

Hutchinson Clinic
Structured Compensation - Job Description
Patient Care Assistant

Prepared on: 12/26/2007

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|--------------|-----------------------------|-----------------|------------|
| Department: | Nursing Department | Grade: | 4 |
| Reports To: | Nursing Services Supervisor | Classification: | Non-Exempt |
| Supervises: | Direct: 0 Indirect: 0 | Effective Date: | 5/1/1997 |
| Approved By: | Compensation Committee | Revised Date: | |

Role:

Performs a variety of patient care activities to assist physicians and nursing personnel.

Major Duties and Responsibilities:

(E) Essential or
(N) Nonessential

- | | | |
|-----|--|---|
| 50% | Escorts patients to exam room and assists in determining medical problems. Takes vital signs and completes medication history. | E |
| 20% | Prepares exam rooms and instruments for examination and testing. Stocks supplies. Sterilizes instruments. | E |
| 10% | Ensures that lab reports , x-ray and other information is in patient record. | E |
| 5% | Performs related work as required. | N |
| 5% | Assists physicians and nurses with minor diagnostic procedures and treatments as directed. | E |
| 5% | Schedules patients for testing procedures. | E |
| 5% | Attends required meeting, and in-services, and participates in committees as requested. | E |

Expectations:

1. Escort patients to exam rooms and obtain brief assessments.
2. Maintain professional, positive attitude and appearance.
3. Attend staff meetings and in-service opportunities.
4. Maintain exam rooms, cleaning and stocking daily.
5. Assist physician with minor procedures and treatments.
6. Prepares patient charts in a complete and accurate manner prior to patient appointment.
7. Observes all clinic guidelines and policies.

Knowledge and Skills:

Experience: Up to six months of similar or related experience.

Education: Equivalent to a high school education.

Interpersonal Skills: Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the organization, generally regarding routine matters for purposes of giving or obtaining information which may require some discussion.

Other Skills: Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 100 lbs. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or working

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irregular working hours. Requires some exposure to communicable diseases or bodily fluids.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

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