

**POSITION TITLE:** Clinical Assistant  
**ORGANIZATION:** Pembroke FHO  
**JOB STATUS:** **PERMANENT** – Four days/week  
**START DATE:** August 19<sup>th</sup>, 2024  
**PAY RATE:** \$19.00/hr

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**JOB SUMMARY:**

The Clinical Assistant/Patient Usher supports the delivery of primary care services in the clinical setting. Under the administrative direction of the physician team, this individual performs work as required and functions as an effective member of the interdisciplinary team.

**ESSENTIAL RESPONSIBILITIES:**

- Greet patients in waiting room,
- Triage, assess and prepare patient prior to appointment with family physician (including taking vital signs; determining height and weight; measuring baby length, head circumference and weight; measuring glucose levels; performing urinalysis; taking BP measurements.
- Document all patient information obtained in electronic medical record,
- Communicate information gathered during triage to the appropriate provider,
- Escort patient to exam room,
- In general, coordinate patient flow through the clinic,
- Provides chaperone service assisting in PAP sampling
- Stock exam rooms in preparation for patient appointments,
- Maintain patient exam rooms and instruments during clinic hours, i.e. wipe down exam beds, sanitize instruments, empty garbage, clean BP cuffs,
- Keep inventory of disposable medical supplies and other materials; alert ordering clerk when supplies need to be ordered,
- Clean tools for sterilization,
- Obtain necessary information for the patient’s visit (for example, test results from outside clinics or un-scanned documents from paper charts),
- Assist with the completion of insurance and other patient forms,
- Assist clinical staff whenever necessary

**ESSENTIAL QUALIFICATIONS, SKILLS AND EXPERIENCE:**

- Completion of a Personal Support Worker or Clinical Assistant course (or equivalent) preferred
- Previous experience as a Personal Support Worker or Clinical Assistant in a healthcare environment
- Experience and training working with an Electronic Medical Record, PS Suites an asset
- Strong attention to detail
- Excellent communication skills, both verbal and written
- Dependability, reliability, and the ability to work under pressure and meet deadlines
- Ability to work in a manner that is in compliance with staff and patient safety practices, policies and procedures
- Good attendance