

LONG VALLEY HEALTH CENTER - JOB DESCRIPTION

JOB TITLE: Medical Assistant

SUPERVISOR: Nurse Supervisor

RESPONSIBLE TO: Nurse Supervisor, Medical Providers

SALARY GRADE: Business Level 3 (BB3)

GOAL: To assist nursing staff in facilitating patient flow by performing basic nursing tasks in accordance with current LVHC policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Obtain vital signs, height and weight as well as head circumference in children and other information as needed;
2. Record measurements on growth charts of pediatric patients;
3. Perform peak flow measurements in patients with asthma or COPD;
4. Perform Snellen vision chart screening;
5. Perform audiometry testing;
6. Obtain urine, stool and sputum specimens and chart appropriately;
7. Perform simple lab procedures: urine dipstick, urine pregnancy tests, strep latex tests, TB tine tests, etc;
8. Set up supplies for procedures such as eye exams, blood draws, PAP smears and minor surgeries;
9. Dispense lab specimen kits (e.g. O&P, hemocult cards) and instruct patients in their use;
10. Other job-related duties as assigned.

OPTIONAL DUTIES (as assigned):

1. Perform hematocrits;
2. Perform blood draws;
3. Perform glucometer tests;
4. Perform EKG's;
5. Operate autoclave;
6. Place PPD's.
7. Give immunizations.

QUALIFICATION REQUIREMENTS:

1. Current C.M.A. license required; or two years comparable employment
2. CPR certification;
3. Ability to communicate effectively and clearly (both written and oral communication);
4. Must be able to interact effectively with other employees in all levels of the organization as well as with the general public;
5. Basic clerical and computer skills.

(More)

LONG VALLEY HEALTH CENTER - JOB DESCRIPTION

JOB TITLE: Medical Assistant

Page 2

PHYSICAL REQUIREMENTS:

1. Must be able to lift up to 40 pounds and push up to 200 pounds on wheels;
2. Must be able to hear staff on the phone and those who are served in person, and speak clearly in order to communicate information to clients and staff;
3. Must have vision which is adequate to read written materials, computer screens, registration forms and other clinic documents;
4. Must have high manual dexterity;
5. Must be able to reach above the shoulder level to work; must be able to bend, squat, sit, stand, stoop, crouch, reach, kneel, twist, and turn.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually above average.

Employee Signature

Date

[2/15/08:ag]