

<b>JOB DESCRIPTION MANUAL</b>	<b>SECTION:</b>	Job Description Manual
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	<b>EFFECTIVE:</b>	4/11
<b>SUBJECT:     JOB DESCRIPTION</b>	<b>REVISION:</b>	11/15
CLINIC LPN / CMA	<b>REVIEWED:</b>	11/15

### **Position Summary**

The Clinic Licensed Practical Nurse (LPN) or Certified Medical Assistant (CMA) is a multi-skilled individual who is responsible for the overall flow and safe management of patient care in the Clinic. This individual assists medical providers with patient care. The LPN/CMA will be skilled in taking patient vital signs, collecting blood and other specimens, and giving vaccinations and injections. The LPN/CMA will perform miscellaneous clinic duties in connection with referrals, appointment scheduling, management of patient medical records, and ordering medical and office supplies.

### **I.     QUALIFICATIONS:**

- 1.1 Graduate of an accredited LPN program or Certified Medical Assistant program required.
- 1.2 Two years experience in a clinic or related health care environment preferred.
- 1.3 Skilled in taking basic vital signs, knowledgeable or demonstrated ability to learn phlebotomy and preparation for lab testing.
- 1.4 Demonstrates ability to learn laboratory testing and quality requirements as outlined by laboratory policy and procedure including specimen collection and processing, test performance, result reporting, equipment operation and maintenance, proficiency testing, quality control and assessment.
- 1.5 Current CPR certification.
- 1.6 Must possess verbal and written communication skills to understand and interpret instructions.
- 1.7 Must demonstrate effective communication skills with patients, families, Medical providers, Hospital staff, Nursing Home staff, Home Care/Hospice and other service providers.
- 1.8 Must possess organizational ability to plan and coordinate activities of the Clinic and maintain accurate records.
- 1.9 Computer proficiency required.

### **II.    PHYSICAL DEMANDS AND SPECIAL CHARACTERISTICS:**

- 2.1 Moderate physical exertion.
- 2.2 Requires full range of body motion including handling and lifting of patients.
- 2.3 Ability to regularly lift and/or move 10 pounds and on occasion lift and/or move up to 50 pounds.
- 2.4 Demonstrates good manual and finger dexterity and hand-eye coordination.
- 2.5 Near visual acuity for performing nursing care and office tasks.
- 2.6 Requires sitting, standing and walking for prolonged periods of time.
- 2.7 Ability to exercise independent judgment and maintain emotional stability under stress.
- 2.8 Flexibility to handle changing situations and emergency needs.

### **III.   JOB ACCOUNTABILITY AND RESPONSIBILITY**

- 3.1 Responsible for the overall flow and safe management of patient care in the clinic by assisting medical providers with patient care.
- 3.2 Rooms patients and prepares them for examination, treatments and procedures.
- 3.3 Phone calls: for triage, communication, coordination of care, prescription requests, etc.

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- 3.4 Check and document vital signs.
- 3.5 Completes laboratory testing and adheres to quality requirements as outlined by laboratory policy and procedure including specimen collection and processing, test performance, result reporting, equipment operation and maintenance, proficiency testing, quality control and assessment.
- 3.6 Assists with responsibilities of the onsite laboratory coordinator to include daily quality oversight, recordkeeping, method validation and assessment, submission of quality system reports, and initial review of quality records as requested.
- 3.7 Completes all assigned laboratory testing and quality management tasks as delegated by the Laboratory Director and/or Laboratory Supervisor to assure laboratory compliance with federal accreditation standards.
- 3.8 Recognizes environmental hazards that pertain to both patient and clinic staff and initiates appropriate safety measures.
- 3.9 Follows infection control standards in care.
- 3.10 Performs miscellaneous clinic duties in connection with referrals, appointment scheduling, management of patient medical records, and ordering as well as maintaining medical and office supplies.
- 3.11 Provides patients with instructions and education materials.
- 3.12 Facilitates transport of patients between clinical settings.
- 3.13 Maintains strictest confidentiality.
- 3.14 Demonstrates team work.
- 3.15 Participates in quality improvement initiatives.
- 3.16 Completes yearly CPR refresher.
- 3.17 Accountable and responsible for personal professional development, knowledge and skills through participation in continuing education.

**IV. SUPERVISION AND DIRECTION**

- 4.1 Reports to Clinic Manager

**V. JOB STATUS & CLASSIFICATION:**

- 5.1 Full and/or part-time, non-exempt.

**VI. OTHER:**

- 6.1 This job description is not intended to be all-inclusive. This job description in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position. Management reserves the right to revise this job description at any time.

<b>APPROVED:</b>	<b>DATE:</b>
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