Cross Road Health Ministries, Inc.
Job Description

Job Title: Medical/Nursing Assistant and X-Ray Technician
Department: Nursing
Supervisor: Director of Nursing/Clinical Manager
FLSA Status: Full-time Non-exempt
Approval: KJW 9/19/2019
Work Hours: Afternoons and evenings, holidays and weekends as scheduled and as needed; may also be on-call

Position Summary: Perform delegated aspects of patient care consistent with team member’s level of training in order to support patients/families and other team members. This position will provide care to urgent care, observation, and clinic as needed.

Essential Duties and Responsibilities:

1. **Patient Information:** Ensure that all patient demographic information and other assigned information are updated in the Electronic Medical Record.

2. **X-Ray:**
   i. Prepare patients for radiological procedures and take X-rays following established procedures for patient care and safety.
   ii. Protect patients, yourself and staff from radiation exposure by practicing sound procedures which meet or exceed recommended industry standards.
   iii. Develop and digitally process radiological film.
   iv. Obtain quality diagnostic radiographs as requested by Physician, PA, or NP.
   v. Ensure that all equipment is in good working condition and in compliance with applicable laws and regulations.
   vi. Report immediately any equipment malfunctions to Supervisor.
   vii. Log completed radiological procedures. Complete paperwork accurately and on time.
   viii. Identify and file reports as required.
   ix. Maintain x-ray room, stock necessary radiological supplies.
   x. Request, retrieve and track files to and from other departments or centers.

3. **Care environment:** Assist in maintaining cleanliness of patient rooms and the kitchen; doing laundry
   i. Includes doing laundry for urgent care, DMT, and the manual therapy office.

4. **Patient Care:** Work within individual scope of training and experience to perform the following tasks as delegated from a supervising nurse as per the Alaska Board of Nursing Standards 12 AAC 44.950 and 12 AAC 44.955
   i. Monitoring bodily functions
   ii. Taking and recording vital signs
   iii. Transporting patients
   iv. Non-invasive collection and testing of physical specimens
   v. Measuring and recording fluid and food intake and output
   vi. Personal care tasks such as bathing, oral hygiene, dressing, toileting, assisting with eating, hydrating and skin care.
   Other patient care related duties may include:
   vii. Preparing patients for procedures and assisting with procedures like dressing changes and EKGs.
viii. Assisting providers with patient referrals and bookings for diagnostic testing and ensuring follow-up of such referrals and tests.
ix. Performing CPR as indicated (once BLS certified).
x. Supervising non-critical patients while the nurse is in another part of the building, notifying the nurse of any patient needs or changes.
xi. Cleaning and sterilizing instruments as trained.

5. **Holistic Care:** Work with the health care team to provide holistic care including:
   i. Preparing or ordering simple meals for patients
   ii. Praying with patients or families
   iii. Providing presence and active listening for patients/families in a culturally-sensitive manner.
   iv. Assisting patients/families to contact clergy, obtain behavioral health appointments or access other clinic or community resources.

6. **Universal Precautions:** Observe and maintain universal precautions in all situations where blood, body fluids or body tissues may be encountered.

7. **Communication:** Using proper phone etiquette, answer phones and direct calls to appropriate health care team member. Communicate in a positive, respectful and effective manner. Maintain confidentiality at all times.

8. **Exceptions:** Will not be responsible for the following areas: the comprehensive assessment or focused assessment of a patient; formulation of the plan of nursing care nor the evaluation of the patient’s response to the care provided; receiving or transmitting verbal, telephone or written orders from the health care providers; providing health education for the patient/family; administering medications; the initiation or monitoring of intravenous therapy; providing and assessing sterile wound or decubitus ulcer care; oral tracheal suction; placement and administration of nasogastric tubes and fluids.

**Skills:** Excellent customer relations skills, precision in data collection/monitoring, excellent listening skills, efficient organizational skills, computer skills

**Qualifications:** Within 1 year course completion of ETT (Emergency Trauma Technician) and BLS (Basic Life Support). ETT optional for MA working only in clinic.

**Education/Experience:** Graduate of high school. Graduate of medical or nursing assistant program in the United States preferred. One year medical/nursing assistant experience preferred.

**Other Skills:** Self-motivation/ initiative to improve working systems and environment.

**Physical Demands/Work 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 the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, grasp, handle or feel and to reach with hands and arms. The employee is frequently required to use and operate medical instruments or devices, sit, stand, walk, see, speak, and hear. The employee is occasionally required to kneel, climb stairs, climb or balance. The employee is regularly required to lift up to 10 pounds, occasionally lift up to 25 pounds, and rarely lift more than 50 pounds (ie moving or positioning a patient). This is an OSHA Category 1 job, which requires safe practices in the handling and exposure to blood, body fluids, infectious diseases or tissues.
The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects CRHM’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. **This is not intended to be a contract.**

Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

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Employee Signature: ____________________________

Employee Printed Name: ____________________________ Date: __________

HRD Signature: ____________________________ Date: __________