



---

## CERTIFIED MEDICATION TECHNICIAN JOB DESCRIPTION

### POSITION TITLE:

Certified Medication Technician

### REPORTS TO:

DON/RN Supervisor

### POSITION SUMMARY

The Certified Medication Technician is assigned to specific clients by the Registered Nurse or other appropriate professional, performs personal care services with medication administration for clients as necessary to maintain their personal comfort and accurately report client responses to treatments under the direction of a Registered Nurse.

### QUALIFICATIONS

- Be at least eighteen (18) years of age.
- Minimum of one (1) year work experience in a supervised setting, preferably health care facility.
- Demonstrated ability to read, write, and follow a written Plan of Care.
- Good verbal, written, and interpersonal skills.
- Current unrestricted **MD State** Medication Technician License.
- Current CPR Certification.
- Successfully pass a Criminal background check

### JOB DUTIES

Performs simple procedures as an extension of nursing care under the direction and supervision of the nurse.

- Range of motion exercises
- Assistance in ambulation or exercises



---

Performs personal care activities, including but not limited to:

- Bathing
- Shampooing
- Skin care/nail care
- Oral hygiene
- Shaving
- Dressing

Performs household services essential to health care at home, including but not limited to:

- Meal preparation/feeding
  - Laundry
  - Light housekeeping
- 
- ✓ Performs administration of medications as prescribed by a physician under the supervision of the Registered Nurse and documents in MAR.
  - ✓ Reports any observed or reported changes in the client's condition and/or needs to the Registered Nurse. Follows reporting guidelines in the Care Plan.
  - ✓ Documents care provided and completes the forms required for the client's records. Completes the appropriate records to document care given and pertinent observations. Submits documentation per Agency requirements—at least weekly.
  - ✓ Promotes personal safety and a safe environment for clients by observing infection control practices, following Agency guidelines, and reporting unsafe situations to the Supervisor/Case Manager.
  - ✓ Demonstrates safe practice in the use of equipment. Does not use equipment until orientation about its operation has been provided. Notifies supervisor of educational needs.
  - ✓ Communicates effectively with all members of the interdisciplinary team through verbal reports, participation in staff meetings, and team conferences, as requested.



- 
- ✓ Maintains confidentiality in all aspects of the job.
  - ✓ Attends in-service programs to meet compliance requirements.
  - ✓ Identifies learning needs to Agency supervisor.
  - ✓ Performs other related duties and responsibilities as deemed necessary.

I have read and understand the above job description of the Certified Medication Technician.

\_\_\_\_\_  
CMT Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rep. Name & Signature

\_\_\_\_\_  
Date