

Vaccine Clinic Support Roles – MA/RN

Owner: Planning

Version: #1

Revision Date: 1/27/2021



Vaccine Clinic Support

Job Title: MA/Registered Nurse Vaccine Clinic

GENERAL SUMMARY

The employee in this position provides quality patient care through competent practice and application of the nursing process in an outpatient setting. Accepts accountability for coordination of the nursing care of specific patients. Serves as a clinical resource to others within the vaccine clinic.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Communicates with patients and colleagues to ensure smooth process and flow of the clinic.
2. Performs, communicates, and documents assessment and medication administration of individual patients as applicable.
3. Monitors the status of patients re: vital signs and vaccine tolerance.
4. Responds to subtle or obvious changes in patient status and communicates same to MD &/or NP if needed.
5. Provides patients vaccine education and self-care material. Ensures work area is in clean condition, stocked and in good working order. Notifies Vaccine office staff or designee of supply shortages and equipment malfunction.
6. Works as part of a medical team and provides support to other team members.
7. Maintains good rapport and cooperative relationships. Approaches conflict in a constructive manner. Helps to identify problems, offer solutions, and participate in their resolution.
8. Maintains the confidentiality of information acquired pertaining to patient, physicians, employees. Discusses patient and clinic information only among appropriate personnel in appropriately private places.
9. Behaves in accordance with the Mission, Vision and Values of Trinity Health System.
9. Assumes responsibility for performance of job duties in the safest possible manner, to assure personal safety and that of coworkers, and to report all preventable hazards and unsafe practices immediately to management.

REQUIRED EDUCATION, EXPERIENCE AND LICENSURE

Degree and/or certification required for licensure.

REQUIRED SKILLS AND ABILITIES

1. Interpersonal skills necessary to communicate effectively with physicians, patients, and coworkers.

2. Ability to concentrate and pay close attention to detail when supporting information for vaccination clinic and patients.
3. Basic computer skills may be necessary.
4. Organizational skills necessary to coordinate work in an environment of many and varied interruptions.
5. Ability to remain calm during stressful or emergent situations.
6. Ability to work independently as well as part of a team.

WORKING CONDITIONS

1. Clinic environment.
2. Frequent work interruptions.
3. Computer use possible.
4. Varied intensity of pace and complexity.

Observer Role

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT- May provide 4-12 hours/Shifts may vary					
1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:					
ACTIVITY	FREQUENCY				
	N/A	RARELY 0-25%	OCCASIONALLY 25-50%	FREQUENTLY 50-75%	CONTINUALLY 75-100%
a. Sitting		x			
b. Walking					x
c. Standing					x
d. Bending		x			
e. Squatting		x			
f. Climbing	x				
g. Kneeling	x				
h. Twisting	x				
i. Lifting	x				
j. Pushing	x				

Vaccinator**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT- May provide 4-12 hours/Shifts may vary**

1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:

ACTIVITY	FREQUENCY				
	N/A	RARELY 0-25%	OCCASIONALLY 25-50%	FREQUENTLY 50-75%	CONTINUALLY 75-100%
a. Sitting					x
b. Walking		x			
c. Standing		x			
d. Bending		x			
e. Squatting		x			
f. Climbing	x				
g. Kneeling	x				
h. Twisting	x				
i. Lifting	x				
j. Pushing	x				

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be a complete list of all duties performed.