Urgent Cares of America (North Carolina), Inc.
Administrative Policies: Job Requirements

<table>
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<th>Job Title: Clinical Assistant</th>
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<td>Reports to: Practice Manager</td>
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<td>Department: Clinical Operations</td>
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**Position Summary:**
Provides patient care services in the back office medical setting which will meet the specific needs of the patient and provider.

**Essential Functions:**
- Performs the essential functions as defined as by the appropriate Skills Competency Checklist
- Compliance with established policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards
- Observes and communicates changes in the patient’s condition to the provider on duty
- Assists provider with exams, procedures and other processes related to direct patient care under direct supervision
- Participates in the completion of the daily checklist, as well as any assigned duties and tasks necessary to maintain compliance with Federal and State regulations
- Follows guidelines and requirements of laboratory and clinical accreditation policies
- Participates in education programs and attends meetings as required
- Treats patients and co-workers consistent with the FastMed Mission statement, Vision, Values and Performance Standards, including the S.M.I.L.E. program
- Performs other related duties as assigned or described by company policy
- Must follow set office protocol as directed by the medical director and healthcare provider
- Sets up sterile fields, packs and autoclavable instruments; Must abide by all HIPAA and OSHA guidelines
- Proficient with oxygen therapy, EKG, and AED
- Gives injections, IM and SQ, IV catheter placement with fluid therapy; Proficient with x-ray techniques and procedures
- Prepares treatment rooms for examination of patients
- Certified in DOT urine drug screening protocol
• Draw and/or collect blood, urine, and hair samples from patients and either performs in-house analysis or prepares specimens for laboratory analysis
• Makes suggestions to practice manager for improving the clinics performance and patient’s experience
• Triages patients, measures vital signs, and records information on patients' charts
• Maintain appropriate licenses and continuing educational requirements
• Other duties as assigned to promote high quality and cost effective patient care and an efficient and productive work environment

ESSENTIAL SKILLS AND EXPERIENCE:
Education: High School diploma or equivalent and Graduate from Medical Assistant School or comparable armed forces training

VALUED BUT NOT REQUIRED SKILLS AND EXPERIENCE:
Experience: Prior recent experience in an emergency department, urgent care or other clinical setting
Certification: Current healthcare professional level CPR certification issued by American Heart Association, American Red Cross, American Safety Health Institute or National Safety Council

REPORTING TO THIS POSITION:
Not Applicable

PHYSICAL DEMANDS AND WORK ENVIRONMENT:
The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:
While working the essential functions of this job, the employee is occasionally required to stand, walk, sit, life, carry, use hands to handle or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk hear and lift and/or move up to 40 pounds.

WORK ENVIRONMENT:
While performing the essential functions of the job the employee comes in contact with patient in a wide variety of circumstances. The employee may be exposed to pleasant situations including accidents, injuries, illnesses, patient elements and varying or unpredictable situations.