

Knox County Sheriff's Office
Position Description

MEDICAL ASSISTANT

Date of last revision: March 2024

Job Code: _____ **Job Grade:** 6

FLSA Status: Non-Exempt **Division:** _____

Reports to: Appropriate Member in Chain of Command

X Civilian position	Corrections Position	Law Enforcement
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Position Summary

The Medical Assistant and/or Pharmacy Technician has the primary responsibility to perform a variety of medical functions related to the health and welfare of the inmates.

Required Duties

The following are required duties of this position:

1. Assist the Medical Director, Health Services Administrator, Physician Assistant, Nurse Practitioners, Medical Supervisors, and the medical staff as needed.
2. Coordinates daily office visits and schedules appointments for the Physician Assistant and Nurse Practitioners to see inmates.
3. Administer medications to inmates per schedule.
4. Obtains blood pressure, pulse, glucose checks, and follow protocol.
5. Extracts sutures and clamps as needed and or by Provider's order.
6. Possess working knowledge of the Medical Protocol and to be able to utilize such protocol in the care of inmates when assisting the Mid-level Providers.
7. Possess the knowledge and expertise to administer medication according to protocol when necessary or as directed by a Provider.
8. Maintain medical documentation on the Electronic Medical Record which includes, but not limited to: inmate education, telephone calls related to inmate's status and care, Providers orders as received, etc.
9. Required to self-report any prior or future PREA misconduct involving sexual abuse/sexual harassment. Failure to report or false reporting of PREA misconduct is grounds for immediate termination.
10. Meet PREA First Responder guidelines
11. Other duties as assigned.

Education and Training Requirements

The following are educational and/or training requirements for this position:

1. Must be able to read and comprehend English language directives, training materials, and other documentation.
2. Medical Assistant certification or registration thru one of the following: American Association of Medical Assistants (AAMA), American Medical Technologist (AMT), American Registry of Medical Assistants (ARMA), National Center for Competency Testing (NCCT), National Healthcareer Association (NHA), or Emergency Medical Technician certification and registration thru the Tennessee Board of Emergency Medical Services, or Certified Nursing Assistant certification and registration thru the Tennessee Nurse Aide Registry.
3. Emergency Medical Technician certification and registration thru the Tennessee Board of Emergency Medical Services.
4. Nursing Assistant certification and registration thru the Tennessee Nurse Aide Registry.
5. Pharmacy Technician certification credentials thru the Pharmacy Technician Certification Board (PTCB), or National Healthcareer Association (NHA).

Experience Required

The following experience is required for this position:

- 1 year of medical experience is preferred.

Knowledge, Skills, and Abilities

The following non-physical knowledge, skills, and abilities are required for this position:

1. Ability to assist in a medical crisis or emergency as needed.
2. Must complete the duties of a first responder for PREA incidents when necessary.
3. Must be knowledgeable of relevant ACA standards, TCI standards and applicable forms.
4. Must follow proper telephone, radio and intercom communication procedures.

Physical Abilities

The following physical abilities are required for this position:

1. Must be physically able to operate a variety of office/medical equipment.
2. Must maintain the ability to work any hours, any shift and any days off during your career.
3. Must be able to lift no less than 50 pounds.

Position-Specific Responsibilities

The following responsibilities are required for this position:

1. Executes other responsibilities as assigned by the Sheriff, Chief Deputy, or supervisor.
2. Services are provided according to current nursing principles and concepts, protocols, guidelines, standards, policy and procedure. Medical assistants and/or Pharmacy Technicians are responsible to keep informed of changes in the above and clarify any ambiguities before giving care. If something is in question, the Medical Assistant must notify a supervisor for clarification.

Tools, Machinery, and Equipment

Ability to operate or use the following machinery and/or equipment is required for this position:

1. Computer equipment (Electronic Medical Record)
2. Multi-line telephone
3. Photocopier/ Scanner
4. Fax machine
5. Medical equipment as required

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