-21-2020

Job Summary
The Medication Room Registered Nurse (RN) is responsible for overseeing the day to day operations of the medication room.

Essential Job Functions
- Must distribute all medications for participants following the related policy and procedures and within the scope of RN licensure
- Must comply with state and federal regulations regarding the distribution of prescription medications
- Must coordinate with contracted pharmacies and CEC clinic staff to complete new medication orders, mid cycle medication changes, discontinuations and reconciliations in compliance with the policy and procedures
- Must maintain correct inventories utilizing appropriate storage protocols
- Must communicate with pharmacies and Primary Care Providers, internally and contracted, regarding medication orders, changes, clarifications and recommendations
- Must coordinate medication changes and distribution following transfers and discharges between home, nursing home, hospitalizations, assisted living situations, etc.
- Must maintain the medication room in an organized manner while maintaining all appropriate records
- Must coordinate with local contracted pharmacies to obtain urgent medications that are not available through on site dispensary and distribute medications appropriately.
- Must inventory and maintain the onsite medication dispensing ATM machine as provided through the pharmacy
- Must maintain accurate and complete records in the Eirene medication management system in correlation with the PACE electronic health records
- Must coordinate medication transfers for any program participants dis-enrolling from PACE
- Must provide medication related education to both program participants and caregivers
- Must monitor, maintain and order over the counter prescription medications approved for clinic floor stock
- Must document, report, and follow up on all medication events and errors occurring through the pharmacy, participant, caregivers or CEC staff.
• Must monitor participant medication compliance and put systems in place to increase compliance in conjunction with other CEC staff.
• Must coordinate with Home Care Coordinators on the need for any alternative medication distribution systems
• Requires daily use of personal vehicle for business purposes.
• All other duties assigned by the Chief Medical Director.

Core Job Functions for All Staff
• Attends and participates in staff meetings, in-services, projects and committees as assigned.
• Adheres to and knowledgeable of CEC policies, practices and procedures.
• Accepts assigned duties in a cooperative manner and performs all other related duties as assigned.
• Participates on task groups and committees, including the Quality Improvement Program

Working Conditions/Physical Demands
The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions and physical demands include:
• Ability to walk, sit and stand for extended periods of time.
• Ability to access all areas of the facility throughout the work day.
• Ability to hear, talk, taste and smell.
• Vision ability includes; peripheral, color, long distance, close proximity, depth perception and adjusting levels of focus.
• Ability to lift and/or move people/objects over 50 lbs both short and long distances.
• Ability to move about with reasonable accommodation, reach, turn, twist and touch.
• Requires constant hand grasp and finger dexterity; frequent sitting, standing, walking and repetitive leg and arm movements, occasional bending, reaching forward and overhead; squatting and kneeling.
• Ability to communicate verbally with an excellent comprehension of the English language.
• Work environment will fluctuate repeatedly throughout the day. Work is performed both indoors and outdoors in varying weather elements and occasionally inside of a vehicle.
• Working conditions can include exposure to odors, fumes, infections, dust, and dirt; which may be objectionable

Knowledge, Skills and Abilities
• Must have strong written, oral and interpersonal skills including professional phone etiquette.
• Must have flexibility with work schedule and a high level of personal integrity.
• Must have working knowledge of physical, psychosocial, behavioral and family needs of the elderly.
• Must have knowledge of community health, social service delivery systems and the aging provider network within the service area.
• Must demonstrate on an ongoing basis the ability to develop and maintain good working relationships with co-workers and department heads while retaining strict confidentiality in all aspects of the position.
• Must have basic computer skills including 10 key, typing, scanning and emailing while utilizing Microsoft Excel, Outlook and Word.
• Must have experience utilizing office equipment including phone systems, photocopiers and fax machines.
• Must be detail and accuracy oriented and complete tasks in a timely manner.
• Must be a team player with leadership ability.
• Must attend continuing education courses as needed.

**Required Education, Licensure, Experience & Health**

**Education:**
• Must have an Associate's Degree from a two (2) year college in Applied Science (Nursing)

**Licensure:**
• Current license in the State of Oklahoma as a Registered Nurse
• Current CPR certificate and first aid training.
• Current Driver's License.
• Current Vehicle Insurance in compliance with the Cherokee Nation Motor Vehicle Usage and the CEC Transportation Policy and Procedure.
• A motor vehicle report (MVR) will be completed upon selection and then annually throughout employment. MVR must meet Cherokee Nation Risk Management driver eligibility criteria.

**Experience:**
• Must have 1 year of experience with a frail or elderly population.
• Must have an accident free driving record with no moving violations within the last 2 years.

**Employee Health:**
• Must be cleared of all communicable diseases upon hire and subsequently throughout employment
• Must provide proof of immunizations upon hire and subsequently throughout employment

**Acknowledgement:**
I agree to abide by the philosophy, practices, and protocols of the PACE organization.

I have read the above Medication Room Registered Nurse (RN) job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job. I agree to abide by the requirements set forth in this document.

I understand the contents of this job description are presented as a matter of information only and as to Cherokee Elder Care's expectations for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work.
Furthermore, Cherokee Elder Care reserves the right to interpret, amend, modify or cancel, terminate or withdraw any or all sections or provisions of this job description at any time with or without notice.

________________________________________  ____________________________
Employee Signature                      Date

________________________________________  ____________________________
HR Manager or other CEC representative     Date