



# Provincial Job Description

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**TITLE:**  
**(135) Clinic Assistant**

**PAY BAND:**  
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**FOR FACILITY USE:**

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## **SUMMARY OF DUTIES:**

Provides reception/clerical duties for a clinic/department. Provides a variety of non-invasive clinical and laboratory procedures.

## **QUALIFICATIONS:**

- ◆ Medical Administrative/Clinical Assistant diploma

## **KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Intermediate computer skills
- ◆ Intermediate keyboarding skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Ability to work independently
- ◆ Valid driver's license, where required by the job

## **EXPERIENCE:**

- ◆ **Previous:** No previous experience.

## ***KEY ACTIVITIES:***

### **A. Reception**

- ◆ Greet clients/patients/residents upon arrival and direct to appropriate department.
- ◆ Answer phone.
- ◆ Set up appointments for clients/patients/residents with physicians/specialists.
- ◆ Assist client/patient/resident with completing appropriate forms.
- ◆ Make travel arrangements for clients.
- ◆ Verify health coverage.
- ◆ Collect fees for uninsured services.

### **B. Clinic Assistance**

- ◆ Set up, clean and maintain examination room (e.g., medical equipment, supplies).
- ◆ Clean, sterilize and maintain medical instruments/equipment.
- ◆ Assist physician with non-invasive/non-interpretative clinical procedures.
- ◆ Porters equipment, patients, meals and supplies.
- ◆ Perform laboratory duties (e.g., complete requisitions, test urine samples, test glucose levels, ECGs, deliver specimens).
- ◆ Liaise with physicians and other departments.
- ◆ Expedite communication of urgent results.

### **C. General Office Duties**

- ◆ Perform clerical duties (e.g., photocopies, faxes, scans, e-mails, pick up/deliver mail).
- ◆ Prepare, retrieve and file charts.
- ◆ Enter/check payroll time sheets.
- ◆ Type/transcribe letters, referrals, posters and brochures.
- ◆ Maintain office equipment.
- ◆ Order supplies.
- ◆ Collect money for prescriptions and rental equipment.
- ◆ Perform physician billing duties and prepare invoices.
- ◆ Book meeting rooms, teleconferences and Central Vehicle Agency vehicles.
- ◆ Maintain statistical data and prepare reports (e.g., month-end reports).
- ◆ Sort and distribute reports (e.g., laboratory, radiology).
- ◆ Maintain petty cash.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Submit medication orders.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: May 16, 2024***