



JOB DESCRIPTION

TITLE: Medical Assistant

EXEMPT STATUS: Non-Exempt

REPORTS TO: Administrator

GENERAL SUMMARY:

The Medical Assistant will perform a combination of administrative and clinical duties.

Administrative duties: Medical assistants are expected to answer telephones and take messages, schedule appointments and arrange for follow-up as needed, greet patients, update and file patient charts, order and stock supplies in the medication rooms and the nursing offices, call, schedule, and arrange laboratory services.

Clinical duties: include taking medical histories and recording vital signs, preparing patients for examination and assisting the physician during the examination. Medical assistants may also telephone prescriptions to a pharmacy, collect and prepare laboratory specimens and follow-up with results to MD, and sterilize medical equipment. Perform injections and medication administration assistance.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Order from pharmacy all prescribed medications. Log in appropriately, receive medications from the pharmacy making appropriate documentation. Inform physician of expiration date of the medication, if applicable.
2. Prepares resident by taking vital signs, blood pressure, weight, and temperature, reporting resident history summary.
3. Instructing patients about medication and special diets. Explaining treatment procedures to residents.
4. Transmitting prescription refills as directed by physician.



5. Removing sutures and changing dressings.
6. Keeps supplies ready by inventorying stock; placing orders; verifying receipt.

Other Duties:

1. Safely prepares, administers, and charts oral, topical, and suppository drugs.
2. Follows administration protocol regarding dealing with resident medications; checks medication with transcribed or original order, checks all information on label or package for accuracy and clarity, and identifies the resident with proper medication.
3. Checks with the charge nurse if there are any questions regarding any medication.
4. Records administration of the medication on resident's medication administration record. Discards medication refused or otherwise not given and records on medication administration record.
5. Reports medication errors or reactions to medications immediately to the residential care charge nurse.
6. Performs accurate pulse and blood pressure and recognizes their significance in drug therapy.
7. Administers PRN medication under directions of primary care physician.
8. Signs and has access to the controlled schedule drug cabinet.
9. Administers medication only upon a written physician's order.
10. May assists residents with dressing, grooming, eating, bathing, positioning, turning, toileting and exercising.
11. May assist in treatments, perform tests, carry-out procedures and collect specimens as instructed.
12. Reports and records observations and results of treatments, tests, procedures and specimens when indicated.



13. May transfers, transports and escorts residents as needed.
14. May assist in answering "Calls for Aides".
15. Attends in-service training and education session, as assigned.
16. Maintains the self-respect, personal dignity, and physical safety of each resident.
17. Performs specific work duties and responsibilities as assigned by supervisor.

HOSPITALITY FOCUS:

Aldersly fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

WELLNESS FOCUS:

Aldersly employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.



QUALIFICATIONS:

1. Successful completion from a State approved medical assistant training program.
2. Prior geriatric nursing aide experience is preferred, but not required.
3. Successful completion of State approved Medicine Aide Course, and when applicable, the continuing education course.
4. Ability to understand and follow instructions in English, communicates effectively in English, and performs simple arithmetic.
5. Ability to document care provided to the residents.
6. Ability to provide reports and record keeping to supervisors promptly and accurately.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Must be able to walk long distances at a rapid pace; must be able to assist in the bathing and dressing of residents with disabilities; must be able to push a wheelchair with residents weighing up to 200 lbs. independently; continuous standing, turning, stooping, bending, stretching and lifting up to 95% of the work day in order to assist residents, move equipment and perform other related tasks using proper body mechanics; good visual and hearing acuity required; good verbal communication skills required. May be exposed to communicable diseases, and blood and body fluids. May be exposed to cleaning chemicals and offensive odors.

DISCLAIMER:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Name: _____



Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____