



## Job Description Clinic Medical Assistant / Nurse

### Contact Person for Job Interest:

Brian Daigle, Administrator ([BDaigle@pgacadiana.com](mailto:BDaigle@pgacadiana.com))

**Positions Available:** One

**Professional Type:** Medical Assistant (MA) or Nurse (LPN/RN)

**Position Type:** Full-time, hourly pay, (\$14 per hour for MA)

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

**Clinic Location:** Broussard Peds (Dr. Janga)

**Directly Reports To:** Dr. Karunasri Janga

**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:** November 1, 2021

### Time Commitment

- See clinic hours Monday through Friday.
- 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.
- *See Medical Assistant/Nurse Training Checklist later in this document*
- The employee acknowledges that they could be moved between PGoA healthcare providers as needed by PGoA. 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. Performs any duties that may be given by your team leader/supervisor to improve the function of the office.
- Administrative areas of focus include referrals, faxes, PA's, medication refills, referrals, pulling imaging reports and labs from hospitals and Labcorp, phone messages, calling unscheduled appointments, handling faxes, and pulling records from hospitals.
- Clinical areas of focus include screening the patients (having ready the reason for the visit and vital signs, hearing and vision results in the chart before the Provider sees the patient), vaccination, blood draw as needed, scanning the documents immediately into the patient chart (labs, ASQs, ADHD forms and depression screening), fluoride administration

### **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.
- Some professional areas of focus include communication with the team, being honest, doing the work in a timely manner, being proactive, being compassionate towards patients.

**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>
<b>Junior MA</b>	Less than 3	None	\$13-\$18
<b>Senior MA</b>	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>
<b>Junior Nurse</b>	Less than 3	None	\$15-\$20
<b>Senior Nurse</b>	More than 3	4-6 weeks	\$15-\$20 +5% when training