



DATE ISSUED: 09/05
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Certified Medical Assistant

JOB SUMMARY

Employees in this classification are experienced Certified Medical Assistants responsible for assisting health care providers within the University Student Health Department. Work is performed under the direction of the Director of Student Health as part of a health care team and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Student Health Services

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Prepares patient charts.

Collects necessary information for inclusion into patient charts (i.e. lab and x-ray reports, consent forms, charge sheets, etc).

Obtains and records patient history, vital signs, weight, height, etc.

Performs certain procedures such as visual acuity tests, hearing tests, and ear lavage.

Prepares patients for various types of examinations and procedures; includes appropriate draping and gowning of patients.

Assists with physical examinations and various specialized procedures.

Obtains specimens for laboratory tests; labels specimen containers; and prepares accompanying paperwork for laboratory tests and x-rays.

Performs laboratory procedures including but not limited to urinalysis, strep test, flu test, pregnancy test, and wet preps.

Instructs patients regarding provider prescribed treatments to be continued at home.

Monitors in-house bed patient care.

Provides health education counseling.

*Certified Medical
Assistant/Lab Assistant
Date Issued: 09/05
FLSA: Non-Exempt
PTO: COVS*

Ensures that inventory of necessary supplies and equipment are maintained for diagnostic and treatment procedures.
Ensures that examination/treatment rooms are clean and stocked with necessary supplies.
Cleans speculums and surgical instruments.
Prepares equipment for autoclaving.
Participates in quality assurance programs.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Successful completion and certification of a Medical Assistant Program. CPR certification.

EXPERIENCE

One years experience in a Certified Medical Assistant Program, hospital or clinic environment.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to use basic equipment (i.e., thermometer, blood pressure cuff, scales, stethoscope, peak flow meter, as well as more sophisticated equipment utilized in student health).
Knowledge of blood drawing techniques.
Ability to follow oral and written directions.
Ability to observe pertinent details.
Knowledge of and ability to obtain EKG.
Knowledge of and ability to perform ear lavage.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to communicate effectively - orally, by phone, in person, and in writing.
Ability to use a personal computer and other office equipment.
Ability to respond in emergency situations in a timely manner.

*Certified Medical
Assistant/Lab Assistant
Date Issued: 09/05
FLSA: Non-Exempt
PTO: COVS*

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 must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office and/or laboratory setting. The noise level in the work environment is low to moderate. The employee may be required to travel. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological safety; hazardous wastes; and blood pathogens.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

Certified Medical
Assistant/Lab Assistant
Date Issued: 09/05
FLSA: Non-Exempt
PTO: COVS

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.