Part One	**Section B**
Administration and Management	**Job Description**
Title	**Number**
Certified Medication Aid	**HCDC-1B-08(b)**
Effective Date	**Reviewed**
06-18-2024	**08-10-26**

PURPOSE

- To create a consistent listing of duties and responsibilities for assigned positions within the administrative department.

- To administer and manage the facility in a professional and responsible manner, consistent with legal requirements.

POLICY

The Hall County Department of Corrections shall provide general guidelines concerning the duties and responsibilities for the nursing supervisor assigned to the facility.

SUMMARY

The Certified Medication Aide (Medical) (CMA) works under the direction of the nursing supervisor and/or other medical professionals and is responsible for assisting nurses by following written and/or oral instructions to administer medications and document drug dosages and times of administration.

ESSENTIAL JOB FUNCTIONS

- The CMA takes vital signs, assists in examinations and treatments, and assists patients with activities of daily living. The CMA must monitor patients to report changes in their conditions.

- Completes accurate and thorough medical documentation, including medication records.

- Prepares and dispenses medication within the county corrections facility. Responsible for adherence to quality assurance protocols through records review, proper storage, adequate stocking, and documentation of medications.

- Work as part of a team, along with medical staff and corrections staff, where communication and cooperation are key to success.

- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Maintains a professional attitude at all times.
- Maintains a good working relationship with correctional personnel, nursing staff, contracted providers, outside providers and office staff.
- Is tactful and diplomatic at all times.
- Maintains absolute security of all medical records.
- Explores and utilizes all appropriate means of limiting liabilities, if appropriate.
- Attends training, seminars, workshops, conference, etc. as required by the Hall County Department of Corrections.
- Adheres to established policies of the Hall County Department of Corrections.
- Any and all other duties as assigned.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, staff are regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch; talk or hear; and smell. Staff are frequently required to sit. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those staff member encounters while performing the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally deals with verbal abuse, threats to self and family and other forms of harassment from inmates.
- Smoking is prohibited in all areas of the facility.
- Requires shift work in a 24 hour, 7-day a weak operation, with night shifts, weekends, holidays and overtime as required.
- Adheres to the uniform code of the specific duty station.

- Must remain constantly alert and observant throughout the shift
- Requires maintaining a pattern of dependability as demonstrated by reporting to duty regularly and on time to specified locations
- If appointed, applicants will be required to successfully complete all prescribed new employee training and on-the-job training during a probationary period. Failure to successfully complete the required training may be grounds for termination during the trial service period
- The Hall County Department of Corrections shall provide a drug and alcohol-free workplace. The HCDC prohibits the use, possession, sale or transfer of alcohol or controlled substances, identified by State or Federal Law, during all work hours on County owned property or whenever County work is being performed. These Standards of Conduct are designed to establish and maintain a high level of professional competence and integrity in each member of the Hall County Department of Corrections.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must High school diploma or GED equivalent required
- Certified Medication Aide (CMA) certification or ability to obtain on required
- Must have graduated from a Medication Aide training program (40 hours) and have a Certified Medication Aide (CMA) certification
- Must be appropriately and actively certified in Cardio-Pulmonary Resuscitation (CPR)
- This is a safety sensitive/ special needs position. Final candidates selected for this position will be required to pass a post drug screen.
- Thorough knowledge of public health laws and regulations.
- Good knowledge of criminal and civil liability associated with the practice of medicine in a correctional facility; procurement and maintenance of equipment and supplies used in the provision of medical care services.
- Ability to function independently with minimum supervision; act in a professional manner within a secured environment; work flexible hours/shifts; respond to stress and medical emergencies with haste and sound judgment; maintain medical records; write clear and concise reports; communicate effectively in both oral and written form; operate a computer; operate medical equipment; work harmoniously with professional leaders in the corrections and health disciplines, with other employees, and the inmate population.

NECESSARY SPECIAL REQUIREMENTS

- Must be citizen of the United State4s and be at least eighteen (18) years of age or older.
- At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one (1) year or more, from which a pardon has not been received.
- May be required to submit to and successfully pass a substance abuse test.

- Pass a criminal history review at a minimum once every three (3) years.

APPLICANTS WILL BE DISQUALIFIED FOR THE FOLLOWING:

- Felony Convictions
- A misdemeanor conviction relating to sex crimes, crimes against persons, drugs, fraud or moral turpitude
- Inaccuracy, misrepresentation, falsification, inconsistency or omission on the employment application or on any supplemental forms of the application process, or if it is discovered after appointment, will result in termination.
- Inability to pass or refusal to participate in a Drug Screen (once conditional employment is offered).

Approved and Accepted

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Director – Hall Co. Dept. of Corrections Date