

**K'ima:w Medical Center
Position Description**

Job Title: Certified Medical Assistant
Department: Nursing
Reports To: Director of Nursing (DON)
Salary Level: KMC-250
FLSA Status: Nonexempt
Approved By: Chief Executive Officer
Approval Date: January 2012

GOALS FOR POSITION:

- The employee will become an effective, highly qualified, productive member of the K'ima:w Medical Center health care team
- The employee will continue self-improvement through formal continuing education programs
- The employee will be an integral participant for process improvement of all K'ima:w Medical Center health care programs

SUMMARY: This position is responsible for bring patients from the waiting room to the patient care area and performing assessments/examinations in accordance with K'ima:w Medical Center's policies and procedures for providing age-specific care. This position is responsible for all technically related patient care that is within the scope of practice for California Certified Medical Assistants.

FUNCTIONS AND RESPONSIBILITIES:

1. Responsible for assisting in the overall preparation of patients – before, during, and after examinations.
2. Ensure patient's chart is correct using two proper ID, JCAHO protocol.
3. Ensure all medical and/or surgical supplies are available in each room.
4. Ensures all exam rooms are clean per infection control protocol and orderly
5. Greet patients by introducing self and providing an orientation to the KMC clinic, if necessary.
6. Assist patients to the clinic exam room.
7. Perform intake assessment including obtaining patient's weight, height, temperature, pulse, respirations, pain scale, blood pressure, and medication list (prescription and non-prescription). Obtain appropriate lab work, as necessary (hemoglobin, finger-stick glucose, UA, rapid strep, Peak Flow, SPO2 per protocol).
8. Through patient interview, ascertain patient's chief health complaint. Record all medical history information on EHR, in addition, complete all other information as required).
9. Give injections as ordered by a provider, per KMC protocol.
10. Perform audiometry and visual acuity checks as needed.
11. Clean and package equipment for autoclave, if required.

12. Restock supplies as required.
13. Maintains strict confidentiality with regards to patient information.
14. Adheres to all policies and procedures of K'ima:w Medical Center.
15. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: This position does not have supervisory responsibilities.

QUALIFICATIONS: In order to be successful, the employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

BASIC REQUIRED ABILITY:

1. **PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS:** Addresses patient by name; smiles when talking to patient, physician, peers, and families; answers telephone with promptness and courtesy; identifies self and department when answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts well with clients and peers.
2. **AGE-SPECIFIC COMPETENCE:** Must demonstrate the knowledge and skills necessary to: (1) provide care appropriate to any age-related needs of the patients; (2) understand and apply the principles of appropriate growth and development; (3) assess and interpret data relative to the patient's status in order to identify individual patient needs and provide appropriate care needed by KMC's Age Specific Groups. Age Specific Groups are defined as newborn, infants, toddlers, preschool children, school age children, adolescents, young adults, middle-age adults, and late-stage older adults.
3. **QUALITY IMPROVEMENT RESPONSIBILITIES AND JCAHO:** Responsible for assisting with planning, delivery, and maintenance of high quality health care. Serve on various performance improvement committees and become directly involved in the generation or modification of policies and procedures that allow KMC to continue to improve on health care.
4. **COOPERATION:** Must be a self-starter; seeks solutions, not excuses; accepts constructive criticism; willingness to adjust to change; loyal to K'ima:w Medical Center.
5. **PROFESSIONALISM:** Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.
6. **INITIATIVE:** Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K'ima:w Medical Center committees as appointed; demonstrates a desire for self-improvement. Willing to cross-train for more than one related position.

JOB-SPECIFIC SKILLS AND ABILITIES:

- Skill in operation of computer, calculator, and other office equipment.
- Demonstrated ability to obtain patient vital signs and has knowledge of KMC protocols.
- Knowledge of Hoopa Community, cultural awareness and sensitivity
- Demonstrates ability to prioritize responsibilities.
- Demonstrates knowledge of maintaining and managing medical files in EHR and RPMS.
- Knowledge of grammar, spelling, and punctuation.
- Demonstrate ability to give injections and immunization per protocol.
- Demonstrate ability to type 45 words per minute.
- Proficient in Medical Terminology.
- Ability to work as a team in IPC and a team leader.

EDUCATION AND/OR EXPERIENCE:

High school diploma or general education degree (GED) with completion of a certified medical assistant program.

CERTIFICATIONS, LICENSES, REGISTRATION:

- Valid Medical Assistant Certification
- Valid Certified Medical Assistant certification
- Valid Injection Certification
- Current BLS certification

ANNUAL TRAINING REQUIREMENTS: At a minimum, employee is required to be certified for the following training; KMC Orientation to include Infection Control, Safety, and Human Resource Policy and Procedures, completion of Health Stream courses and Security Awareness Training. Both are mandatory annually.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as proportions, percentages, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

CONFIDENTIALITY: Employee will be aware of and adhere to the K'ima:w Medical Center's Confidentiality Policy and deal appropriately with patient confidentiality at all times.

CONDITIONS OF EMPLOYMENT: Employee is subject to baseline and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy. Employee will serve a 90-day introductory period. Employee is subject to introductory and annual performance evaluations. Preference will be given to qualified Indian applicants pursuant to the Tribe's TERO Ordinance.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform an essential function.

While performing the duties of this job, the employees is regularly required to stand, walk, and use hands for palpation, examination, lifting, and moving patients or equipment. Employees must also possess the ability to sit, climb or balance, stoop, kneel, crouch, or crawl, as well as speaking and hearing. The employee may be required to lift and/or move up to 50 pounds as needed. Specific visual abilities include near vision, distance vision, depth perception, and ability to adjust visual focus.

WORK ENVIRONMENT: Work environments characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to blood-borne pathogens, airborne pathogens, infections, and other contagious diseases as well as fumes or airborne particles. The employee is occasionally exposed to toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate.

Employee Signature

Date

Supervisor Signature

Date

Human Resource Director

Date