



Job Description

Position Title: Qualified Medication Administration Person (QMAP)
Classification: Nonexempt
Reports To: Resident Services Director
Date Created: March 2017

Summary/Objective:

Administer medications according to Colorado Department of Public Health & Environment training, provide Assisted Living residents with routine daily care in accordance with established procedures, and ensure a safe, comfortable home environment is maintained for residents.

Essential Functions:

- Practice safe administration of medication to residents using written physician orders according to the six rights of medication administration taught in the Colorado Department of Public Health & Environment QMAP Training Course and in compliance with the Assisted Living regulations
- Perform vital signs as ordered and follow prescribed parameters in administering medications
- Maintain security of all medications and ensure that controlled drugs are kept under double lock and counted between each shift according to policies and procedures
- Reorder medications as needed or notify the designated staff member using appropriate protocols when there is a need for reordering medications
- Accurately report medication refusals to designated supervisor and notify physician as directed for refusal of critical medications
- Create medication error incident report for all errors in administering medications that are made or discovered
- Perform fundamental duties of resident care not requiring a licensed nurse, and based on assignment and resident needs, such as bathing, oral hygiene, dressing, undressing, and other activities of daily living
- Document all personal care using systems and protocols provided by supervisor
- Observe and communicate resident changes in condition to supervisor and report on all actions taken with resident care
- Assist with admissions, discharges and transfers
- Clean resident rooms, linens, clothing and equipment such as wheelchairs and walkers per schedule, and maintain daily orderliness in resident living areas and shared areas
- May assist with resident activities, including onsite events and trips away from the property
- May assist with dining setup, serving and cleanup for meals and snacks, including washing dishes or cleaning kitchen
- Communicate all important information to incoming shift, and work together as a team to ensure the best quality resident care possible
- Respect resident privacy and maintain confidentiality of resident information
- Observe and follow all safety protocols and fire and emergency plans
- Keep work areas and carts clean, organized and orderly

- Engage in appropriate, careful and efficient use of equipment and resources to minimize costs
- Always respect resident rights, and report concerns to a supervisor
- Other duties as assigned

Work Environment:

- Must be able to lift up to 30 lbs comfortably
- Comfortable using and climbing on step stools
- Certain activities may require repetitive movements including climbing, crawling, crouching, pulling, pushing

Competencies:

- Ability to communicate clearly both verbally and in writing, including the ability to provide non-technical assistance in a simple, straightforward manner
- Demonstrate sensitivity to the concerns of residents and a commitment to dealing fairly with all
- Friendly, professional demeanor, positive disposition, tactful, patience and high ethical character even while dealing with difficult or upset residents
- Strong organizational and interpersonal skills; attention to detail
- Intermediate computer knowledge and typing skills; working knowledge of Microsoft Office Suite
- Respect for privacy and ability to maintain confidentiality of resident care information
- Enjoys community involvement, resident interaction, and public representation of the organization
- Willingness to be a team player and provide support to all departments as needed with the intent to provide the best care to our residents
- Bilingual a plus

Education and Experience:

- High school diploma or equivalent required
- Prior experience working in healthcare environment or working with an elderly population preferred
- Training and designation as Qualified Medication Administration Person (QMAP) through program approved by the State of Colorado Department of Health required
- Certification as a Nursing Assistant by the State of Colorado is encouraged, but not required
- Read, write, speak and understand the English language
- Demonstrated working knowledge of Microsoft Office Suite including Word, Excel, Outlook

Expected Hours of Work:

This role may be full-time, part-time or on-call. Shifts are available 24 hours a day, seven (7) days per week. May be called during off hours to respond to emergency or unusual situations.

Employee Name & Signature

Date

Manager Name & Signature

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. Senior Housing Options is an Equal Opportunity Employer (EOE), M/F/H/V.