

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MEDICAL ASSISTANT

Reports To: Designated Supervisor

UW Job Code: 5272

UW Job Family: 51 - Technicians

SOC Code: 31-9092

FLSA: Non-exempt

Pay Grade: 13

Date: 9-1-07 (revised 11-9-07)

JOB PURPOSE:

Under the responsibility and supervision of a physician, prepare patients for examination; assist physician/resident/practitioner with routine medical procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Greet patients and ascertain problems to be examined; take and record pertinent vital signs, and prepare patients for examination.
- Collect and prepare laboratory specimens.
- Administer immunizations and medications as directed.
- Assemble and use equipment including catheters and oxygen supplies.
- Give cardiopulmonary resuscitation (CPR), record vital signs, and assist during medical emergencies, as directed.
- Answer phones, take messages, and perform telephone triage when needed.
- Maintain adequate supplies in cast, procedure, and examining rooms; maintain cleanliness of work area; report items for re-ordering.
- Assist physician in outpatient procedures or other tests.

SUPPLEMENTAL FUNCTIONS:

- Inventory narcotics and drug supplies.
- Clean instruments; wrap and label for autoclave sterilization and return to designated location.

COMPETENCIES:

- Consistency
- Sensitivity
- Service Orientation
- Quality Orientation

- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **1 year work-related experience**

Required licensure, certification, registration, or other requirements:

- **Certification in cardiopulmonary resuscitation (CPR)**
- **Graduate of a medical assistant program**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Medical terms and applicable medical equipment.
- Medical clinical protocols and procedures.
- Patient evaluation and triage methods, concepts, and practices.
- Communication methods and techniques.
- Procedures and standards for administration of medication, immunizations, and patient care.
- Patient charts and patient medical histories.
- Medical supplies, equipment, and services ordering and inventory procedures.
- Applicable medical equipment operation such as catheters, tracheostomy tubes, oxygen, autoclaves.
- Applicable OSHA health, environment and safety, University, federal, and state laws, rules, and regulations.

Skills and Abilities to:

- Provide effective communication and interpersonal skills.
- Observe, interview, and notate patient symptoms.
- Triage patient complaints.
- Maintain quality, safety, and/or infection control standards.
- Safely operate various medical equipment according to established standards prepare and process laboratory samples using established protocols.
- Maintain calendars and schedule appointments.
- Safely move up to 100 pounds one-third of the time.
- Work as a team member and foster a cooperative work environment.
- Work with a diverse population.
- Sterilize supplies and equipment; maintain and restock examination and procedure rooms.

WORKING CONDITIONS:

Medical clinic environment; regular exposure to biological and chemical hazards, fumes, vapors, infectious diseases, noise and confined spaces; standing, sitting, reaching, and using hands are regular requirements of the position.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.