



Health Job Family: **Certified Medical Assistant/LPN Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

Certified Medical Assistant INDIVIDUAL CONTRIBUTOR	Licensed Practical Nurse INDIVIDUAL CONTRIBUTOR
	Perform/ be able to perform all of the duties and responsibilities of the Certified Medical Assistant; may have oversight of Certified Medical Assistant
Greet patients and schedules appointments, checks in patients, prepare rooms and patients for examination.	Prepare patients for examination and assist clinic staff by explaining procedures and carrying out clinicians orders
Obtain and record patients' vital sign such as height, weight, temperature, blood pressure and respirations.	Measure and record patients' vital sign such as height, weight, temperature, blood pressure and respirations.
Assist clinician and licensed practical nurse during exams.	Act as liaison between patients and clinicians/coaches/trainers to gather medical information and alert appropriate staff of patient's problem.
	Administer medication and treatments prescribed by clinician and monitor patient's condition.
Perform basic procedures such as EKG, Spirometry and Audiometry as prescribed by Nurse Manager.	Perform basic and complex procedures including starting IV's as prescribed by clinician.
Provide patient with specimen container for collection and give instruction on proper methods.	Collect and prepare patient samples for laboratory testing.
Assist clinic staff by explaining straightforward procedures such as bandaging, use of cane/crutches, etc.	Answer routine medical questions; referring complex medical questions to appropriate clinical staff. Counsel clients about health education, medical conditions, treatments and procedures.
	Assist with special immunization clinics, i.e. flu, rabies, HPV, summer college, etc.

Certified Medical Assistant INDIVIDUAL CONTRIBUTOR	Licensed Practical Nurse INDIVIDUAL CONTRIBUTOR
	As instructed, assist with patient referrals to appropriate clinician or community resource.
Update allergies and current medication into electronic health record.	Update medical information in into electronic health record.
Clean and stock exam rooms; order supplies and maintain adequate inventory for department.	May clean and stock exam rooms; order supplies and maintain adequate inventory for department.
Clean and check equipment for malfunction and deterioration providing routine maintenance and calibration.	May clean and check equipment for malfunction and deterioration providing routine maintenance and calibration.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11697 CERTIFIED MEDICAL ASSISTANT, BAND C	10531 LICENSED PRACTICAL NURSE, BAND D
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	High school diploma to obtain Certified Medical Assistant (AAMA) or equivalent; up to 2 years recent experience in ambulatory care/clinic setting.	Trade/Vocational/ Technical school to obtain New York State LPN; Up to 2 years recent experience in ambulatory care/clinic setting. CPR-BLS level certification required within one year of employment and maintained biannually.
IMPACT	Error would extend beyond department	Error would extend beyond the position's college or unit
CONTACTS - INSIDE	Assists others Cooperation of task completion	Coordinate activities Contribute to group projects
CONTACTS - OUTSIDE	Straightforward business Provide factual information Handle confidential information	Straightforward business Obtain and provide factual information and detailed response Handle confidential information
CONTACTS - STUDENTS	Deal with confidential medical health records and must abide by federal HIPAA regulations	Deal with confidential medical health records and must abide by federal HIPAA regulations

FACTOR PROFILE	11697 CERTIFIED MEDICAL ASSISTANT, BAND C	10531 LICENSED PRACTICAL NURSE, BAND D
SUPERVISION	None given	Provide on-the-job training for new employees. Provide training and instruction on equipment, instruments, machinery, methods
COMPLEXITY	Entire field tasks	Focus on an entire field
LEVEL OF DECISION MAKING	Responsible for routine decisions within limits prescribed by established policies or by supervisor.	Responsible for making some decisions which require consideration of various criteria.
FREEDOM OF ACTION	General supervision Proceeds alone on regular tasks Refers questionable situations to supervisor	Very general supervision Resolve most problems Accomplish most tasks alone Referring questionable situations to the supervisor.
SUPPORT SKILLS – WRITING	Provide standard responses to inquiries	Provide standard responses to inquiries
SUPPORT SKILLS – COMPUTER	Utilize electronic health record. Use business or technical programs for data input or word processing to create documents or reports.	Utilize electronic health record. Use business or technical programs for data input or word processing to create documents or reports.
WORKING CONDITIONS - PHYSICAL	Physical: Lift 20 to 50 lbs	Physical: Lift 20 to 50 lbs

FACTOR PROFILE	11697 CERTIFIED MEDICAL ASSISTANT, BAND C	10531 LICENSED PRACTICAL NURSE, BAND D
WORKING CONDITIONS - VISUAL	Close concentration, visual attention and need for manual dexterity.	Close concentration, visual attention and need for manual dexterity.
WORKING CONDITIONS - HAZARD	Highly toxic chemicals/substances/ plants. Sick or violent people. Equipment requiring extreme safety precautions. Protective devices necessary.	Highly toxic chemicals/substances/ plants. Sick or violent people. Equipment requiring extreme safety precautions. Protective devices necessary.