



- ✓ Participates in the training of new Medical Assistants.
- ✓ Follows all laws and regulations and adheres to all of the Organization's policies and procedures, especially the hazardous, health and safety procedures
- ✓ When the Lead LPN at the clinic is unavailable, serves as lead for the clinic. When Triage LPN is not present, takes over role of phone and walk-in triage.
- ✓ Assists with patient rooming and typical nurse floor duties depending on need. Assists Lead LPN with maintaining clinical supply levels at assigned site.
- ✓ As time allows, assists Triage LPN with completing population health outreach for patients with uncontrolled chronic disease/care gaps, including tracking of patients due for pap smears, vaccines, etc. May collect and maintain statistical data.
- ✓ OB intake visits
- ✓ Other duties as assigned (non-essential)

**Job Qualifications** (Experience, Knowledge, Skills and Abilities)

- ✓ Licensed Practical Nurse license in the State of Ohio
- ✓ Associates Degree in nursing
- ✓ Skill of phlebotomy
- ✓ Prior vaccine and immunization experience, preferred
- ✓ Ability to work with supervision and make decisions based on established policies and procedures
- ✓ Skills to expertly deliver exceptional health care to the public
- ✓ Ability to successfully work in unison with others to create an efficient, harmonious work environment
- ✓ Demonstrates competency in working sensitively and respectfully with people of various cultures and social status
- ✓ Knowledge of federal, state and local laws and regulations pertaining to health care and safety
- ✓ Ability to communicate (orally and in writing) in a professional manner
- ✓ Ability to maintain an established work schedule to ensure dependability and accuracy of work quality

**Equipment Operated:**

Telephone & Fax	Computer & Printer	Blood Glucose Monitor
Blood Pressure Machines	Waived function testing	Pulse oximeter
EKG	Centrifuge	NST machine
Oxygen	Audiometer	Audio Visual
HBA1C analyzer	Ultrasound	Other office and medical equipment as assigned

## Facility Environment:

All facilities have a medical office environment with front-desk reception area, separate patient examination rooms, nursing stations, pharmacy stock room, business offices, hallways and private toilet facilities. All facilities are on the main ground floor and ADA compliant. This position will primarily operate out of the clinic at 2365 Innis Rd.

This position's primary work area is patient examination rooms and nursing stations.

The patient examination rooms and nursing stations areas are:

- kept at a normal working temperature
- sanitized daily
- maintains standard office environment furniture with adjustable chairs
- maintains standard office equipment; ie, computer, copier, fax machine, etc. at a normal working height

**Physical Demands and Requirements:** these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees
- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person's voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

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## Indicate Frequency of Factors that Contribute to this Position:

<i>Factor</i>	<i>Frequency, 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed</i>
Normal, steady work pace	2
Randomly changing work pace	2
Fast, sometimes chaotic, high stress work pace	2
Independent decisions made without supervision	3
Exposure to trauma, grief, death, etc	2
Exposure to disease or bacteria	2
Handles closed containers or vials of patients' bodily fluids or tissues	2

Required to wear safety clothing or equipment	2
Handles money or financial accounts (cash, checks or credit cards)	0
Interacts personally with public and business associates	2
Interacts with public and business associates via the telephone, letter, or other non-face-to-face measure	2