



CLASS SPECIFICATION

Class Code: 60019402
Date Established: 10/2023
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: non-exempt
Probation: 6 months

CLINIC ASSISTANT

DEFINITION

Under general supervision, performs a variety of duties involved in providing patient care and clinic services; and performs related work as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time experience providing health care support; OR completion of a program from an accredited college or university in medical assisting; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Must obtain certification as an Office Laboratory Assistant in the State of Nevada within 30 days of appointment and certification must be maintained for continued employment.

Must have the ability to obtain a valid Healthcare CPR certification at the time of appointment and possess a valid Healthcare CPR certification within six months of appointment, and certification must be maintained for continued employment.

Must have the ability to apply for a Dispensing Technician in Training (TDT) certificate within six months of appointment and obtain and maintain a valid Dispensing Technician (TD) certification from the State Board of Pharmacy within two years of appointment and must be maintained for continued employment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform pre-examination work including but not limited to obtaining vital signs and height and weight measurements, recording medical and sexual history; direct patients to obtain noninvasive samples for lab testing.

Collect and prepare laboratory specimens; perform waived and moderate complexity laboratory testing.

Assist Advanced Practice Registered Nurses during clinical examinations and other medical procedures to provide efficient and effective care.

Accurately record pertinent information in the medical record at the time of visit and notify provider as necessary.

Locate, label, and conduct inventory of medication stock.

Maintain proper storage and security condition for medications.

Assist in the maintenance and referral of patient care records; contact patients to inform them of test and exam results; ensure that they return for follow up testing or treatments as necessary; maintain confidentiality.

Follow up with patients for pap smears, lab results, imaging results and conduct necessary call backs.

Function as chaperone with examinations when requested or required for providers performing genital or breast exams.

May transport clients to doctor appointments, community agencies, and other locations in support of client needs.

Maintain a safe and clean clinic environment, ensuring proper inventory and stock of medical supplies; clean clinic examination room between patients and clean/sterilize medical supplies and equipment.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Medical terminology and basic medical procedures.

Medical equipment and supplies used in the area of assignment.

Procedures and methods of laboratory testing and other clinical testing.

Universal precautions and infection control procedures.

Principles and practices of medical record keeping.

Pertinent Federal, State, and local laws, codes, and regulations regarding health care.

Local community services and agencies that provide a variety of public assistance programs.

Ability to:

Work with a wide variety of patients in a clinical setting.

Work with an electronic medical record.

Provide responsible personal patient care.

Prepare and perform laboratory tests.

Operate standard medical testing equipment.

Entry Level *(Applicants will be required to demonstrate these through written, oral, performance or other evaluation procedures.)*

Knowledge of:

Basic health problems.

General medical office procedures.

Basic medical terminology.

Ability to:

Operate modern office equipment including computer equipment.

Accurately complete forms, charts, and records maintained in the area of assignment.

Understand and follow written and oral instructions.

Safely operate a motor vehicle.

Write narrative progress notes.

Communicate clearly and concisely both orally and in writing, tailoring the message to the intended audience.

Maintain confidential medical and personal client information.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical abilities and work environment.)*

Ability to work in a standard office environment and/or clinical setting. Ability to lift and move objects weighing up to 25 lbs. Ability to use various office and medical/clinic equipment. Ability to tolerate exposure to communicable diseases, blood products, and chemicals.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.