

TITLE:	Clinical Office Assistant
CLASSIFICATION:	Hourly
HOURS OF WORK:	Part-time, Monday – Friday hours may vary
REPORTS TO:	Clinic Manager

SUMMARY

The Clinical Office Assistant participates in the decontamination, cleaning, assembling, packaging, scanning, sterilization, storage and distribution of reusable surgical instrumentation and equipment. Assumes responsibility and is accountable for adherence to WC policies and procedures, as well as all applicable federal and state laws as they pertain to healthcare and employment.

ESSENTIAL DUTIES

- Ensures adequate inventory levels in exam and procedure rooms by restocking, labeling, and submitting requisitions, collecting and distributing instruments, supplies, and facility medical equipment.
- Decontaminates and sterilizes instruments, medical supplies and equipment, and assembles, wraps and sterilizes trays of instruments. Follows proper Standard Precautions while in decontamination and sterilization areas. Monitors biological and chemical wash solutions to ensure quality and consistency for decontamination of instruments and medical equipment.
- Performs environmental maintenance duties and assists in maintaining inventory levels in sterile processing and in equipment storage areas. Verifies that equipment functions properly, submits requisitions for equipment maintenance, repair or replacement, and removes defective equipment.
- Responsible for protecting Personal Health Information (PHI) and maintaining compliance with WC's Privacy Policy. Uses the minimum PHI necessary when completing assignments.
- Promotes, establishes, and maintains open and effective communications with all members of WC.

SECONDARY DUTIES

- Assists with maintaining established departmental policies and procedures, objectives, and quality improvement, safety, and environmental and infection control standards.
- Participates actively and helpfully in special committees as assigned by management and/or physicians.
- Any other duties as defined by management or physicians.

SUPERVISORY RESPONSIBILITY

This position does not supervise any employees.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent.

COMPETENCIES

- Ability to take direction from multiple staff members and prioritize effectively.
- Exceptional organizational and time management skills to ensure maximum productivity.
- Exceptional verbal, written, and interpersonal communication skills with the ability to apply common sense; to carry out instructions; and speak clearly to patients, employees, physicians and management.

- Attention to detail and ability to write legibly.
- Ability to deal with moderately complex problems involving multiple facets and variables in non-standardized situations, applying good judgement in decision making.
- Ability to work with little supervision while performing duties.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This job operates in a professional medical office environment. Requires the ability to work under pressure and with a diverse population including staff, physicians, patients, vendors, and other members of the public on a regular basis. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position will have frequent exposure to contagious diseases; bodily fluids including blood; toxic substances; chemicals, fumes, medicinal preparations and other conditions common to a clinical environment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

- Frequently required to talk, hear, and/or communicate, convey or exchange information in a clear and concise manner.
- Frequently required to stand, walk, and/or move about the office to assist physicians, patients, and to accomplish tasks.
- Frequently required push, pull, reach, and/or transport supplies and or equipment to various locations within the office, greater than 75 pounds.
- Frequently required bend, sit, stoop and stretch.
- Requires close visual acuity to perform an activity such as viewing a computer terminal and reading technical procedures.
- Frequently uses arms, hands and fingers for grasping, pushing/pulling, twisting/turning of wrists, and manipulating in the performance of various clerical duties such as typing, writing, and maintaining files; and/or to operate medical and technological equipment.