



Tallahassee Orthopedic Clinic  
*The Team Behind the Team*

## Clinical Support

### POSITION SUMMARY

Assist physician(s) with examination and care of clinic patients. Work collaboratively with physician(s) to facilitate patient care and physician efficiency.

### ESSENTIAL FUNCTIONS (as per scope of practice)

- Assist physician(s) with patient exams.
- Prepare work area, exam rooms, and equipment.
- Escort patients to rooms, take and record vital signs, document personal information such as allergies and medications within patient medical record.
- Perform daily organizational tasks as defined in the clinic such as locating all x-rays and MRI reports.
- Assist physician(s) with paperwork for patient care.
- Help maintain patient flow and workflow.
- Work collaboratively as a team member to provide high quality treatment and efficient service to patients.
- Maintain patient confidentiality.
- Assist physician to ensure patient has prescriptions called into pharmacy and completed in the medical record.
- Check and answer voice mail messages; including appropriate documentation and management of patient phone messages and all pertinent follow-up to include but not limited to coordination of patients' appointments, diagnostic testing, surgery scheduling, prescription refills and general medical inquiries (within individuals scope of practice according to their credentials)
- Explain and demonstrate, under the direction of physician, various prevention techniques to reduce incident of injury.
- Explain and demonstrate under the direction of physician, proper treatment, rehabilitation and reconditioning protocols for patient home exercises.
- Perform patient clinical histories; to include subjective, objective, and assessment techniques under the direction of physician.
- Perform organization and administration responsibilities, to include record keeping of performed clinical histories by dictating clinical information obtained.
- Remove splints, dressings, casts, sutures, and staples as directed.
- Clean examination rooms and equipment after examinations.
- Sterilize or coordinate the sterilization of all instruments.
- Ensure adequate stock of instruments and supplies.
- ATC's will provide assistance and coverage, as needed, by attending sporting events and home games to provide first aid or assist in treatment of injuries.
- Required to follow and abide by all established policies and procedures set forth by TOC.
- Perform other responsibilities associated with this position as deemed appropriate

### GENERAL COMPETENCIES DESIRED

- Ability to set priorities, identify and resolve problems effectively and efficiently.
- Strong interpersonal skills.
- Excellent communication and organizational skills for managing workflow, follow-up on patient care, and anticipating the needs of the patients and physicians.
- Demonstrate reliability and maintain confidentiality.
- Ability to deal with people who are injured.
- Flexible to work with any physician or other allied health provider.
- PC skills required.

### PHYSICAL DEMANDS

Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination. Involves standing and walking. Occasionally lift and carries items weighing up to 35 pounds. Requires normal visual acuity. Requires working under stressful conditions or working irregular hours. Requires exposure to communicable diseases or bodily fluids.

### CREDENTIALS DESIRED

- Credentials determine an individual's Scope of Practice and influence tasks designated to clinical support personnel.
- Certified – Medical Assistant
  - Licensed Practical Nurse, Licensed in Florida (or eligible)
  - Radiologic Technologist RT(R), Licensed in Florida (or eligible)
  - Athletic Trainer – BOC Certified, Licensed in Florida (or eligible) and have or obtain NPI number.