

REPORTS TO:	Clinic Manager
REVISED:	09/2021, 5/2024
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

Clinic assistive personnel advances exceptional care by functioning as an assistant to the nursing staff performing duties as delegated. Delegated tasks are performed under the supervision of an LPN or RN. Clinic assistive personnel may also act as a personal assistant to the provider by entering documentation into the EHR, gathering past medical history and updating patient preventative.

QUALIFICATIONS:

Education and/or Experience

- One-year prior experience in healthcare preferred.

Certificates, Licensure, Registrations

- For job-specific certifications refer to the [Education Certification Requirements by Job Category: Clinical Staff](#)

Essential Job Duties and Responsibilities	
1.	<p>Prep patient chart for visit</p> <ul style="list-style-type: none"> • Verify pre visit labs have been completed • Ensure preventative are up to date, inform provider of needs • If patient is here for an pre-op H&P verify all surgical information is available to provider
2.	<p>Performs admission activities for each patient prior to being seen by the provider as delegated by and under the supervision of a nurse.</p> <ul style="list-style-type: none"> • Performs admission intake, including chief complaint, complete set of vitals, present and past medical history. • Document allergies and type of reaction. • Maintain patient flow from waiting area to exam rooms and keeps patients informed of unexpected waits.
3.	<p>Assists provider. This includes, but not limited to:</p> <ul style="list-style-type: none"> • Collects and prepares specimens for lab tests. • Assist with instruments and supplies for procedures. • Preps patients for procedures. • Prepares patient information for clinic chart. • Perform EKG's • Order Entry

Essential Job Duties and Responsibilities	
4.	<p>Completes visit documentation during patient encounter</p> <ul style="list-style-type: none"> • A Scribe is responsible for listening, observing, and accurately documenting real-time interactions between healthcare provider and patient. • Complete appropriate exam note, including history of present illness, review of systems, physical exam and plan. • Update Problem List • Update Past Medical, Family and Social History
5.	<p>Performs emergency treatment as required in accordance with scope of practice.</p> <ul style="list-style-type: none"> • Assists in patient care in an effective and responsive manner as each situation requires. • Follows emergency policies, procedures, and protocols in an effective manner.
6.	<p>Demonstrates professional behaviors to patients, providers, and other staff members.</p> <ul style="list-style-type: none"> • Demonstrates ability to remain calm in emergent and stressful situations. • Works well as a team member, builds, and maintains a climate of trust. • Willingly accepts responsibilities and cooperates with implementation of change. • Adapts to change and workload and is flexible changing assignments as needed. • Enhances professional growth and development through participation in educational programs, and current literature. • Demonstrates self-accountability for professional behaviors.
7.	<p>Promotes and ensures patient safety in all aspects of responsibilities</p> <ul style="list-style-type: none"> • Implements infectious disease controls as appropriate including isolation procedures, proper use of hand washing and gloves. • Follow proper procedures for disposal of sharps and hazardous materials. • Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self. • Informs and involves nursing regarding patient care issues in a timely and appropriate manner.
8.	<p>Communicates Effectively.</p> <ul style="list-style-type: none"> • Communicates and collaborates effectively with other health team members regarding patient situations, satisfaction needs, and recommendations for meeting identified outcomes.
9.	<p>Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.</p> <ul style="list-style-type: none"> • Demonstrates a commitment to the practices of Quality Improvement (QI).

	Essential Job Duties and Responsibilities
	<ul style="list-style-type: none"> • Regularly attends Department huddles. • Completes tasks as outlined on Department Huddle Board or Huddle Correspondence • Seeks out and participates in committees and task forces as needed and appropriate
10.	Performs other duties as assigned.

ESSENTIAL Work Environment & Physical Requirements:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting		X		
Standing			X	
Walking			X	
Climbing	X			
Driving	X			
Lifting (floor to waist level)		40 lbs.	50 lbs.	10 lbs.
Lifting (waist level and above)		40 lbs.	50 lbs.	10 lbs.
Lifting (shoulder level and above)		40 lbs.	50 lbs.	10 lbs.
Carrying objects			X	
Push/pull		30 lbs.	20 lbs.	10 lbs.
Twisting		X		
Bending		X		
Reaching forward			X	
Reaching overhead		X		
Squat/kneel/crawl		X		
Wrist position deviation			X	
Pinching/fine motor activities			X	
Keyboard use/repetitive motion				X
Taste	X			
Talk				X
Smell		X		

Sensory Requirements	Not Applicable	Accurate 20/40	Very Accurate 20/20
Near Vision		X	
Far Vision		X	

	Not Applicable	No	Yes
Color Discrimination		X	
	Not Applicable	Accurate	Minimal/Moderate
Depth Perception		X	
Hearing		X	

Environment Requirements <i>Occupational Exposure Risk Potential</i>	Not Anticipated	Reasonably Anticipated
Bloodborne Pathogens		X
Chemical		X
Airborne Communicable Disease		X
Extreme Temperatures	X	
Radiation		X
Uneven Surfaces or Elevations	X	
Extreme Noise Levels		X
Dust/Particulate Matter		X
Other (List)		X

Shift Requirements	8 hrs/day	10 hrs/day	12 hrs/day	Other (varied)
Usual workday hours				X
Regular, punctual attendance for assigned shifts		X		X
Available to work overtime		X		



**CLINIC ASSISTIVE
PERSONNEL**
REVIEWED 05/2024

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

Can you perform the essential functions of the position with or without reasonable accommodations?

YES

NO

Name (please print): _____

Signature: _____ Date: _____