

# LINN COUNTY CLASSIFICATION

**TITLE: MEDICATION AIDE**

**NUMBER: 660**

**PAY RANGE: 8**

**CATEGORY: DSA**

**APPROVAL ORDER**

**NUMBER: 2006-378**

**DATE: July 19, 2006**

**GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES:** Employees occupying positions in this class are responsible for performing clerical, clinical and laboratory work in support of professional, technical and administrative functions in the Linn County Jail. Assignments may include performing simple laboratory tests, assisting nursing staff with clients in the clinical setting, and office procedures such as receptionist, telephone and maintaining client records. Administers a variety of medications as developed by the Oregon State Nursing Board and as delegated by the licensed nurse and assists with all pharmaceutical practices.

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**SUPERVISION RECEIVED:** Works under the supervision of the licensed nurse at all times. Work is reviewed in progress and upon completion for accuracy, quality, quantity and conformance to department policies and procedures and pertinent laws and ordinances.

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**SUPERVISION EXERCISED:** Supervision of other employees is not a responsibility of positions in this classification.

**ESSENTIAL FUNCTIONS:** A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

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Deleted: 6.→May perform tasks associated with assistive devices and tasks associated with the safety and security of the client and environment. ¶

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1. Assists the licensed nurse with the provision of nursing care.
2. Activities may involve the operation of a typewriter, calculator, computer terminal and other standard office equipment. May answer telephone and direct calls to appropriate source. May file information manually in records systems. May order supplies as directed.
3. Performs tasks such as measuring vital signs and the recording of heights and weights. Also responsible for data gathering, recording and reporting of findings.
4. May assist patients with personal care and perform tasks associated with maintaining mobility. May perform tasks associated with nutrition and hydration and tasks associated with elimination. May perform tasks associated with assistive devices and tasks associated with the safety and security of the client and environment.
5. Will preserve confidentiality issues of clients.
6. Assist with medication services such as ordering, securing, storing and accounting for pharmaceuticals from pharmacy sources. Administer certain non-injectable medications as developed by the Oregon State Board of Nursing and as delegated by the licensed nurse.

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7. Prepare, clean and stock examination/dental rooms. Prepare and autoclave dental and medical instruments as necessary.

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8. Perform capillary blood glucose testing and perform Spo2 readings. Administer oxygen at predetermined flow rates.

9. Develop and maintain effective, harmonious and reasonable work relationships with others.

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10. Maintain regular and predictable work attendance.

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OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for the position.

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RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the medical clerical process involved in the operation of an office. Ability to perform typing at a rate and accuracy required by the position. Basic knowledge of medical assistance process for clinical settings. Ability to perform patient care duties as directed. Knowledge and skills in the administration of oral medications. Ability to understand written and oral instructions. Ability to maintain records accurately and confidentially. Knowledge and skills in simple lab tests. Knowledge in the principles of hand washing and clean/sterile techniques.

Ability to learn the program and objectives of the area to which assigned after a reasonable period of time. Ability to learn the accurate operation of the office and laboratory equipment required by the position. Ability to understand and follow oral and written instructions. Ability to maintain records accurately. Ability to establish and maintain harmonious working relations with other employees and the general public. Ability to effectively work with the clients and the public in stressful situations.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Possession of CNA 1 certificate. Possession of CMA certification. Certification in CPR.

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NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Must pass a comprehensive psychological examination. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

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PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Requirements include the ability to see, talk and hear, sit, stand and walk, bend and stoop; use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice. Have sufficient visual acuity to read. Work may involve potential exposure to blood products, cleaning materials and loud noises. Must be able to lift and carry up to thirty (30) pounds.

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