The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.
KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of medical records documentation requirements.
2. Knowledge of medical instruments and supplies.
4. Knowledge and ability to perform CPR and emergency care procedures.
5. Ability to maintain patient confidentiality.
6. Ability to maintain a courteous and respectful approach toward patients, visitors, and fellow staff members.
7. Ability to work safely and willingness to comply with special safety and health precautions including universal precautions.
8. Ability to provide care regarding patient condition and age.
9. Ability to use supplies and equipment in a cost-efficient manner.
10. Ability to maintain personal appearance in accordance with dress code.
11. Ability to be punctual, dependable, and flexible. This may include altering work schedule to meet unit/patient needs.
12. Ability to read and understand instructions and guidelines and to read data indicators.
13. Ability to maintain effective working relationships.

MINIMUM ELIGIBILITY REQUIREMENTS:

Certification or registration as a Medical Assistant or completion of a recognized one-year Medical Assistant Program, or

Completion of a health care profession program with a curriculum incorporating elements of a Medical Assistant program including but not limited to pathophysiology, medical terminology, basic pharmacology, and medication administration including dose calculation and psychology.

REVISION EFFECTIVE: January 1, 2023