

Class Code: 1409
Revised: 08/22/14
Reviewed: 10/02/18

REGISTERED NURSE'S ASSISTANT

PURPOSE AND NATURE OF WORK

Position is responsible for assisting the Registered Nurse in performing routine medical tests, medical transcription, record keeping, scheduling appointments, and various other duties related to providing health care for patients. Incumbent receives general supervision from a Registered Nurse.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Assists practitioners to deliver health care services, treatments, examinations, and procedures for patients. Prepares patients for routine examinations, including obtaining anthropometrics and blood pressure. Performs phlebotomy and collection of other blood and urine samples. Performs required laboratory test controls for pregnancy testing, HIV, urine dipstick, and glucose, and documents results. Practices standard precautions when dealing with body fluids. Packs lab specimens. Disposes of biohazard waste in accordance with OSHA regulations. Keeps exam room, treatment room, and labs clean and stocked with supplies. Assists in the unpacking and storage of clinical supplies received. Cleans medical instruments for autoclaving. Records temperature readings of lab and immunization refrigerators/freezers and documents on log sheet. Collects patient data. Answers telephone, greets patients, updates/files patient information/medical records, and calls patients to remind them of appointments. Completes all required documentation in computer. Maintains and assures patient confidentiality in compliance with HIPPA regulations. Prepares patient information packets. Participates in yearly CPR training. Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of medical office practices and procedures.
- Knowledge of medical terminology.
- Ability to perform routine medical tests such as those outlined above.
- Ability to follow oral and written instructions.
- Ability to interact effectively with other employees and the general public.
- Skill in the use of standard office equipment.

DESIRABLE EDUCATION AND EXPERIENCE

L.P.N. or Certified Nurse's Assistant, with experience as a medical assistant in a doctor's office including some experience with medical transcription; or any equivalent combination of training and experience.

NECESSARY QUALIFICATIONS (Depending on Area of Assignment)

Must be authorized by licensure, certification, or registration to perform phlebotomy.

