



Job Description Clinic Medical Assistant / Nurse

Contact Person for Job Interest:

Brian Daigle, Administrator (BDaigle@pgacadiana.com)

Positions Available: One

Professional Type: Medical Assistant (MA) or Nurse (LPN)

Position Type: Full-time, hourly pay, negotiable (\$12-16 depending on experience and efficiency)

Compensation: Hourly compensation, not to exceed 40 hours per week, except when approved.

Benefits: Health benefits, 401K matching, and others available for full-time employees.

Clinic Location: Breaux Bridge

Directly Reports To: Dr. Yerasi

Position Duration: Ongoing so long as work is satisfactory, performance evaluations are at least adequate, and professional contributions to the workplace are beneficial.

Start Date: ASAP (a PGoA employee transferring may require transition time of 1-3 weeks)

Time Commitment

- See clinic hours Monday through Friday: Mon, Tues, Thur, Friday 8-5, Wed 8-1
- At least once a month, at most once a week, a 30 to 60 clinic staff meeting during working hours with clinic staff and Providers, PGoA administration as needed
- The employee must be prepared to work holidays and weekends as required by PGoA, understanding that weekend and holiday shifts will be distributed as evenly as possible.
- If the employee is full time, they must be prepared to work up to 8 hours per day total, generally between 8AM and 5PM. If the employee is part time, they must be prepared to work up to 31.9 hours per week total. However, the employee must also accept that there could be variations in both total hours and shift timing either on a temporary or regular basis.

Medical and Clinic Responsibilities *(not an exhaustive list)*

- Train according to the levels set up in the Nurse training packet and Provider requests.
- Receptionist capabilities are an added benefit (preferred, but not required)
- *Medical Assistant/Nurse Training Checklist upon request*
- The employee acknowledges that they could be moved between PGoA healthcare providers as needed by PGoA, directed and scheduled by the Administration. The employee is not employed by individual providers but by PGoA as a whole.
- In general, cares for and treats patients in the medical office, as directed by the physician or nurse practitioner: Prepares patients for and assists with examinations. Administers injections and medications, dresses wounds and incisions, interprets physician/NP's instructions to patients, assists with emergency and minor surgery and performs related tasks as directed. Maintains records of vital statistics and other pertinent data of patient. Cleans and sterilizes instruments and equipment and maintain stock of supplies. May conduct specified laboratory tests. May act as receptionist or perform secretarial duties as needed. Performs any duties that may be given by your team leader/supervisor to improve the function of the office.

Professional Responsibilities *(not an exhaustive list)*

- Exam rooms and all material fully set up at least 15 minutes before the first patient.
- Keeps clean, orderly, and disinfected exam rooms.
- Reports, documentation, and paperwork is completed and submitted in a timely and professional manner.
- Is punctual during work hours: does not arrive after start time and does not leave before closing time, unless given express permission by the Provider.
- Contributes to the clinic as a thoughtful and enjoyable team member
- Meets with Coordinator and Provider as required
- Greets patients warmly and provides "empathy with excellence" for the entirety of the encounter.
- Maintains professional appearance in dress and conduct.
- Practices quality care and maintains high standards of clinical policies, procedures, and practice.
- Conducts speech and behavior with professional decorum and maturity.
- Seeks help and is teachable when problems arise.
- Contributes to the ongoing health of the clinic and non-clinic personnel, including other PGoA employees.
- Is a central team player in not just identifying problems but joyfully solving problems.
- If additional staff are added to the clinic due to increase patient count or clinic transitions, this employee will assist the Coordinator and Provider in properly orienting, preparing, and installing new clinic team members.

Required Days:

- All days and times during clinic hours.

Time Off

- Abides by the Clinic Operations Manual and company policies and procedures regarding PTO (Paid Time Off) and UTO (Unpaid Time Off).

Additional Considerations**Quick Chart on PGoA MA Levels**

<i>Level</i>	<i>Years with PGoA</i>	<i>Required Training Hours Total per Month</i>	<i>Pay per Hour</i>
Junior MA	Less than 3	None	\$13-\$18
Senior MA	More than 3	4-6 weeks	\$15-\$20 +5% when training

Quick Chart on PGoA Nurse Levels

<i>Level</i>	<i>Years with PGoA</i>	<i>Required Training Hours Total per Month</i>	<i>Pay per Hour</i>
Junior Nurse	Less than 3	None	\$15-\$20
Senior Nurse	More than 3	4-6 weeks	\$15-\$20 +5% when training

MA Training Checklist



L1T: Major Tasks

MAJOR TASKS
Follow and observe
Show how to use the timeclock including leaving message for missed punches and changing departments from prn-lpn to office-lpn (clicking on the little plus sign) when replacing as well as putting a note on every in punch of which physician you are working for
Be to work 15-30 minutes before providers schedule starts
Remind app for PGOA Emergency days
Triage sick patients
Be sure to include LMP on females 9 yrs and up EVERY VISIT
Triage wellness visit
Patients' name and DOB should be written on every page before being scanned into Breeze
ASQ Forms/ Ages
Immunizations given IM
Immunizations given SQ
Correct procedure for injections given IM, SQ, SD
Pulling immunizations
Logging immunizations
Synagis injections
Xolair injections
Venipuncture (drawing blood)
Understand initialing/ filling-in labs/log sheets
Fingerstick
Heelstick
All specimen containers should be labeled with patient name and date of birth BEFORE collecting specimens
Run CBC
Start up CBC machine & run controls
Run labs on Piccolo machine/ print daily IQC

U/A Machine & controls
Hgb machines & controls
Lead testing & controls
ESR
Mono & controls
Occult Blood & viewing the controls
Pregnancy testing & Controls
Rapid Influenza testing & Controls
Molecular Influenza testing (how to obtain a good spec.) & Controls
Rapid strep testing & Controls
Molecular Strep testing (how to obtain a good spec.) & Controls
Rapid RSV testing
Molecular RSV testing (how to obtain a good spec.) & Controls
Molecular Covid19 testing (how to obtain a good spec.) & controls
Rapid glucose testing with glucose monitor & controls
Centrifuge
Total Bili testing & Controls
Set up and assist with circumcisions
Tympanometer
XRAY
Send out labs to Labcorp
PKU
EKG
Fluoride Treatment (take course print out certificate)
Neb treatments
Hearing tests
Vision chart - Snellen
Color Vision (6 yrs and up/once in a lifetime)
Vision refraction
PPD
Crash cart
Emergency meds
Review lorazepam, where it is and how it's given
Referrals
Faxes

Lab results
Phone messages
Prior Authorizations for meds
Prior Authorizations for tests
Scheduling tests
Scheduling patients for follow up
Scale calibration log
Temperature log/ clearing thermometer/ review acceptable temps
Breeze Histories: Social, Past Medical, Family
Breeze Developmental and Environmental questions

L2T: Minor Tasks

ADDITIONAL TASKS
Catheterization of a Boy _____ and a girl _____
PFT
Allergy prick skin tests
OAE
ABR
OB/GYN Section
OB Lab (Knows what this means)
Has pulled supplies and performed lab on Initial Visit
Has pulled supplies and performed lab on 15-20 wk visit
Has pulled supplies and performed lab on 26-28 wk visit
Has pulled supplies and performed lab on 36 wk visit
Has pulled a patient in for a >36 wk visit correctly
Correct paperwork was pulled
Paperwork was filled out correctly
Knows where to go in Binder for accurate information for visit
Performed protocol for Birth Control
Performed protocol for Depo Injection
Performed protocol for Problem visit
Performed protocol for Nexplanon Insertion

Knows where to find and pulled Nexplanon insertion supplies
Knows protocol for Nexplanon removal and performed accurately
Knows where to find list of supplies for removal and performed accurately
Pelvic/Pap exam initial or 1st visit after postpartum paperwork
Knows what to pull for Pelvic/Pap for older than 21 w/o pap in last year
Knows what to pull for Pelvic/Pap under 21 if sexually active
Knows what to pull for Pelvic/Pap under 21 (virgin)
Scheduled a Mammogram for >40 yr
Performed an initial OB visit correctly
Performed a follow up OB visit correctly
Performed a postpartum Visit correctly
Knows how to do Nurse calls for the day (Done in Breeze)
Schedule pending imaging orders found in Breeze under OPEN ITEMS -DIAGNOSTIC ORDERS