



# *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 non-invasive/non-interpretative clinical procedures.**

***QUALIFICATIONS:***

- ◆ **Medical Administrative/Clinical Assistant diploma**

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

- ◆ **Intermediate computer skills**
- ◆ **Basic keyboarding skills**
- ◆ **Basic medical terminology**
- ◆ **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 directs to appropriate department.
- ◆ Answers phone.
- ◆ Sets up appointments for clients/patients/residents with physicians/specialists.
- ◆ Assists client/patient/resident with completing appropriate forms.
- ◆ Makes travel arrangements for clients.
- ◆ Verifies health coverage.
- ◆ Collects fees for uninsured services.

### **B. Clinic Assistance**

- ◆ Sets up, cleans and maintains examination room (e.g., medical equipment, supplies).
- ◆ Cleans, sterilizes and maintains medical instruments/equipment.
- ◆ Assists physician with non-invasive/non-interpretative clinical procedures.
- ◆ Porters equipment, patients, meals and supplies.
- ◆ Performs laboratory duties (e.g., completes requisitions, tests urine samples, tests glucose levels, phlebotomy, delivers specimens).
- ◆ Liaises with physicians and other departments.
- ◆ Expedites communication of urgent results.

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

- ◆ Performs clerical duties (e.g., photocopies, faxes, scans, e-mails, picks up/delivers mail).
- ◆ Prepares, retrieves and files charts.
- ◆ Enters/checks payroll time sheets.
- ◆ Types/transcribes letters, referrals, posters and brochures.
- ◆ Maintains office equipment.
- ◆ Orders supplies.
- ◆ Collects money for prescriptions and rental equipment.
- ◆ Performs physician billing duties and prepares invoices.
- ◆ Books meeting rooms, teleconferences and Central Vehicle Agency vehicles.
- ◆ Maintains statistical data and prepares reports (e.g., month-end reports).
- ◆ Sorts and distributes reports (e.g., laboratory, radiology).
- ◆ Maintains petty cash.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

*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: January 11, 2017**