

CORE JOB DESCRIPTION

JOB GROUP: Patient Care Assistant

TITLE	DEPARTMENT	JOB CATEGORY	GRADE	STATUS	EEO CATEGORY
Patient Care Assistant		1	12	Nonexempt	3

DATE WRITTEN: 03/02

DATE REVISED:

HUMAN RESOURCES:

CLINICAL SERVICES ADMINISTRATION (C/P/C):

Date _____

Date _____

POSITION GOAL:

The primary purpose of this position is to assist the patient care team in providing safe, knowledgeable patient care in the ambulatory care setting, and to support operational functions under the direction of the patient care nurse manager. This position functions in accordance with the practice standards outlined in the Patient Care Team Competency Program.

QUALIFICATIONS:

- Graduation from a medical assistant program, or two years commensurate experience in a medical setting.
- Current CPR certification.
- Effective communication skills, including the ability to provide written and verbal communication to health care providers and to people of various educational and socioeconomic backgrounds.
- Previous experience in an ambulatory care setting is preferred.

DUTIES AND RESPONSIBILITIES:

Patient Care

- Escorts patients to examination areas, collects data including measurements and vital signs according to the site specific operating guidelines, gathers information as to the reason for the visit, allergies/adverse reactions and documents according to site specific operating guidelines.
- Prepares patients for examinations or procedures and chaperons as needed.
- Performs site-specific procedures outlined in the skills list per written order/written protocol. Documents the procedure and results in the medical record.
- Assists the physician/provider with minor procedures.
- Organizes supplies, stocks rooms and is familiar with the instruments used in the area.
- Assures appropriate forms are complete, accurate and timely. Documents according to site specific guidelines.
- Processes, handles and labels specimens safely, accurately and in a timely manner.

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- Understands the general clerical functions of the front office area in accordance with the site-specific guidelines.
- Transports patients via wheelchair or gurney as required. Utilizes safe transport practices and good body mechanics. Assists with patient transfers from exam table to wheelchair and vice versa.
- Provides for the emotional and physical comfort and safety of patients.

Leadership

- Observes, records and reports pertinent information on patient status to physician/provider, as well as the nursing supervisor. Reports all changes in patient status immediately. Notifies the Nurse Manager/Nurse Supervisor of planned admissions.
- Utilizes Universal Precautions and handles waste and sharps disposal according to UPI policy.
- Identifies safety hazards; notifies the supervisor of unsafe conditions.
- Assists in controlling costs and eliminating waste. Assures stock levels are adequate but not excessive for the site-specific inventory.
- Performs other duties as assigned which are consistent with the goals and qualifications for this position.

Professionalism

- Follows UPI policy in performing tasks.
- Maintains a professional demeanor in communicating with patients, coworkers, and physicians/providers.
- Participates in staff meetings and in-services. Expands one's own level of knowledge through independent study, formal in-services or seminars, and seeks out learning opportunities in daily activities.