

TOIYABE INDIAN HEALTH PROJECT, INC.

POSITION DESCRIPTION

POSITION: Medical Aide

SALARY RANGE: TSS 6

WORK STATION: Bishop Clinic

SUPERVISOR: Medical Office Mgr/Chief Physician

NON-EXEMPT

POSITION SUMMARY: Assist Providers with tasks to ensure the smooth operation of health care.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent
2. Must possess a current Nursing Assistant certification (CNA) or Medical Assistant certification (CMA/RMA); or a minimum of six-months equivalent work experience in patient care required.
3. Current Phlebotomy Certification; or a minimum of three-months hands-on phlebotomy related experience desired.
4. Current X-Ray Technologist certification desired.
5. Ability to complete technical medical tasks associated with good communication skills.
6. C.P.R. certified or certified within three months of hire.
7. Must possess a current driver's license and be insurable with company insurance.
8. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs and socioeconomic needs of the Indian community.
9. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

RESPONSIBILITIES:

1. Prepares patients for examination by Provider, monitor vital signs, give patient instructions, graphing and preparing proper forms.
2. Responsible for maintaining appearance/cleanliness of rooms between patients to include stocking supplies of rooms and maintaining the cleanliness of the children's toys.
3. Maintain cleanliness/sterilization of medical equipment and department in accordance with OSHA standards.
4. Performs and records outside lab procedures (i.e., simple/complete urinalysis, throat cultures, sed rates, etc.)
5. Administers EKGs and assist with exercise treadmill tests.
6. Assists Provider performing examinations or procedures on patients, chart audits, patient contacts for follow-up appointments, checking data in patient files and filing after process is complete.
7. Prepare growth charts on children from birth to twenty (20) years old and immunization logs.
8. Assists with inventory and procurement of lab and medical supplies and may involve ordering supplies.
9. Assist the Medical Receptionist when necessary, to include using the computer and the telephone system.

10. Performs and records weekly biological testing and cleaning of the autoclave, while having working knowledge of sterile techniques in accordance with HB guidelines.
11. If certified as a Technologist, take and develop x-rays.
12. Works in accordance with all Toiyabe Personnel Policies and staff responsibilities.
13. Other job related duties as necessary.

Employee: _____ Date _____

Supervisor: _____ Date _____