

## JOB DESCRIPTION

Job Classification: Certified Nursing Assistant (CNA)

Reports to: Assigned Provider/Providers and Regional Administrator

Supervises: None

Last reviewed: 07.01.22

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### 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 and RNs.

### MINIMUM QUALIFICATIONS:

**Education:** High school graduate or equivalent. Completion of an accredited certified nursing assistant program.

**Licensure/Certification:** Washington State Certified Nursing Assistant License, Current BLS certification (only in-person certification will be accepted)

**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. Ensures confidentiality of all patients/patient's information per Valley View Health Center policy and HIPAA guidelines.
- B. Demonstrates infection control techniques and standard and transmission-based precautions.
  - Observes and follows required safety protocols, including handling and disposal of sharps, use of personal protective equipment, exposure to blood borne pathogens, and general safety of employees and patients.
- C. Demonstrates the ability to identify and implement safety and emergency procedures.

- D. Demonstrates knowledge of and can explain the practical implications of the laws and regulations which affect certified nursing assistant practice.
- E. Respects and works well with all team members.
- F. Attends and participates in all staff meetings and trainings.
- G. Prepares patients for provider, anticipates needs of provider to maintain efficient patient flow.
- H. Ensures exam rooms are clean, stocked, and ready for patients.
- I. Assists provider with procedures and exams.
- J. Documents accurately and timely in EHR.
- K. Manages appropriate patient referrals and required documentation.
- L. Answers telephones, schedules patients, and supports care team members.
- M. Performs other related duties as assigned and within scope of practice.
  - Standards:
    - Follows guidelines established at time of assignment
    - Accepts assignments willingly
    - Prioritized workload to ensure timely completion of assignment
    - Asks appropriate clarifying questions relative to scope of assignment

ACKNOWLEDGMENT:

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

\_\_\_\_\_  
Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date