

JOB DESCRIPTION

Job Classification: Certified Nursing Assistant (NA-C) with Phlebotomist license

Reports to: Nursing Director and Regional Administrator/AMD (Dyad partners)

Supervises: None

Last reviewed: 06.28.2023

POSITION PURPOSE:

This position provides back-office support to providers and care teams composed of nurse practitioners, physician assistants, physicians, nurses, and medical assistants in delivery of care to VVHC's diverse patient population.

REPORTING RESPONSIBILITIES:

Reports to Regional Administrator about work schedule, supply needs and time off. Supports Providers with patient and clinic needs. The Regional Administrator will coordinate annual evaluations with the appropriate providers, Nursing Director, and other staff.

MINIMUM QUALIFICATIONS:

Education: High school graduate or equivalent. Completion of both an accredited certified nursing assistant program and a certified phlebotomy course.

Licensure/Certification: Washington State Certified Nursing Assistant License, Washington State Medical Assistant - Phlebotomist license, Current BLS certification (must be an in-person certification).

Experience: Two years of experience in health field preferred. Provider office/clinic experience preferred.

Equipment/Skills: Excellent customer service, oral and written communication skills. Compassion for patients is required. Must be able to work well in a team environment. Ability to multi-task in fast-paced work environment, with an ability to anticipate future needs. Basic computer user skills. Medical terminology and accurate spelling ability.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Hourly

PRIMARY JOB RESPONSIBILITIES:

- A. Demonstrates knowledge of and can explain the practical implications of the laws and regulations which affect both the CNA and Phlebotomist's scopes of practice.
- B. Ensures confidentiality of all patient's information per Valley View Health Center policy and HIPAA guidelines.
- C. Respects and works well with all team members and interacts with public in a professional and courteous manner.

- D. Attends and participates in all staff meetings and trainings.
- E. Demonstrates infection control techniques and standard and transmission-based precautions.
- F. Demonstrates the ability to identify and implement safety and emergency procedures.
- G. Performs other related duties as assigned that are within both scopes of practice and are privileged for:
 - Completes all trainings and competency checklists applicable to position.
 - Accepts assignments willingly.
 - Huddles with designated care team to discuss complex patients prior to their visit.
 - Prioritizes workload to ensure patient safety.
 - Asks appropriate clarifying questions relative to scope of assignment and practice.
 - Documents accurately and timely in EHR.

ACKNOWLEDGMENT:

I have read and understand the above CNA-Phlebotomist Job Description and agree with it.

Employee's Signature

Date

Regional Administrator's Signature

Date