



Provincial Job Description

TITLE:
(479) Medical Assistant - Dermatology

PAY BAND:
11

FOR FACILITY USE

SUMMARY OF DUTIES:

Provides reception/clerical support to department/program including performing phototherapy treatment to patients with skin disorders.

QUALIFICATIONS:

- ◆ **Administrative Assistant – Medical Specialty**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Ability to work independently**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Communication skills**

EXPERIENCE:

- ◆ **Previous: Twelve (12) months previous experience working in a medical environment.**

KEY ACTIVITIES:

A. Phototherapy Treatments

- ◆ Collects background information from patients (e.g., cancers, medications, cataracts).
- ◆ Discusses treatment process with patients.
- ◆ Obtains patient consent for treatment.
- ◆ Planning and coordinating treatment schedules.
- ◆ Assesses/monitors/communicates with patient during treatments
- ◆ Performs treatments and assesses patient progress/reactions.
- ◆ Answers basic questions from patient/family regarding treatments, diagnosis, and procedures
- ◆ Assists with special procedures/treatments

B. Dermatology Clinics

- ◆ Scheduling of appointments and follow-up appointments.
- ◆ Cleans, sterilizes and stocks clinic and room/equipment for examinations, treatments, biopsies.
- ◆ Completes requisitions (e.g., laboratory, x-ray).
- ◆ Distributes patient questionnaires.
- ◆ Assists with examinations, procedures, and lab tests (e.g. biopsies of lesions)
- ◆ Completes outpatient forms (e.g., charting).

C. Clerical

- ◆ Performs clerical duties (e.g., files, reception, word processing, orders office supplies).
- ◆ Distributes test results.
- ◆ Completes necessary paperwork, reports and documentation

D. Related Key Work Activities

- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.
- ◆ Monitors supply inventory, ensuring adequate supplies, equipment, are available.

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:

SGEU:

SAHO:

Date: January 10, 2014