



## Job Description

**JOB TITLE:** Clinic CMA

**REPORTS TO:** Clinic Management

**REVISED BY:** Clinic Director

**POSITIONS SUPERVISED:** N/A

**REVISED DATE:** 1/10/22

### PRIMARY FUNCTION

Responsible for providing general nursing/Certified Medical Assistant (CMA) care to patients at the Child and Adolescent Clinic (CAAC) in accordance with established practice standards. Maintains courteous, professional relationships with medical providers, staff, patients, other healthcare facilities, service providers, and public. Knowledge of preauthorization as well as state and federal regulations. Observes, records and reports patient's condition including history, physical, vital signs, and reaction to drugs and treatments to medical provider. Documents verbal orders obtained from the medical provider. Enters laboratory and medical imaging requisitions accurately. Assists in scheduling tests, treatments or procedures at the office or at another facility. Provides general health information and educational materials regarding procedures to patients. Educates patient/family about diagnostic procedures, medications, nutrition and maintenance of health and wellness.

### QUALIFICATIONS

#### Education and/or Experience

- Graduate of an accredited CMA program
- Experience in a clinic setting preferred

#### Certificates, Licensure, Registrations

- Must be registered with the NDHHS as a medication aide to be delegated by physicians in outpatient settings the administration of medication.
- Current BLS

### SIGNIFICANT DUTIES

- Direct patient interaction/care – Obtaining various labs - strep swabs, nasal swabs, blood work (if lab is not available), catheterizations, enemas, ear washes, vision and hearing screens, making sure the patient and family feels comfortable and safe.
- Assisting with Procedures – Obtaining consent prior to procedures as needed, set up of treatment room and or patient room to assist doctor/PA to perform various procedures, making sure all items needed are ready and available as needed, and then cleaning of the room to ensure no contamination of future patients and or staff.



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- Receiving and returning of patient calls. Triaging and prioritizing need of appointment, whether or not further specialty is needed (Ex. ER vs being evaluated in our office). Contacting of other offices for records, instruction from special physicians regarding mutual patients, fielding calls from the hospital regarding new patients, labs, and procedures. Calling and setting up admission of patients that require hospitalization after evaluation in the office.
- Medications – Under the supervision of a physician, administration of nebulizers, oral medicines, refilling or writing out of controlled substances for providers to then review and sign. Reviewing and updating med tab to ensure it is current. Recognizes the implications of dosages, interactions, side effects, adverse effects, and routes of administration as applied to individual patients.
- Vaccinations/Injections – Under the supervision of a physician, administration of appropriate routine vaccinations as prescribed, injection of antibiotics and review of first-time dosing for possible reaction, injection of allergy shots and review for possible reaction and if so, contacting Allergy clinic for further instruction and possible change of dosing.
- Scheduling – Set up of appointments and follow ups from the ER/hospital/specialty clinics, scheduling of outpatient procedures/labs ensuring that the time and date work with the family.
- Education – Explaining to the patient and their family what is going on, why we are doing specific procedures, ensuring that they feel at ease and informed prior and during. Going over medications – why we are giving them and what they are for – signs and symptoms of what they should and could expect. WCC packets/Newborn packets/Kindergarten packets.
- Paperwork – Periodically checking the provider’s mailboxes to ensure that they have lab work, procedure results, and communications from other specialties. Obtaining prior authorizations on medications and procedures as needed, preparing physical forms, and asthma action plans as needed. Review of records prior to send out to ensure appropriate information included and not pertinent data excluded. Documents appropriate patient information in patient’s medical record in a factual, accurate, thorough and concise manner. Documents uses and disclosures of protected patient health information as required by HIPAA legislation.
- Cleaning – Ensuring that patient rooms are appropriately cleaned, maintained, and stocked so that patients are protected, and staff providers have the appropriate items stocked and readily available.
- Teamwork – When a free moment presents itself, making sure that fellow staff are doing ok and assist them as needed. Being available when needed to help with various procedures and or daily duties as needed.
- Mentoring – When we have a student nurses or job shadows in the clinic – going over our daily expectations, what our schedule looks like, procedures that we do, immunization schedules, how to administer medication/vaccines, how to obtain vital signs, educating on why we do various procedures, medications, etc.
- Injections – Under the supervision of a physician, assisting with obtaining prior authorization of the medication, reviewing patient criteria, and set up of outpatient injections. Keeping parents up to date on the process and when and where they need to arrive for scheduled injections.
- Lunch Nurse – On rotating days, as lunch nurse, be the designated person to take phone calls over the lunch hour and also be the one to handle any walk-in immunizations, weight checks, allergy shots and depo shots.



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### GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions
- Communicates effectively both orally and writing
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Operates all equipment correctly and safely
- Participate in the clinic QA program, as needed
- Practice Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Be able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated clinic meetings
- Practices within scope according to Nebraska state law
- Performs other related duties as assigned

I have received, read and understand this job description.

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Employee Signature

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Date



## Job Description

### PHYSICAL DEMANDS CHECKLIST

	PHYSICAL DEMAND REQUIREMENTS					
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely <25%	Occasionally 25% - 50%	Frequently 51% - 75%	Continuously 76% +	
Lift: Light weight (0-19 lbs.)				X		
Lift: Moderate weight (20-35 lbs.)			X			
Lift: Heavy weight (35-50 lbs.)		X				
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive			X			
Climb		X				
Squat/Crouch		X				
Kneel		X				
Push			X			
Pull			X			
Write					X	
Reach					X	
Grip				X		
Crawl		X				
Vision/Read					X	
Talk/Verbal Skills					X	
Hear					X	
Feel/Tactile				X		
Concentrate in Distracting Environment					X	