

Johnson Memorial Health Services

Job Description

Position: CMA/LPN/RN
Department: Clinic
Reports To: Clinic Manager
FLSA Status: Hourly, non-exempt
Days/Hours: Monday – Friday
Effective: March 2016 **Reviewed:** January 2021

JOB SUMMARY

Responsible for the overall flow of patient care. Assist providers with patient care, and performing miscellaneous clinic duties in connection with referrals, appointments, ordering medical supplies, prescriptions, etc.

The CMA/LPN/RN is accountable and responsible for his or her professional development, knowledge, and skills through participation in continuing education and sets a good example for the profession by his or her actions.

POSITION REQUIREMENTS

- Graduate of a Certified Medical Assistant program or accredited LPN program required.
- Current Minnesota LPN or RN license or Certified Medical Assistant certification required.
- Prior nursing experience in a clinic or related health care environment preferred.
- Skilled in taking basic vital signs, knowledgeable or demonstrated ability to learn phlebotomy and preparation for lab testing, assist with procedures, perform EKGs.
- Current CPR certification required.
- Must possess strong verbal and written communication skills to understand and interpret instructions.
- Must demonstrate effective communication skills with patients, families, medical providers, hospital staff and care center staff.
- Must possess organizational ability to plan and coordinate activities of the clinic and maintain accurate records.
- Computer experience and proficiency required to maintain EMR.

CORE COMPETENCIES

- Uses models of patient care standards, JMHS policies, Minnesota Department of Health Guidelines, CDC and OSHA Standards
- Recognizes environmental hazards that pertain to both patient and self, with initiation appropriate safety measures.

- Recognizes general causes of and modes of transmission of disease and identifies common methods of prevention and control and follows these methods according to JMHS policy and OSHA Standards.
- Excellent communication skills – written and oral.
- Ability to be empathetic to patients is a must.
- Basic computer skills for electronic medical record.
- Vital signs, basic knowledge of injections types and sites, phlebotomy and preparation for lab testing, knowledge of how to assist with office surgery and minor procedures.
- When working at satellite clinic – ability to learn and perform basic hematology, lab QC, phlebotomy and lap specimen preparation. Other lab functions as directed.
- Telephone messaging – take clear and concise messages, talk with patients regarding symptoms and make work-in appointment decisions. Return phone calls as directed by providers, nurse manager or other departments.

EQUIPMENT USED

- Spirometer
- Manual sphygmomanometer
- Oximeter
- Stethoscope
- EKG
- Oxygen
- Metabolic Analyzer
- Bladder scanner
- Bedside Ultrasound
- Tympanometer/audiometer
- Computer

PHYSICAL DEMANDS

- Requires full range of body motion including handling and lifting of patients
- Manual and finger dexterity and hand-eye coordination.
- Requires sitting, standing and walking for prolonged periods of time.
- Exposure to communicable disease and body fluids.
- Requires working under stress.

SUPERVISORY RESPONSIBILITIES (if applicable):

None

MINIMUM PHYSICAL REQUIREMENTS (if any): (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.)

Note: In terms of a 8 hour workday, “Occasionally” equals 1% to 33%, “Frequently”, 34% to 66%, “Continuously”, 67% to 100%

In an 8 hour workday, employee must:

(Hours at full capacity for each activity)									
Position	None	1	2	3	4	5	6	7	8
Sit			X						
Stand				X					
Walk				X					

Employee’s job requires he/she:

Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop			X		Patient cares/supplies
Squat		X			Patient cares/supplies
Crawl	X	X			Patient cares/supplies
Climb (Height 8 ft)	X				
Reach above shoulder level		X			Supplies
Crouch		X			Patient cares
Kneel		X			Patient cares
Balance		X			Patient cares
Push/Pull (# of lbs. 35)		X			Transporting patients

Employee’s job requires he/she carry:

Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.		X			Charts/equipment
11-24 lbs.		X			Equipment/supplies
25-34 lbs.		X			Equipment
35-50 lbs.	X				
51-74 lbs.	X				
75-100 lbs.	X				
Over 100 lbs.	X				

Job requires employee must use feet for repetitive movements as in operating foot controls:

Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

Job requires employee use hands for repetitive action such as:

Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand	X		X		X		Writing/typing
Left Hand	X		X		X		Writing/typing
Both Hands	X		X		X		Writing/typing

Does the employee’s job require:

Activity	YES	NO	Describe if Yes
Working on unprotected heights?		X	

Working on uneven terrain?		X	
Working on wet/damp surfaces?	X		May walk in on spills/or wet room
Operating moving equipment?		X	
Operating vehicles?	X		Driving to classes
Use of tools?	X		Adjusting crutches, or other misc. equipment
Use of telephone?	X		Communication
Use of keyboard/computer terminal?	X		Communication/charting
Working under time pressure?	X		Appointment times
Working rapidly for long periods?	X		During busy times
Working alone?	X		Occasionally during early/evening hours
Close work?	X		Microscope, suture removal, or medication mixing
Good vision (close/distance/peripheral & depth perc)	X		Patient care and computer work
Good color vision?	X		To determine different supplies or medications
Good hearing?	X		Communication
Good speaking?	X		Communication
Reading?	X		Discharge instructions
Writing?	X		documentation
Simple arithmetic?	X		Medication dosage calculations
Mathematics?	X		Medication dosage calculations
Weighing and /or measuring?	X		Patients

The work environment where the job is carried out:

Job environment:	YES	NO	% of Day Spent
Indoors	X		98%
Outdoors	X		2% Escorting patients to vehicle
At a desk or bench	X		50%
In a car or truck	X		5%Travel to satellite clinic
In an office	X		98%Nurses Station

Is the employee exposed to:

Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	X		Blood, urine, vomit, body fluids
Chemicals/respiratory hazards?	X		Chemicals approved for use of cleaning equipment
Noise?		X	
Dust, fumes & gases?		X	
Extreme heat or cold?		X	
Cramped areas?		X	
Working close to electrical current?		X	
Other hazards?		X	

Exposure Determination: For More Information: See Your Supervisor

Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
X			X		X

MENTAL DEMANDS:

Does the employee's job require:

Activity	YES	NO
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.	X	
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

DISCLAIMER:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

RECEIPT ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, do do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____