



Example of Lead Medical Assistant Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is looking for a lead medical assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for lead medical assistant

- Administers ordered medications via oral, topical, rectal, ophthalmic, and/or inhalant administration
- Administers vaccines via oral, topical, injection and/or nasal administration
- Checks daily schedule board and EPIC physician schedule, this includes accuracy of daily staff assignments, setting priorities and ensuring that necessary tasks are completed
- Oversees and participates in opening and closing responsibilities of the clinic
- Ensures adequate coverage for lunch time and that staff goes to lunch on time (should take lunch at a different time than staff, as the team lead may need to be available to cover at lunch)
- Oversees and organizes process for routine instrument sharpening
- Ensures appropriate inventory of linen and blue scrubs, oversees weekly orders and makes adjustments
- Keeps all patient care and procedure equipment clean and in good working order and proactively manages equipment maintenance/problems
- Performs all duties and tasks as requested by the CPM to ensure the efficient overall performance of the facility
- Daily meets with CPM for update and overview of clinical day

Qualifications for lead medical assistant

- You must submit your most recent Non-Award SF 50
- A pre-placement evaluation is required to meet CDC and The Joint Commission recommendations and standards if the individual will be working

- Eligible applicants must be physically and mentally able to perform efficiently the essential functions of the position, with or without reasonable accommodation, without hazard to themselves or others
- White City, OR
- May require the completion of a one year initial probationary period
- This position does not require filing of a financial disclosure report