



Kaukauna Clinic, SC
"Your partners in Family Health Care"

JOB DESCRIPTION

Certified Medical Assistant | Licensed Practical Nurse

Kaukauna Clinic provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Reports to: Supervisor of Nursing
Department: Nursing
Job classification: Full time, Non-exempt, Hourly

Position Summary: under the guidance of the nursing supervisor, and direction of the attending physician and/or nurse practitioner, the certified medical assistant or licensed practical nurse will perform variety of duties involving patient care across different practices within the clinic. In addition, provide appropriate information to patients in order for patients to understand and fully utilize and benefit from the clinical services. The certified medical assistant or licensed practical nurse will use best practices when working with patients and others.

Essential Job Responsibilities:

- Room patients in accordance to the clinic's rooming process and procedures including but not limited to identifying patient; obtaining weight, height, and temperature; documentation of reason for visit, allergies, medications, pharmacy preference; review health maintenance; obtain and document blood pressure, heart rate, and respiratory rate in EPIC.
- Obtain lab/X-ray reports, referral information, and hospital notes as needed.
- Assist and/or perform procedures with assigned clinical provider.
- Administer drugs and vaccinations as needed.
- Conduct prescription verifications and refills as directed by the attending physician or nurse practitioner.
- Prepare exam/procedure rooms and equipment for procedures.
- Clean exam/procedure rooms after each appointment using the clinic's best practice guidelines.
- Stock and organize exam/procedure rooms as needed.
- Clean and sterilize medical instruments.
- Track supply inventory and restock as needed; alert appropriate staff if supplies are low.
- Cover shifts for other nursing staff as needed.
- Maintain patient confidentiality.

The essential job responsibilities are not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change or new ones may be assigned at any time with or without notice.

Core Competencies:

Knowledge:

1. Knowledge of health care field and medical office protocols/procedures.
2. Knowledge of specific assisting tasks related to particular medical practice.
3. Knowledge of information that must be conveyed to patients and families.

Skills:

1. Skill in performing medical assistance tasks appropriately.
2. Skill in tactful patient interaction and diplomacy in interpersonal interactions.
3. Skill in understanding patient education needs.
4. Skill in EHR (preferably Epic).

Abilities:

1. Ability to learn and retain information regarding patient care procedures.
2. Ability to project a pleasant and professional image.
3. Ability to plan, prioritize, and complete delegated tasks.
4. Ability to demonstrate compassion and caring in dealing with others.
5. Ability to be punctual and attend scheduled work hours regularly.

Supervisory Responsibilities: no supervision responsibility (no direct reports).

Work Environment: Inside a clinical setting – combination of exam rooms. Frequent exposure to communicable diseases, toxic substances, medicinal preparations, and other conditions common to a clinic environment.

Physical Demands: Requires standing and walking for extensive periods of time. Occasionally requires lifting and carrying items weighing up to 15 pounds. Requires correct vision and hearing to normal range. Requires working under stress in emergency situations and occasionally may involve helping cover other practices.

Equipment Operation: Standard medical exam/office equipment, which may include computerized health information management system for medical records, EKG machine, etc.

Travel: This position does not travel for work.

Required Education & Experience: High school diploma and medical assistant diploma from an accredited vocational institution, or a community college course in medical assisting. Minimum of one year in a related healthcare field.

Preferred Education & Experience: LPN

Additional Requirements: Current state license for Practical Nurse. Possess a current BLS certification and current health records with the appropriate immunizations to work in the health care field (hepatitis B and tuberculosis).