



## JOB DESCRIPTION CMA/Interpreter

**REPORTS TO:** Director of Nursing

**EDUCATION & EXPERIENCE:** Certificate of Completion of Accredited Program of Clinical Medical Assistant Training Program or Diploma of Applied Arts, current certification, current CPR certification

**SKILLS:** Strong verbal and written communication skills. Strong interpersonal and customer service skills. Ability to function in a high-paced and at times stressful environment. Strong teaching skills, English/Spanish preferred

### **PRIMARY DUTIES:**

- Nurse (CMA) Interpreter
- Assist clinician with initial patient assessments, vital signs, medical procedures, implementation and documentation of care (rooming patients)
- In conjunction with clinician orders, provide oral and written education to patients in disease processes, medication intervention and treatment implementation
- In conjunction with clinician orders, perform diagnostic test for patients, including EKGs, spirometry, vision and hearing screening, throat cultures, NSYs and bladder scans
- In conjunction with clinician orders, perform patient treatments/procedures, including venipuncture, nebulization, catheterization, ear lavage, dressing change, unna boot application, sponging infants
- Comply with all regulations related to confidentiality of patient information
- Assist clinician in minor surgery, cast application, flexible sigmoidoscopy, colposcopy, cervical biopsy, EMB, IUD insertion and pap smears
- Complete paperwork for ordered diagnostic tests performed outside of clinic
- Contact patients who did not keep vital recheck appointments
- Schedule appointments for WFM patient with specialists outside of clinic, document the appointment date and time, address and phone number of the specialist in the referral workque
- Fax needed records to the specialist and document in the referral workque when faxed and to what fax number
- Review children's immunizations records before clinician enters exam room, noting if patient is behind and what immunizations according to TDH guidelines and standing clinician orders

**OTHER DUTIES:**

- Obtain copies of hospital records for patient's clinic charts
- Clean and stock exam rooms
- Assist with equipment maintenance and repair
- Locate lab and x-ray reports as needed
- Other duties as assigned by supervisor

**PHYSICAL AND MENTAL REQUIREMENTS:**

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- Continuous use of computer
- Extensive standing and walking
- Frequent use of telephone
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying and lifting up to 50lbs
- Occasionally pushing, pulling and positioning patients up to 200lbs
- Occasionally pushing, pulling and positioning (with assistance) patient up to 200lbs
- Occasional exposure to electrical, chemical, gaseous and dusty conditions
- Occasionally working in confined, noisy areas
- Occasionally exposure to patients with communicable diseases
- Infrequent use of personal transportation
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications
- Able to respond quickly and calmly to medical emergencies

**REVIEWED WITH EMPLOYEE:**

\_\_\_\_\_  
Employee

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Supervisor

\_\_\_\_\_  
Date