



Position Description

Medication Coordinator - TNE January , 2025

Position

The Medication Coordinator provides administrative support and oversight of medication-related systems, including but limited to the management and distribution of medications as directed, maintenance of medication documentation systems, and ensuring compliance with medication-related policies, procedures and licensing regulations. The Medication Coordinator will report to the Program Manager.

Essential Duties

This position performs, but is not limited to, the following essential functions:

MEDICAL FUNCTIONS

- Supervise residents' self-administration of medication. Complete required training and review relevant policies, procedures and regulations pertaining to supervision of residents' self-administration of medication.
- Assist in checking and putting away new medication cycles as well as ordered PRNs.
- Pack medications for client trips, self-administration, and discharge.
- Collaborate with treatment team members in developing and implementing individualized plans and interventions pertaining to medication/medical needs.
- Collaborate with clients regarding medication concerns or disruptions and follow-up with appropriate treatment team members in a timely manner.
- Assist in scheduling client medical appointments and maintain communication with appropriate team members.

SYSTEM OVERSIGHT/DOCUMENTATION FUNCTIONS

- Maintain organization of all medications and related materials to ensure accuracy of medication administration. This includes regular organizing of med carts/trays and maintaining a restocking schedule.
- Ensure regulatory compliance of medication administration records (MARs) through ongoing oversight and monitoring.
- Upload relevant medication related information, including MARs and refill report records, to electronic healthcare record system.
- Assist in setting up new client medication administration records.
- Check medication on a regular basis for refills, expired PRN orders and any possible irregularities/errors. Report/document any irregularities/errors as appropriate in accordance with relevant policies, procedures and regulations. Maintain regular contact with preferred pharmacies for refills and order renewals.
- Utilize the electronic health record system to complete relevant treatment documentation, as assigned by supervisory personnel and in accordance with policies, procedures, licensing regulations and best practice standards of person-centered care.
- Report any potential for lapse in pertinent medication order renewals required by prescribers.
- Ensure adherence to all medication error policies and procedures, including notification and documentation. Participate in the development and implementation of corrective action plans following medication errors and/or policy non-compliances.

- Ensure medication changes are appropriately documented and communicated in a timely manner.
- Participate in the development, maintenance and implementation of medication administration procedures to ensure accuracy and consistency. Assist in updating protocols as needed to reflect changes in regulatory requirements or program needs.

TRAINING FUNCTIONS

- Collaborate with nurse to provide new employee medication training. Participate in other areas of new hire orientation training as appropriate or assigned. Serve as a supportive role model for new staff members.
- Assist in delivery of medication-related trainings and competency assessments for staff administering medication. Provide ongoing guidance and support to staff regarding medication policies and procedures.
- Attend all required staff meetings and training as scheduled, completing all trainings assigned in Relias in a timely manner. If unable to attend required meetings or trainings, proactively communicate needs with Program Manager and make alternative arrangements to review all meeting/training content.

GENERAL FUNCTIONS

- Treat people we serve with dignity, respect, equity and unconditional positive regard. Establish positive therapeutic rapport with residents, maintaining therapeutic boundaries in accordance with policies, procedures, and assigned training content.
- Uphold and integrate principles of a trauma-informed system of care, including safety, trustworthiness & transparency, collaboration & mutuality, empowerment, and historical & cultural considerations.
- Review all new resident records upon admission. Regularly review all resident treatment plans and support identified interventions aligned with individual treatment goals.
- Provide emergency response and/or intervention for residents within the scope of training protocols, as outlined by policies and licensing regulations. This includes medical, psychiatric or behavioral crises.
- Communicate resident needs to relevant team members in a timely manner in accordance with degree of urgency to promote safety and support for the individual and the milieu.
- Utilize all electronic systems essential to assigned duties, including Microsoft 365, Datis, Relias and NetSuite.
- Attend and actively engage in regularly scheduled supervision.
- Exercise professionalism and conduct in line with the organization's mission.
- Understand and uphold relevant program expectations, policies and procedures, licensing regulations, and standards of care.
- Work as a collaborative member of an interdisciplinary team. Establish and maintain positive working rapport with other team members. Observe professional conduct and communication with other team members. Actively contribute to positive workplace culture and strong staff morale.
- Consistently communicate with clients, family members, external support, vendors and visitors professionally and respectfully, in accordance with signed release of information and HIPAA regulations.
- Will be aware of and comply with all HIPAA regulations in coordination with the HIPAA Compliance Officer.
- Will abide by all Trivium policies and Trivium's Corporate Compliance policies and Code of Ethics.
- Work all regularly scheduled shifts and exercise a reasonable degree of flexibility to work in accordance with the organization's needs (e.g. unforeseen emergency-based staffing shortages). Communicate scheduling changes and/or needs to the Program Manager (or scheduling designee) in a timely and proactive manner and in accordance with the organization's policies and procedures. Seek advance approval for overtime.
- Other duties as assigned by supervisory personnel.

To perform the job successfully, the individual must be able to perform each essential duty satisfactorily.

Required Knowledge, Skills, and Abilities

To perform this job successfully, the individual must have the following experience and attributes:

- Must be at least 18 years of age.
- High School Diploma or equivalent.
- A valid and current driver's license and the ability to maintain a driving record acceptable by the company insurer guidelines are required. The company will run a pre-hire and annual MVR to review the employee's driving record. *Employees are not allowed to drive clients in personal vehicles.*
- Ability to work independently and as part of a team. Bring a positive attitude and team player mentality.
- Embraces change and sets goals that align with the company's vision.
- Encourages and inspires others through positivity, vision, confidence, challenges, and recognition.
- Able to gather and evaluate information that leads to smart decisions.
- Provides clear communication and shares information regularly and concisely.
- The ability to follow and lead by example the Company's mission to empower individuals and to actively seek out opportunities for an enhanced quality of life.
- The ability to act as a positive role model.
- Possess effective verbal and written communication skills.
- Possess effective problem solving, decision making and organizational skills.
- Ability to obtain certification in CPR and First Aid.
- Provides clear communication and shares information regularly and concisely.
- Holds themselves accountable for their performance. Committed to self-improvement.
- Strong interpersonal skills and ability to maintain effective professional relationships.
- Quickly learn new software and navigate the internet with ease.
- Demonstrates effective time management, prioritization, and coordinating satisfactory or above work outcomes and activities with others
- Demonstrates proficient computer literacy skills
- Committed to self-improvement; ability to support and perform work through Company values

Preferred Knowledge, Skills, and Abilities

This job will have the following experience and attributes:

- At least three years of experience working in direct care or with adults with mental health needs preferred.
- Additional education in a human service-related field preferred.
- Working knowledge of mental health diagnoses, needs and challenges through a person-centered approach.
- Certification as a Clinical Medical Assistant or comparable education/experience preferred.
- CPR/First Aid certification preferred

Required Physical Demands and Working Conditions

These physical demands and working conditions represent the requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation

may be provided upon request to enable people with disabilities to perform the essential functions of this position.

While performing the responsibilities of this job, the employee is required to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations. Must observe details at close range and at a distance. Frequently moves about inside building(s) to assist residents. Frequently operates a computer and other office equipment such as a printer. Occasionally moves equipment or items up to 50 pounds. Occasionally stoops, kneels, crouches or crawls to assist residents. Occasionally ascends/descends a ladder or stairs to assist residents.

Working conditions are normal for a home environment. Based on the residents' served needs, the environment will change according to seasons while accessing the community. The noise level in the work environment is usually quiet to moderate.

Work may require occasional weekend and/or evening work.

The employee must travel between locations and occasionally attend seminars which may require an overnight stay.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information, including Protected Health Information (PHI), Personal identifying Information (PII), regarding employees, people served, or the public, and must maintain the highest level of confidentiality. In addition, I acknowledge and understand that I may have access to proprietary or other confidential information or business information belonging to the Company. Therefore, except as required or permitted by law, I agree that I will not:

- Access or attempt to access data that is unrelated to my job duties at the Company
- Access or attempt to access Protected Health Information (PHI) or Personal Identifying Information (PII) beyond my authorized access level with the Company
- Use or disclose to any other person, or allow any other person access to, any information related to the Company that is proprietary or confidential and/or pertains to employees, people served, consultants, interns, or the public. Use or disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, loaning computer access codes, and/or another transmission or sharing of data
- Use or disclose of Protected Health Information (PHI) or Personal Identifying Information (PII) for use in violation of HIPAA regulations

I understand that the Company and its employees, people served, or others may suffer irreparable harm by use or disclosure of proprietary or confidential information and that the Company may seek legal remedies available to it should such use, or disclosure occur. Further, I understand that violations of this agreement may result in corrective action, up to and including, termination of my employment.

Statement of Understanding

I have read and understand the above position description. I declare that I can perform all essential job functions, meet the physical of this position, perform satisfactorily in the stated working conditions, and satisfy the expectation for regular attendance.