

BEAVER ISLAND RURAL HEALTH CENTER

POSITION TITLE: 2022 Seasonal Medical Assistant/Radiology Tech

DESCRIPTION ISSUED: April 2022

Reports to: Managing Director

Job Status: Temporary/Seasonal, Full-Time (June-August)

Positions Supervised: None

GENERAL DESCRIPTION/POSITION SUMMARY:

The Beaver Island Rural Health Center (BIRHC) Healthcare practitioners are either Nurse Practitioners or Physician's Assistants who work in collaboration with and under the supervision of a Medical Director. The Seasonal MA/RAD Tech would assist the NPs and/or PAs and Medical Director in delivering primary healthcare and acute/urgent care services as needed.

QUALIFICATIONS:

- Preferred Certifications (or equivalent training and experience): Radiology Technologist, Phlebotomy Technician, and Medical Assistant
- Desired Degree: LPN or above
- Experience with emergency services and urgent care, and experience working in a Rural Health Center are strongly preferred for a person in this position.
- The ability to maintain patient privacy and confidentiality is required. This person must be able to be part of a productive healthcare team, communicate effectively and excel at interpersonal relationships. The utmost in professional behavior exhibited toward patients, staff, board members and colleagues are required. The abilities to be flexible, adaptable, and assume many responsibilities as part of the operations of a small, rural health center are crucial.

COMPETENCIES:

- Must be able to communicate calmly, compassionately, and professionally with all different types of patients including the elderly, ailing, and handicapped.
- Must be detailed-oriented, organized, and thorough with the ability to follow through on multiple actions accurately.
- Must be adept with computer programs and Electronic Medical Records navigation.
- Knowledge of healthcare clinical and radiologic safety, cleanliness and infection control policies, procedures, and regulations.

JOB STATUS:

The Seasonal MA/RAD Tech position is a temporary, full-time hourly position, anticipated to be June through August. All staff are At-Will employees of the BIRHC. At-Will Employment means either party is able to terminate the employment relationship with or without cause at any time.

WORK HOURS:

- The BIRHC is open for patient appointments Monday through Friday, 8:30am – 5:00pm, with on-call, after-hours services provided on evenings and weekends. This position is currently based on open Clinic hours and could be adjusted to provide on-call, after-hours services as needed.

DUTIES AND RESPONSIBILITIES:

- Works as a member of a clinical team to provide primary care and urgent healthcare services, in concert with the mission of the BIRHC, while maintaining collaborative peer relationships with all the clinical and administrative team.

- Prepare patients for Provider examination/procedures and/or Radiologic procedures. Including welcoming and escorting patients to exam/procedure rooms, obtaining, and documenting vitals, preparing patients via verbal and/or written instructions for procedures and scans.
- Serve as needed by controlling patient flow, performing EKG tests, conducting lab tests/blood draws and administering injectables.
- Prepare/turnover exam rooms including stocking, sanitizing, and laundering of linens.
- Assist in maintenance of inventory and ordering of stock Medications and supplies, Laboratory testing supplies, radiologic supplies, and other medical supplies including, but not limited to, orthopedics, urgent and wound care.
- Assist in monitoring and maintenance of equipment, including Data Loggers for Temp Controls, nebulizers, IV pumps, oxygen concentrators, centrifuge, etc.
- Perform related administrative duties including completing necessary forms, securing Insurance Prior Authorizations and sending Provider Referrals and Orders.
- Perform x-rays for diagnostic purposes, including assisting patients in positioning body parts to be radiographed, explaining procedures and observing patients to ensure care, safety and comfort during scanning.
- Operate radiologic equipment following established radiologic requirements and regulations to ensure patient care and safety, optimize diagnostic imaging, and maintain BIRHC compliance.
- Observe and utilize all radiation safety measures and protection devices to ensure safety of patients and team members.
- Ensure radiologic equipment remains in working order. Report equipment malfunctions to the Managing Director.
- Retrieve radiologic and laboratory orders/results from and input related data into the electronic medical record.
- Perform all other duties as assigned.

CONDITIONS OF EMPLOYMENT/REQUIREMENTS –

1. All employees must comply with the Clinic's drug and alcohol policy. If an offer of employment is extended to an applicant, that offer may be contingent upon successful completion of a urinalysis.
2. If an offer of employment is extended to an applicant, that offer is contingent upon successful completion of a background check.
3. Applicants must possess a valid Michigan driver's license.
4. Employees must comply with the Center's seasonal influenza and Coronavirus Disease (COVID-19) Vaccination programs, which generally mandate vaccination. The Clinic administers these programs in compliance with state and federal law.
5. The person in the Seasonal MA/RAD Tech position: frequently communicates with patients and staff and must be able to accurately receive and provide information; frequently participates in initial medical examination inquiries and must be able to assess the mental and physical well-being of patients; frequently moves items weighing 15 pounds or less; must be able to maintain a stationary position for extended periods of time; and, must be able to move about inside the Clinic for extended periods of time.

The Beaver Island Rural Health Center is an Equal Opportunity Employer who complies with the Americans with Disabilities Act and provides reasonable accommodations to qualified disabled individuals.