

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Clinical Assistant	SALARY GRADE:	HU-07
DATE REVISED:	December 1, 2014	EEO CODE:	05
JOB CODE:	1108	FLSA STATUS:	Non-Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: Under the supervision of the Practice Office Manager/Supervisor, the Clinical Assistant assists the Physicians in the care and treatment of patients and is responsible for the maintenance of examination rooms, medical/surgical supplies and equipment.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts may include senior administrators, faculty, students and staff. External contacts include a variety of third party payers, medical organizations, patients and other healthcare personnel.

PRINCIPAL ACCOUNTABILITIES:

- Record patients' medical history, vital statistics and information such as test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Authorize drug refills and provide prescription information to pharmacies.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Prepare and administer medications as directed by a physician.
- Show patients to examination rooms and prepare them for the physician.
- Explain treatment procedures, medications, diets and physicians' instructions to patients.
- Help physicians examine and treat patients, handing them instruments and materials or performing such tasks as giving injections or removing sutures.
- Collect blood, tissue or other laboratory specimens, log the specimens, and prepare them for testing.
- Performs other related duties as assigned.

CORE COMPETENCIES: Knowledge of examination, diagnostic and treatment room procedures.
Knowledge of Medical Terminology.

**HOWARD UNIVERSITY
Position Description**

POSITION TITLE:	Clinical Assistant	SALARY GRADE:	HU-07
DATE REVISED:	December 1, 2014	EEO CODE:	05
JOB CODE:	1108	FLSA STATUS:	Non-Exempt
BARGAINING UNIT:	N/A		

Knowledge of common safety hazards and precautions to maintain a safe work environment.

Demonstrated skill in oral and written communications as well as ability to speak clearly.

Skill in assisting in a variety of treatments and medications as directed.

Skill in taking vital signs.

Skill in maintaining records and recording test results.

Skill in establishing and maintaining effective working relationships with patients, medical staff, and the public.

Ability to be detailed oriented, follow established priorities or procedures, and deliver quality customer service.

Ability to use good judgment, make sound decisions and behave with tact, decorum and diplomacy.

Ability to maintain quality control standards.

Ability to react calmly and effectively in emergency situations.

**MINIMUM
REQUIREMENTS:**

High School diploma or GED and 0-2 years of general work experience in related field. Vocational or other technical school, training or apprenticeship beyond HS may be substituted for work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management