



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 721.5

Job Title: **CLINIC ASSISTANT**

Pay Grade: 9

GENERAL SUMMARY:

Assists with related health center, hospital, home, mobile unit, or outreach duties under the supervision of a licensed medical professional.

RESPONSIBILITIES:

- Obtains and records height, weight and blood pressure of patients.
- Collects and labels urine and blood samples. Performs simple tests or sends specimens to laboratory for analysis. Maintains records of all transactions.
- Prepares examination rooms for patient treatment and uses autoclave to sterilize equipment.
- Verifies, reviews, and enters patient medical history and records on patients' diseases, operations, immunizations and other pertinent information in electronic health record and databases.
- Assists in inventory, ordering and maintenance of supplies and equipment.
- Assists the Physician, Physician Assistant, Nurse Practitioner or Nurse as directed by supervisor.
- Assists with follow-up of patients.
- Performs clerical duties as needed, including registration, maintaining medical screening files and medical service supplies.
- Administers and distributes medications and immunizations per established organizational policies, procedures, and guidelines.
- Assumes responsibility for assignments and performs duties competently, safely, and efficiently.
- Participates in quality improvement activities including record reviews, chart audits, skills assessments, and competency evaluations.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or GED certificate. Completion of a standardized program of medical education that provides training in medically assisting patients.

CERTIFICATION / LICENSE:

Medical Assistant certification is required. Completion of basic CPR certification required. Medical Assistant and CPR certification must be maintained and current for continued employment.

EXPERIENCE:

Six months of related experience in a medical clinic, hospital or other health care facility are required.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work lead to **minor** inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Clinic Assistant

Effective: October 1990

*Revised: **October 2018***