**CMA, LPN, RN**

**Employee:   
Reports to:   
FLSA Status:** Non-Exempt **Location:**

**Position Summary:** Employee is expected to conduct themselves in a manner consistent with the mission, values and philosophy under which this community health center operates. The employee is expected to perform the following as part of their job description:

1. Be an active, positive participant of their team.
2. Maintain confidentiality regarding those served co-workers and referral /funding sources.
3. Treat all persons with respect, courtesy and dignity.
4. Be on time and regular in attendance. Patterns of absences or tardiness are not acceptable.
5. Show up for work with a positive attitude. Refrain from spreading rumors, gossiping or other non-productive forms of conversation, at work or away from the workplace.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Take patients back to exam rooms; prepare them for the physician or CNP/PA-C.
* Take temperatures, blood pressure, heights and weights on all patients.
* Assist the physician or CNP/PA-C whenever needed in the exam room.
* Give injections ordered by physician or CNP/PA-C
* Record lab work and injections in the patient’s electronic health record.
* Do EKG’s as ordered and place documentation in patient’s electronic health record after interpretation
* Be willing to train for and perform the following lab:

Venous draws for mail-out lab, Cultures and other specimens to be mailed out, Urinalysis – chemical and microscopic, Gravindex, Throat Culture, Lab on automated machine, QBC, HCT, Sed rates, Hemoccult slides, Glucose and other lab requested by MD, CNP/PA-C.

* Maintain separate container for medical waste and normal waste.
* Perform X-Rays as ordered by physician, CNP or PA-C.
* Change Bandages
* Sterilizing supplies
* Keep exam rooms stocked with supplies needed
* Keep inventory of all lab and medical supplies
* Reorder all lab and medical supplies
* Check all lab, and equipment to ensure proper functioning is in order.
* Maintain logbooks on all lab work, injections, X-rays & EKG’s performed.
* Record past immunizations in patient’s electronic health record.
* Assist Secretary/Receptionist with telephone, appointments and other minor office procedures when necessary.
* Go to Nursing Home or Patients Home to collect blood samples if ordered by MD, PA-C/CNP.
* Do catheterizations.
* Clean lab and supply areas and exam room tables.
* Return to the office after hours for emergencies if requested by MD, CNP/PA-C.
* Give blood pressure checks to all patients who have requested them. Record all information in the electronic health record.
* Assist in the maintenance of the patient tracking and the return files.
* Store all samples left by drug representatives, remove and destroy outdated samples.
* Place referral calls when requested by MD, PA-C/CNP.
* Maintain good public relations between patients and the clinic.
* Maintain quality assurance logbooks on lab procedures, and lab machines.
* Become familiar with and maintain the laboratory policy and procedure handbook.
* Perform quality control per CLIA regulations on lab tests along with performing proficiency testing per CLIA regulations.
* Other duties as may be assigned.

**SUPERVISORY RESPONSIBLITIES - None**

**QUALIFICATIONS**

1. Currently licensed nurse or certified medical assistant in the State of South Dakota.
2. Willing and capable of using all formal training.
3. Capable of or willing to learn office laboratory procedures.
4. Professional and discrete manner at all times.

**EDUCATION**

High School Diploma or GED

Licensed LPN, RN or Certified Medical Assistant in the State of South Dakota

**TRAINING / EXPERIENCE**

Willing to participate in Horizon’s professional development training programs. Possess strong grasp of clinical work flow in a community health center setting. Have experience involving the use of clinical information programs. Familiar with a variety of the field's concepts, practices, and procedures.

**TRAVEL**

May travel to continuing education workshops and/or fill in at other CHC’s as needed.

**SKILLS**

Excellent patient care skills, Professional and discrete manner at all times, Ability to work as a team player at all times

**COMPUTER SKILLS**

Must have experience with Electronic Health Records Program, Outlook and Microsoft Programs

**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 the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**Employee generally works within the interior of a healthcare clinic or office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee may travel locally between multiple worksites and be responsible for own transportation. Out of area travel may be required on occasion. Hours of operation and specific staff scheduling may vary between worksite based on operation need. The noise level in the work environment is usually moderate.

***I hereby accept the position of \_\_\_\_\_\_\_\_\_\_ and agree to perform the identified essential functions and expectation in accordance with Horizon Health Care’s established procedures.***

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Signature Date