

POSITION DESCRIPTION

Title: Clinic Supervisor/Medical Assistant

Reports To: Medical Director/Clinic Physician

Location: Karuk Community Health Clinic – Happy Camp

Supervises: Medical Assistant(s), Patient Referral Clerk, Clinic Receptionist, Medical Records Clerk(s), and Custodian

Salary: \$13.00 to \$15.00 dollars per hour, depending on experience

Summary: The Clinic Supervisor/Medical Assistant shall work in the Happy Camp Karuk Community Health Clinic under the direction of the Medical Director/Clinic Physician, to provide medical and nursing support services and management. Will work in conjunction with the QM department to meet JCAHO/AAAHC standards. Shall work as a team player with the Medical staff to collect data and monitor Medical CQI activity. Will be responsible for the on-site lab work and equipment calibration and maintenance. Will assist in the development of and abide by policies, procedures and protocols in all patient care situations. Shall assist with training of the medical staff and shall provide direct patient care services and education.

Classification: Full Time, Regular, Exempt

Clinic Supervisor Responsibilities:

1. Exhibits responsibility for the management of patient care areas, equipment and the ordering of supplies. Approves and monitors medical and non-medical supplies and equipment purchases. Orders, maintains and monitors pharmaceuticals and therapeutics.
2. Sufficiently ensures the confidentiality, security and safety of patient billing records and shall comply with the requirements of the IHS Privacy Act.
3. Proficiently works under the supervision of the Medical Director/Clinic Physician; collaborates on quality of care issues, budgetary needs, and operational efficiencies.
4. Properly supervises the Medical Assistant(s), Patient Referral Clerk, Clinic Receptionist, Medical Records Clerk(s), and Custodian and can competently fill in for those positions. Provides leadership to the nursing/front office staff; ensures positive physician/staff relations; conducts annual performance evaluations on subordinate staff.
5. Appropriately and sufficiently records patient information per Medical Records policy.
6. Is competent in providing medical and nursing support services, ex; assessment, patient

education, laboratory services, phlebotomy, EKG, medication administration, therapeutic services, emergency care as appropriate.

7. Displays age specific competence in working with:
 - Infants
 - Toddlers
 - Preschool
 - School Age
 - Adolescents
 - Early Adult
 - Young Adult
 - Middle Adult
 - Geriatric
8. Cooperatively serves as a member of the Accreditation Continuous Quality Improvement Committee (ACQI), and works in conjunction with the QM Department to meet JCAHO and AAAHC Ambulatory Health Care Standards. Maintains a safe and attractive environment while meeting all JCAHO/AAAHC requirements.
9. Efficiently collects data and monitors medical CQI activities, and reports findings, outcomes, and progress to the ACQI Committee or as directed to the Karuk Council.
10. Cooperatively serves on health committees as requested.
11. Efficiently maintains logs on referrals, medications, lab test, equipment calibration and maintenance.
12. Cooperatively and knowledgeably assist in the development of policies, protocols, or procedures and reviews them annually.
13. Exhibits skill in developing and providing training to medical staff and other Tribal employees as necessary.
14. Cooperatively assist in the coordination of policies or other organization wide functions or activities.

Medical Assistant Responsibilities:

1. Competently provides medical and nursing support services, which include phlebotomy, injections, and brief assessments such as vital signs, height and weight and reason for visit.
2. Accurately documents using approved PCC policy.
3. Diligently under supervision performs CLIA waived laboratory test.
4. Appropriately provides assistance with special patient educational programs.
5. Courteously works as a team member and comply with JCAHO/AAAHC standards.
6. Adequately assists in clinic management, which includes keeping patient areas clean and safe,

cleaning equipment and maintaining supplies and the taking of inventories as directed.

7. Appropriately assists the Clinic Physician and the Family Nurse Practitioner as necessary.
15. Cooperatively participates in cross training both to learn and teach in other clinical duties including but not limited to sterilization, tele-medicine, and lab responsibilities.
16. Is capably available for local and out of the area travel as required for job related training. Is cooperative in attending all required meetings and functions as requested.
17. Is courteous in accepting other job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.

Requirements:

1. Must have a high school diploma or equivalency.
2. Must have verification of Medical Assistant proficiency and training. Must have proficiency in patient reception, medical records, referrals and clinic custodial work.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must adhere to confidentiality policy.
5. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB.
6. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: Revised September 17, 2008

Chairman's Signature: _____

Employee's Signature: _____