



Job Description

Job Title: Medication Technician/Care Assistant

Reports to: Assistant Home Manager

Based at: Park Mount Residential Home

Date: January 2015

Job Purpose:

Ensure the Safe Administration and Safe Storage of medications meeting all regulatory standards, to ensure the residents are provided with a high standard of care and support; enhancing and developing individual skills whilst ensuring the aims and objectives of the home are met

Objectives	Typical Tasks
<p>To administer medication to residents as prescribed. To ensure safe storage of medications in compliance with Health and Safety and CQC regulations. Ensuring that a quality driven and holistic service is provided to the residents and that they are provided with support, enabling them to live as independently and dignified a life as possible.</p>	<ul style="list-style-type: none"> - Administer Medication as prescribed by the professional bodies. (i.e. G.P. Doctors, Dentist)
<p>Provide opportunities for residents to maintain and develop their skills in order to maximise their independent abilities</p>	<ul style="list-style-type: none"> - Assist the Assistant Home Manager to ensure appropriate consultation with individuals on all aspects of service provided to them Keep records of issues raised and action taken - Provide individuals with clear, unbiased information about their rights and options in order for them to make informed decisions about their lives - Advocate, where necessary, on behalf of the people using the service - Ensure Care Plans reflect individuals' current needs, wishes and abilities - In consultation with the residents organise and participate in appropriate social and recreational activities
<p>Utilise, monitor and update communication and electronic and paper recording systems to ensure you and others provide appropriate support</p>	<ul style="list-style-type: none"> - Read and complete daily notes - Assist with and Coordinate reviews of Care Plans - Read and maintain all electronic communication books / diaries - Utilise verbal and written communication to ensure all relevant information is shared

	<ul style="list-style-type: none"> - Read all relevant meeting minutes, memos and notices
<p>Ensure the provision of a safe and healthy environment in which to live and work</p>	<ul style="list-style-type: none"> - Promote awareness of staff responsibilities under the Health and Safety Policy to ensure they work in a safe manner - Coordinate the identification and assessment of risks and implement agreed working procedures to minimise their impact - Ensure that all incidents, accidents or potential hazards are reported and recorded following Health and Safety Policy - Monitor and Ensure the carrying out Health and Safety Checks and maintenance of accurate records - Promote awareness amongst the residents of all emergency / on-call systems, and fire prevention and control, as necessary
<p>Supervise and support the operation of systems to ensure individuals receive effectively co-ordinated support</p>	<ul style="list-style-type: none"> - On behalf of the individual: - Supervise and support carer's,' organisation of review meetings and attend as necessary - Complete the updating of Computerised Care Plans in a timely manner to reflect current needs - Communicate and liaise with: <ul style="list-style-type: none"> Colleagues - Home management - External professionals - Family Members/Delegated next of kin - Relevant external agencies - Supervise and support the compilation of individual updates each month - Supervise and support care assistants co-ordination of the planning of appropriate holidays and outings
<p>Be aware of your responsibilities under the Charity's Health and Safety policy, taking all possible steps to ensure a safe working environment</p>	<ul style="list-style-type: none"> - Maintain a safe working environment - Report all incidents or potential hazards
<p>Implement and adhere to relevant internal and external policies Supervise and support staff to ensure these policies are followed, and relevant standards met</p>	<ul style="list-style-type: none"> - Maintain and update own working knowledge of relevant policies, procedures and standards in order to ensure best practice in support work - Promote understanding of relevant policies, procedures and standards amongst the staff team - Monitor staff practice to ensure relevant policies and procedures are followed at all times and standards maintained

<p>Continuous self development to ensure knowledge and skills are relevant to the service</p>	<ul style="list-style-type: none"> - Keep up to date with skills and knowledge - Attend mandatory training - Attend other training and development actively where appropriate - Participate in development reviews - Read and seek to understand all relevant communication e.g staff handbook, written communication - Attendance at meetings as required
<p>Actively support the vision, philosophies and values of the Charity</p>	<ul style="list-style-type: none"> - Promote the core values of the Charity - Act in a non-discriminatory manner - Maintain confidentiality at all times - Act as a positive role model to the team - Undertake any other duties that are in keeping with the values of the charity that you have the skill/ability to carry out

Dimensions

Level of Disclosure: Enhanced

Person Specification

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> - NVQ 2 or equivalent in care - Safe Delivery of Medication Administration - Experience of working with vulnerable adults - Experience of developing personal care plans - Good communication skills - Ability to motivate self and others - Ability to work on own initiative, lead a team and work as part of a team - Able to provide personal care - Able to work flexible hours and on-call duties, where necessary - Numerate and literate - Strong organisational abilities - Participate where necessary in social activities, outings with people using the service Maintain confidentiality 	<ul style="list-style-type: none"> - Management qualification or Level 3 NVQ - Experience of budget control/petty cash systems - Working knowledge of CQC (where registered) - Full clean driving