

Job Analysis Form

Alternate Format Available



King County

SHORT FORM FOR PRE-EMPLOYMENT PHYSICALS

PATIENT NAME: _____

JOB TITLE: Medical Assistant (TB Clinic)

DEPARTMENT: Public Health

WORK SCHEDULE: 40/week

JOB DESCRIPTION: Performs paraprofessional-level health care assistance duties in out-patient ambulatory care settings. Incumbents are responsible for assisting physicians and advanced registered nurse practitioners in providing health care services to patients, performing administrative support duties, adapting role/tasks to maximize clinic efficiency, and performing outreach activities, research and assessment duties.

WORK ENVIRONMENT: Office

ESSENTIAL FUNCTIONS: Assist in efficient clinic flow by rooming patients; assist providers with patient care; perform diagnostic screening tests and procedures such as vision, hearing, EKG's. Interview clients to obtain and record pertinent medical, dietary and social history; perform and record patient vital signs; document client assessment and care data in health care record. Instruct patients on specimen collection; collect and perform basic laboratory assessment of specimens such as, but not limited to, blood, urine and stool; schedule laboratory tests; perform other laboratory procedures as required by specific clinic population; follow up with physician and/or advanced registered nurse practitioner on abnormal laboratory tests as indicated in clinic protocol; label and log laboratory specimens and maintain laboratory test tracking system. Perform phlebotomy; administer therapeutic injections and medications as authorized by physician and/or nurse practitioner. Provide specific health information to clients according to established guidelines or as directed by provider; provide referrals to health care services and identify available community resources. Obtain and plot adult and child anthropometric measurements; using established protocols, evaluate anthropometric and medical history data for health risk factors. Using established protocols, input patient data into, update, and maintain patient chronic disease registries; at the request of the physician or nurse practitioner, develop reports using patient registries and participate in follow-up and tracking activities. Collect clinical information from patients via the telephone and inform licensed professional health care staff of patient needs. Clean, stock and set up patient examination rooms and sterilize examination equipment. Assist administrative support staff in scheduling, registering, checking in and checking out patients. Participate in Department and or PHC emergency response trainings and drills; aid in response to emergency situations and summon other health care providers and emergency personnel in a timely and appropriate manner when necessary. Participate in quality improvement and quality assurance activities as appropriate.

Exposures:

- ___ Outside weather
- ___ Non-weather related temp below 55^o
- ___ Non-weather related temp above 75^o
- ___ Humidity/dampness
- ___ Moving mechanical parts
- ___ Exposed high places
- ___ Vibration
- ___ Toxic or caustic chemicals
- ___ Confined spaces
- ___ Wet
- ___ Gasses
- ___ Fumes
- ___ Odors
- ___ Dusts
- ___ Mists
- ___ Radiation
- ___ Explosives
- ___ Noise Level _____
- ___ Other _____

Special Requirements:

- CDL Respirator use

I have reviewed the following Job Analysis for the above-named candidate.

Physician's Signature

Date