Health Care Professional I (3448)

Basic Purpose/Job Function: Provides medical services, general health assessment, patient care, or nursing duties which require an RN license to perform.

Examples of Titles Replaced: Physician's Assistant I; Registered Nurse

Typical Functions May Include:

1. Taking and recording patient vital signs, histories, and triaging patients for priority care
2. Preparing patients for examination, ensuring charts are available, and assisting physician during medical examinations
3. Administering medication to patients and conducting examinations, ECG's, audiograms, and spirometry as ordered by a physician
4. Assisting in scheduling referral appointments and patient education as indicated
5. Assisting in conducting in-service training for nursing staff
6. Meeting with clients to discuss relevant health problems or physical symptoms
7. May provide work orientation and schedule assignments of other health support employees
8. May order and account for medical supplies
9. May assist physician in planning, organizing and delivering orderly medical management
10. May provide treatment for illnesses and injuries and establish diagnosis under the supervision of a physician
11. Performing other related duties as assigned

Risk Management: Uses established safety practices to protect the health and safety of personnel and property.

Supervision of Others: May serve as a lead employee or supervise a small staff of student, clerical staff and/or other medical staff.

Supervision Received: Receives general supervision from designated supervisor. Normally a higher level health care professional.

Minimum Qualifications:

- **Education**: Associate Degree Nurse, Registered or Bachelor's Degree Nurse, Registered or Graduation from an accredited Physician's Associate program
  - **Type**: Determined by department

- **Experience**: 0 - 24 months
  - **Type**: Determined by department

**Skills**: Effective oral and written communication, familiarity with computers, knowledge of computer software, ability to work independently and good organizational skills. This position may also include the knowledge of one or more foreign languages or specialized terminology (e.g., medical or technical).
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- **Special Requirements:** Frequent exposure to pressure caused by deadlines and busy periods; may be required to travel; ability to work effectively with a wide range of constituencies in a diverse community

- **Licenses:** Oklahoma Registered Nurse license, if RN position.

- **Certifications:** Certification as a Physician’s Assistant (PA) or Registered Nurse (RN)

Minimum requirements may be met by an equivalent combination of education and experience, unless otherwise designated in writing by the department.

Departments are responsible for site-specific job descriptions.