

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Medical Assistant (Registered/Certified)

EXEMPT: No **JOB CODE:** 4-TS-T5/3-SS-T5
TARGET SALARY: MA Registered \$13.17-\$15.49 **SHIFT:** M-F, 8-5 flex
MA Certified: \$18.40-\$21.65 **LOCATION:** STIHC
PROGRAM: Clinic
REPORTS TO: Clinical Nurse

SUMMARY: This position is located in the Medical Department of the Sophie Trettevick Indian Health Center at Neah Bay, Washington and works under the supervision of a medical provider. The medical assistant functions in a dependent role when providing direct patient care under the delegation and supervision of a health care practitioner. This position provides routine administrative and clinical tasks for the medical providers as part of a care team. This position works directly with patients to initiate the medical appointment and provide support to the health care provider during the appointment if needed. In addition to direct patient care, will provide clerical and administrative tasks to ensure that patient visits are optimized.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Medical Assistant-Registered may perform the following duties delegated by, and under the supervision of, a health care practitioner:

Fundamental procedures:

Wrapping items for autoclaving.

Procedures for sterilizing equipment and instruments.

Disposing of biohazardous materials; and practicing standard precautions.

Clinical Procedures:

Preparing for sterile procedures.

Taking vital signs.

Preparing patients for examination.

Observing and reporting patients signs and symptoms.

Specimen Collection:

Obtaining specimens for microbiological testing.

Instructing patients in proper techniques to collect urine and fecal specimens.

Patient Care:

Telephone and in-person screening limited to intake and gathering of information without requiring the exercise of judgement based on clinical knowledge

Obtaining vital signs

Obtaining and recording patient history

Preparing and maintaining examination areas

Preparing patients for, and assisting with, routine and specialty examination, procedures, treatments and minor office surgeries utilizing no more than local anesthetic. The department may, by rule prohibit duties authorized under this subsection (4)(d)(v) if performance of those duties by a medical assistant-registered would pose an unreasonable risk to patient safety.

Maintaining medication and immunization records.

Screening and following up on test results as directed by a health care practitioner.

Tests waived under the federal clinical laboratory improvement amendments program on July 1, 2013.

Moderate complexity tests if the MA-registered meets standards for personnel qualifications and responsibilities in compliance with federal regulation or nonwaived testing.

Administer eye drops, topical ointments, and vaccines, including combination or multi-dose vaccines.

Medical Assistant-Certified may perform the following duties, in addition to duties listed in MA –Registered; delegated by, and under the supervision of a health care practitioner .

Perform aseptic procedures in a setting other than a hospital.

Capillary puncture and venipuncture.

Diagnostic testing.

Electrocardiography.

Respiratory testing.

Tests waived under the federal clinical laboratory improvement amendments program on July 1, 2013.

Moderate complexity tests if the medical assistant-certified meets standards for personnel qualifications and responsibilities in compliance with federal regulation for nonwaived testing.

Administering medications. A medical assistant-certified may only administer medication if drugs are: Administered only by unit or single dosage, or by a dosage calculator and verified by a health care practitioner. Limited to legend drugs, vaccines, and Schedule III-V controlled substances as authorized by a health care practitioner under the scope of his or her license and consistent with rules adopted by WA RCW's.

Provide back fill in lab/x-ray as needed.

EDUCATION and/or EXPERIENCE

High School Diploma or GED.

Experience dealing with the public required.

Experience with patient care preferred but not required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively

present information and respond to questions from groups of managers, clients, customers, and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS

This position is classified as sensitive Tribal position; therefore, applicant must authorize a background investigation in order to be considered for an interview. Washington State Medical Assistant-Registered or Certified or ability to obtain within 120 days of hire.

Must possess one of the following credentials to qualify for MA-Certified:

Certified medical assistant from the AAMA

Registered medical assistant certification from the AMT

Clinical medical assistant certification from the NHA

National certified medical assistant through the NCCT
or

Interim medical assistant certification with the ability to obtain full certification within 90 days of hire.

Meet the RCW 18.360.080 for certifications existing prior to Jul 1, 2013.

Current CPR (BLS) certification required or ability to obtain within 90 days of hire.

OTHER SKILLS AND ABILITIES

Excellent interpersonal communication skills required.

Friendly and outgoing personality.

Ability to relate to patients who are experiencing pain and/or suffering.

Sympathetic and understanding to the patients and their families.

The ability to clearly and effectively communicate instructions to patients.

The ability to creatively solve problems through individual and/or programmatic action is an important part of this position.

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, and email. Additional software program experience is preferred.

Knowledge of or ability to quickly learn Management Information System including Electronic Health Records application to clinical care.

Knowledge of HIPAA is required as use of patient record is an integral part of the position and privacy of individuals must be protected to the fullest.

Ability to establish and maintain relationships with other health disciplines.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be immunized against measles and rubella, or provide documentation/proof of immunity prior to employment. Employees are required to provide proof of other immunizations as recommended for healthcare workers by the Centers for Disease Control and Prevention, or of immunity to these diseases.

All employees shall have tuberculin (TB) test upon employment and annually thereafter, or have follow-up plan approved by employee health if there is a positive test. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee, shall complete and annually system questionnaire, and must report any relevant symptoms promptly.

Special Consideration: If you are allergic to any component of the vaccine or have documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however, you are required to provide documentation/proof, in order to be considered for employment.

PHYSICAL DEMANDS

Bending and reaching is required for example in providing care for patients. Prolonged sitting or standing may be required. Those physical movements and the degree of mobility, manual dexterity and hand-eye coordination normally associated with clinical care of a medical assistant. The ability to distinguish letters and symbols, as well as the ability to utilize telephone, computer terminals and copiers is required. Work under stressful conditions.

WORK ENVIRONMENT

Frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.

Work is performed in a medical office setting. Exposed to illnesses and other airborne diseases is probable. Recommend incumbent be vaccinated for

Hepatitis B and must be trained in Blood Borne Pathogens. There may be exposure to hostile or irritable patients and/or visitors.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council	OPEN: April 4, 2018
Human Resources	CLOSE: April 17, 2018
P.O. Box 115	
71 Makah Bay Drive	
Neah Bay, WA 98357	
Fax: (360) 645-3123	
E-mail: katherine.thompson@makah.com	

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.