**Job Description: Medical Assistant/Licensed Practical Nurse**

Reports to: Clinical Director

Department: Intra procedural, SPD

Exempt Status: Non-Exempt

Position Status: Part Time (.5)

**SS ASC Mission Statement**

Related to the SS ASC Mission Statement, in the performance of the respective tasks and duties, all employees are expected to:

* Perform their job to the highest degree of their ability.
* Perform morally and ethically and within the law.
* Keep the patient, and their well-being, at the center of all you do.

**Position Summary**

How You'll Make a Difference: Performs in the role of Medical Assistant/Licensed Practical Nurse, assisting the pain physician, and registered nurse in the care of patients

**Key Responsibilities**

* Adhere to policies and procedures.
* Assist in training peers as requested.
* Communicate appropriate and timely information to patients, providers, family members, and peers in a positive, team oriented, and supportive manner.
* Complete room set up and turnover in a timely manner.
* Comply with cost containment practices, finding ways to increase efficiencies or effectiveness.
* Understand what constitutes a near miss, incident, and adverse incident, and reports such incidents via the established reporting system in a timely manner.
* Utilize technology appropriately for cleaning and sterilizing instruments.
* Maintain cleanliness of patient rooms and medical equipment.
* Observe all safety precautions and comply with all health and safety rules and procedures of the facility.
* Participate in in-service programs, staff meetings, quality assurance monitoring, etc.
* Perform other related duties as assigned
* Works in a team with a Registered Nurse to expedite all patient care
* Willingness to learn new processes, within the scope of practice, to improve patient flow

**Qualifications**

Education:

Must be a graduate of a MA or LPN program, or have military training in such area.

Experience:

Two years of clinic experience is preferred.

Certification:

Must have and maintain current CPR certification.

Knowledge/Skills/Abilities:

Maintain strict confidentiality.

Provide quality medical care and service.

Act as a member of a team, build and keep trust, and to treat all others with respect.

Must have exceptional communication and timely decision-making skills.

Must show empathy and patience, and remain composed under pressure, as appropriate.

**Work Environment/Physical Demands**

* Exposed to bodily fluids
* Lifting up to 20 pounds frequently and up to 50 pounds occasionally
* Frequent standing, walking, talking, reaching, carrying, lifting, pushing and pulling.
* Occasional sitting

### ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested. All requirements are subject to change over time, with possible modification to reasonably accommodate individuals with a disability.

Employee Signature Date