

POSITION DESCRIPTION

TITLE: Qualified Medicine Aide or Medical Assistant

FLSA: Non-exempt

GENERAL SUMMARY:

The QMA is responsible for provision of quality nursing care for all sisters on the unit.

She may assist with other needs of the unit.

PRINCIPAL DUTIES AND RESPONSIBILITIES

NURSING CARE:

- Coordinate with the nurse all nursing service on the unit
- Responsible for report at change of shift
- Responsible for bed checks
- Review, and keep current the care plans, treatment and medication sheets
- Take and record vital signs of Sisters in critical condition & report changes to the nurse
- Recognize, record and report significant changes in Sister's condition to the nurse
- Notify DON, Pastoral Care, Nurse Coordinator, one member of the Council and the Motherhouse Minister if death of one of the Sisters is anticipated. Notify family
- Prepare the body using dignity and respect. Notify DON, Nurse Coordinator, Pastoral Care, Motherhouse Minister, Funeral Home & MD of death
- Administer medications and specialized treatments
- Check blood sugars as ordered
- Check computer updates daily
- Count narcotics at change of shift with oncoming nurse or QMA
- Write physicians orders: order medications and place on MAR/TAR
- Document all changes in Sister's condition on daily report sheet and in Sister's chart.
- Check communication book at the beginning of shift daily for updates. Add updates as needed.
- Make calls to replace call-ins

PSYCHOLOGICAL CARE

- Maintain homelike atmosphere on the unit
- Respond to the need for emotional support and concern for individual Sisters, especially during a time of crisis
- Encourage and provide for Sisters to participate in various programs and activities

SPIRITUAL CARE

- Encourage spiritual and prayerful support for the dying Sister
- Call and work with Pastoral Care sister as necessary

SPECIAL SERVICES

- Order or provide any supplies needed for the care of the Sisters and the unit
- Maintain a professional working environment on the unit

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- Encourage good communication and harmony among Co-workers to make nursing care more effective and enjoyable and to be of more benefit to the Sisters
- Provide a pleasant and courteous atmosphere for Sister, co-workers and visitors
- Notify the Maintenance Supervisor of needed repairs or operational needs on the unit
- Notify Housekeeping when needed
- Attend and participate in meetings, in-services, workshops, etc.
- Assist in implementing all policies and procedures
- Assist with periodic review of safety procedures
- Assist with orientation of new Co-workers
- When Co-worker on next shift cannot report as scheduled, call other co-workers to fill position if possible
- Complete performance reviews
- Know how to read the “Fire Panel” and what to do in case of fire/tornado or disaster

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- QMA or Medical Assistant
- Organizational skills
- Analytical skills

WORKING CONDITIONS

- Work on scheduled days/evenings/nights
- Attend staff meetings as scheduled

ACCOUNTABILITY

- Directly responsible to the Charge Nurse, Coordinator, Assistant Director of Nursing and the Director of Nursing

SIGNATURES: The above statements are intended to describe the general nature and level of work required for this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Nurse Signature _____ Date _____

Nurse Coordinator Signature _____ Date _____

Director of Nursing Signature _____ Date _____