

**Knox County Sheriff's Office
Position Description**

MEDICAL ASSISTANT

Date of last revision: April 2020

Job Code:

Job Grade: 6

FLSA Status: Non-Exempt

Division: Corrections

Reports to: Pharmacy Supervisor

X Civilian position	Corrections position	Law enforcement position
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Position Summary

The Medical Assistant 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:

- Assist the Medical Director, Health Services Administrator, Physician Assistant, Nurse Practitioners, Medical Supervisors, and the medical staff as needed.
- Coordinates daily office visits and schedules appointments for the Physician Assistant and Nurse Practitioners to see inmates.
- Administer medications to inmates per schedule.
- Obtains blood pressure, pulse, glucose checks, and follow protocol.
- Extracts sutures and clamps as needed and or by Provider's order.
- Have 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.
- Will have the knowledge and expertise to administer medication according to protocol when necessary or as directed by a Provider.
- Maintain medical documentation on the Electronic Medical Record which includes, but not limited to: inmate education, telephone calls related to inmates status and care, Providers orders as received, etc.
- 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.
- Meet PREA First Responder guidelines
- Other duties as assigned.

Education and Training Required

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

- Must be able to read and comprehend English language directives, training materials, and other documentation.
- Medical Assistant certificate thru one of the following: American Association of Medical Assistants (AAMA), American Medical Technologist (AMT), National Center for Competency Testing (NCCT), or National Healthcare 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:

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

Physical Abilities

The following physical ability(s) is/are required for this position:

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

Position-Specific Responsibilities

The following responsibilities are required for this position:

- Executes other responsibilities as assigned by the Sheriff, Chief Deputy, or supervisor.
- Nursing care/ services are provided according to current nursing principles/concepts, protocols, guidelines, standards and or policy and procedure. Medical assistants 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:

- Computer equipment (Electronic Medical Record)
- Multi-line telephone
- Photocopier/ Scanner
- Fax machine
- Medical equipment as required

The Knox County Sheriff's Office is an equal opportunity employer.