



## JOB DESCRIPTION PRN CLINIC MEDICAL ASSISTANT

### **Contact Person for Job Interest:**

Jamie Louviere, Nurse Coordinator ([JLouviere@pgacadiana.com](mailto:JLouviere@pgacadiana.com))

**Positions Available:** Multiple

**Professional Type:** Medical Assistant (MA)

**Position Type:** PRN (*pro re nata*: as needed or as needs arise)

**Compensation:** Hourly compensation, not to exceed 31.99 hours per week.

**Clinic Location:** Various

**Directly Reports To:** PRN Nursing Coordinator

**Position Duration:** To be determined by training length of time, position needs, and replacement requirements at various clinics.

### **Time Commitment**

- At most 31.99 hours per week training or replacing, depending on the training level.
- On rare occasions, but no more than once per month, a 60 or 90-minute team meeting once per month outside clinic hours to receive specific and clear communication or training from the PRN Nursing Coordinator.

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

- Train according to the levels set up in the PRN Nurse training packet.
- *See Medical Assistant Training Checklist later in this document*
- 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.

**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:**

- Trainees at all three levels (L1T, L2T, PRN-MA) must be available at least three days a week Monday through Friday. We prefer five, for flexibility of training and replacing, but three is required. PRNMA-G are required to be available five days a week and expect to be scheduled for no more than one Saturday per month.

**Anticipated Absences**

- Except for sickness and unexpected life events, the trainee is to give the Coordinator notice of absence at least five (5) business days in advance of any upcoming absence.
- The trainee is allowed no more than five (5) anticipated absences each month, including unexpected days off as well as anticipated days off (e.g. vacation days, doctor’s appointments, etc.). If a trainee’s number of days absent (not counting days off planned by the Coordinator) exceeds five (5), the trainee’s employment will be reconsidered through a formal meeting and performance evaluation with the Coordinator.
- Two late arrivals to work will count for one absence. If a trainee’s late arrivals are excessive, more than five (5) in one month or three (3) in one week, the trainee’s employment will be reconsidered through a formal meeting and performance evaluation with the Coordinator.

**Additional Considerations**

- None at this time.