

QMAP Responsibilities/Job Description

LOTUS ASSISTED LIVING

- Administer medications correctly and on time
- Audit MAR before leaving your shift and audit MAR for QMAP leaving. This includes documentation for scheduled meds, documentation for PRN meds and follow-up documentation for PRN meds. If there is any missing documentation discovered from a QMAP who has left, notify them immediately to return and correct. Notify manager on call.
- Audit individual narcotic count sheets.
- Use correct procedure for narcotic count. Both QMAPs witness entire process and packaging checked for tampering. Both QMAPs document that they verified. ALL narcotics are to be counted until destroyed by assigned managers.
- Follow 7 rights and remember that none are more important than the other. Right time, resident, reason, medication, dose, route, documentation. Note: medications that are scheduled with an exact time must be administered within the 1 hour window (half hour before or after). AM, PM, etc. must be within the exact times indicated on time keys.
- Notify the manager on call immediately if a resident refuses any medication. If a resident has refused that medication(s) more than twice within a 3 day period, fill out a medication incident report. Notify physician of all medication refusals and document notification in 24 hour log.
- If a resident refuses any medication, the medication(s) must be offered a total of 3 times with at least 10 minutes between each offer.
- Fill out a "medication error" form for all errors you discover or make yourself. Make all notifications listed at bottom. If a resident is injured or sent out to ER due to the error, a regular incident report must also be filled out.
- Keep all medications, treatments, etc. in cart and not in resident's rooms unless the physician order specifically states they can self-administer.
- Put any medication that has been discontinued or needs to be destroyed in designated area. They can not be in any other area of the cart.
- Keep all medication separated according to route. This includes in PRN area.
- Ensure all medications are locked at all times and that narcotics are double locked at all times. Ensure that no one but you has the medication keys at all times.
- Check in medications correctly. Check medications and treatments to the shipping manifest (sheet that comes with medication) to see if they match. Initial shipping manifest and put it in the pharmacy binder behind the received tab. Check off medications delivered on the ordered form behind the ordered tab. Put medication or treatment in the correct spot in the cart. If there is already that medication in the scheduled spot for that resident, put with their overflow meds. If it is a PRN or narcotic, put it with PRNs or narcotics. Fill out narc count sheet for narcotics.
- Put all physician communication and new physician orders faxed to us in designated area. Notify manager on call of any new orders immediately.

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- If a scheduled medication, PRN medication or treatment is running low, check overflow to see if we have more. If we do not have more, order more from pharmacy STAT. Notify manager on call immediately.
- Replace empty bubble packs, bottles, etc. from overflow as needed.
- Clean pill splitters, pill crushers, syringes, measuring cups, etc. between each use. This includes if they are only used for a single resident.
- Wipe clean all med dispensing cups with resident's name on them at the end of your shift.
- Ensure HIPAA regulations are not being violated.
- Ensure incident reports are being filled out thoroughly and correctly for every incident by the staff that witnessed or discovered the incident.
- Assist with ADLs according to individual care plan - toileting, showering/bathing, dressing, brushing hair, brushing teeth, skin care, nail care, shaving
- Assist with adaptive equipment - eyeglasses, hearing aids, wheelchair, walker, cane, special dinnerware, etc.
- Assist with ambulation and/or transfers
- Take vitals & weights
- Assist with engagement activities
- Housekeeping - laundry, bedroom cleaning, washing dishes, kitchen cleaning, restroom cleaning, cleaning outside grounds, sweeping and mopping, vacuuming, deep cleaning throughout home
- Prepare and serve meals
- Ensure residents are well hydrated
- Assist with prescribed exercises and or instructions
- Ensure residents are safe
- Notify house manager of any possible new health issues with residents
- Use good communication skills with all staff and managers
- Proper documentation
- Engage with residents and assist with activities

QMAP signature _____

Date _____