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**CLINICAL SUPPORT COORDINATOR**

**QUALIFICATIONS & SKILLS**

**CHECKLIST**

*In addition to answering the questions below regarding your qualifications, please submit a resume and cover letter with your Employment Application. Your cover letter should address why you are interested in working at Unity Care NW and describe your experience in a position of this type.*

| **QUALIFICATIONS** | **Yes** | **No** |
| --- | --- | --- |
| 1. Have you completed a Medical Assistant or LPN program from an accredited institution?
 | [ ]  | [ ]  |
| 1. Do you have at least two years’ experience with outpatient clinic responsibilities (preferred)?
 | [ ]  | [ ]  |
| 1. Do you have a current LPN or Medical Assistant–Certified license through the Washington State Department of Health?
 | [ ]  | [ ]  |
| 1. If you are a Medical Assistant, do you have a current certification through the American Association of Medical Assistants (AAMA) (preferred)?
 | [ ]  | [ ]  |
| 1. If “No” to item 4, **are you eligible** for AAMA certification (required)?
 | [ ]  | [ ]  |
| 1. Do you have current CPR & Basic Life Support (BLS) certifications?
 | [ ]  | [ ]  |
| 1. Do you have experience using Electronic Medical Records (EMR)? Please list EMR software in which you are proficient:
 | [ ]  | [ ]  |
| 1. Do you have experience using patient portal software?
 | [ ]  | [ ]  |
| 1. Are you competent using Microsoft Outlook?
 | [ ]  | [ ]  |
| 1. Are you competent using Microsoft Word?
 | [ ]  | [ ]  |
| 1. Are you competent using Microsoft Excel?
 | [ ]  | [ ]  |
| 1. Are you competent using faxes, telephones, copy machines, printers & scanners?
 | [ ]  | [ ]  |
| 1. Do you have experience training & orienting employees?
 | [ ]  | [ ]  |
| 1. Do you have experience with assessment & development of employees’ skills?
 | [ ]  | [ ]  |
| 1. Do you have experience maintaining, revising & improving training/orientation plans?
 | [ ]  | [ ]  |
| 1. Do you have experience creating & maintaining staff schedules & coordinating scheduled Paid Time Off & unplanned absences?
 | [ ]  | [ ]  |
| 1. Do you have experience working with school representatives & student interns in completing their externships in a medical facility?
 | [ ]  | [ ]  |
| 1. Do you have experience coordinating, monitoring & maintaining an employee health program?
 | [ ]  | [ ]  |
| 1. Are you able to input patient data quickly & accurately?
 | [ ]  | [ ]  |
| 1. Can you speak Spanish (a plus)?
 | [ ]  | [ ]  |
| 1. Can you speak Russian (a plus)?
 | [ ]  | [ ]  |

|  |  |  |
| --- | --- | --- |
| 1. Are you able to work a schedule that includes a Saturday rotation?
 | [ ]  | [ ]  |
| 1. Are you able to work every Saturday?
 | [ ]  | [ ]  |
| 1. Do you have experience working with children in a medical clinic setting?
 | [ ]  | [ ]  |
| 1. Do you have experience working with adults in a medical clinic setting?
 | [ ]  | [ ]  |
| 1. Can you maintain effective & positive professional working relationships with staff and patients, providing excellent customer service?
 | [ ]  | [ ]  |
| 1. Can you demonstrate excellent communication & problem solving skills in a demanding, fast-paced environment with constant public contact, frequent interruptions, and occasional crisis situations?
 | [ ]  | [ ]  |
| 1. Can you maintain effective & positive professional working relationships with staff & patients at all times & have a team concept attitude?
 | [ ]  | [ ]  |
| 1. Are you able to prioritize & organize your work load to meet deadlines & complete projects timely?
 | [ ]  | [ ]  |
| 1. Are you knowledgeable in HIPAA and understand the importance of confidentiality in the health care field?
 | [ ]  | [ ]  |
| 1. Do you have strong knowledge of medical equipment & nursing procedures?
 | [ ]  | [ ]  |
| 1. Do you have experience educating patients & their family members in matters related to their health care?
 | [ ]  | [ ]  |
| 1. Do you have experience documenting information in patient charts?
 | [ ]  | [ ]  |
| 1. Do you have experience working with a multi-disciplinary team & community resources in providing patient care & problem-solving?
 | [ ]  | [ ]  |
| 1. Do you have experience handling and prioritizing patient calls?
 | [ ]  | [ ]  |
| 1. Can you understand and respond effectively and with sensitivity to special population groups served by UCNW, including those defined by race, ethnicity, language, age, sex, sexual orientation, economic standing, & others?
 | [ ]  | [ ]  |
| 1. The Centers for Disease Control and Prevention strongly recommends the following vaccines for healthcare workers:  Influenza, Measles, Mumps and Rubella (MMR), Varicella (Chickenpox), Tdap (Tetanus, Diphtheria, Pertussis) and Tuberculosis screening. As a UCNW employee would you agree to follow these CDC recommendations?
 | [ ]  | [ ]  |
| 1. Are you able to perform the essential job duties listed on the Job Description, with or without accommodation? List any exceptions here:
 | [ ]  | [ ]  |

| **SKILLS** | **EXPERIENCE** | **NO EXPERIENCE** |
| --- | --- | --- |
| 1. Aseptic Techniques |  |  |
| Handwashing | [ ]  | [ ]  |
| Disposal of waste | [ ]  | [ ]  |
| Handling dirty items/linens | [ ]  | [ ]  |
| 2. Sterile Techniques |  |  |
| Sets up sterile field | [ ]  | [ ]  |
| Assists with sterile procedures – see procedure set up | [ ]  | [ ]  |
| 3. Decontamination of used medical equipment |  |  |
| Prepare instruments for autoclave (rinsing, soaking, scrubbing, drying) | [ ]  | [ ]  |
| Autoclave use | [ ]  | [ ]  |
| Instruments in open position, grouped into pouches with type of instrument and date written on pouch | [ ]  | [ ]  |
| 4. Performs spore testing weekly for autoclave and records | [ ]  | [ ]  |
| 5. Wound care/burn care: |  |  |
| Cleans/applies antibiotic cream/silvadene | [ ]  | [ ]  |
| Steri strip application/gauze/dressings/ace wrap/medi rip | [ ]  | [ ]  |
| 6. Diabetic care |  |  |
| Blood glucose testing | [ ]  | [ ]  |
| Foot check | [ ]  | [ ]  |
| 7. Well child exam |  |  |
| Load forms | [ ]  | [ ]  |
| Screening questions | [ ]  | [ ]  |
| Age appropriate eye and hearing check | [ ]  | [ ]  |
| Documentation | [ ]  | [ ]  |
| Vital signs, height, weight, head circumference | [ ]  | [ ]  |
| 8. CLIA-waived lab tests with control testing |  |  |
| Urine pregnancy test | [ ]  | [ ]  |
| Rapid strep | [ ]  | [ ]  |
| Occult blood – stool | [ ]  | [ ]  |
| Urine dip – result recording | [ ]  | [ ]  |
| Spin urine and slide preparation | [ ]  | [ ]  |
| 9. Immunizations |  |  |
| Understands recommended schedule and catch up schedule per age | [ ]  | [ ]  |
| Immunization administration using correct needle size and site for IM, SC, ID | [ ]  | [ ]  |
| Documents immunizations correctly | [ ]  | [ ]  |
| Vaccine Information Sheets (VIS) | [ ]  | [ ]  |
| VAERS form | [ ]  | [ ]  |
| Child Profile use | [ ]  | [ ]  |
| Health Department required ‘tally sheet’ | [ ]  | [ ]  |
| Vaccine for Children eligibility | [ ]  | [ ]  |
| 10. Adult immunization (see above for skills) | [ ]  | [ ]  |
| 11. Vital signs |  |  |
| Accurate blood pressure | [ ]  | [ ]  |
| Orthostatic blood pressure | [ ]  | [ ]  |
| Apical pulse | [ ]  | [ ]  |
| Radial pulse | [ ]  | [ ]  |
| Respiration | [ ]  | [ ]  |
| Temperature | [ ]  | [ ]  |
| Height | [ ]  | [ ]  |
| 12 lead EKG and rhythm strip | [ ]  | [ ]  |
| 12. Sets up and administers nebulizer | [ ]  | [ ]  |
| 13. Peak flow meter use | [ ]  | [ ]  |
| 14. Follows standard precautions |  |  |
| Use of masks, gloves and other PPE | [ ]  | [ ]  |
| Proper waste and needle disposal | [ ]  | [ ]  |
| Negative pressure room | [ ]  | [ ]  |
| 15. Screening tests: |  |  |
| Vision | [ ]  | [ ]  |
| Hearing | [ ]  | [ ]  |
| 16. Ear lavage | [ ]  | [ ]  |
| 17. Operate/set up clinic equipment |  |  |
| Hyfercator | [ ]  | [ ]  |
| Oxygen tank use | [ ]  | [ ]  |
| Tympanometer | [ ]  | [ ]  |
| Pulse oximeter – adult and ped | [ ]  | [ ]  |
| Doppler | [ ]  | [ ]  |
| 18. Well woman exam: |  |  |
| Set up for pelvic exam | [ ]  | [ ]  |
| PAP/Cultures | [ ]  | [ ]  |
| Specimen labeling | [ ]  | [ ]  |
| Reporting forms/lab form completion | [ ]  | [ ]  |
| Pap/STD tracking log book | [ ]  | [ ]  |
| 19. Birth control |  |  |
| Depo Provera protocol and forms | [ ]  | [ ]  |
| Depo Provera injection | [ ]  | [ ]  |
| Diaphram fit kit | [ ]  | [ ]  |
| 20. Injections |  |  |
| Testosterone | [ ]  | [ ]  |
| B12 | [ ]  | [ ]  |
| Rocephin | [ ]  | [ ]  |
| Ketorolac | [ ]  | [ ]  |
| 21. Procedure set up |  |  |
| Endometiral biopsy | [ ]  | [ ]  |
| Circumcision | [ ]  | [ ]  |
| Mole removal | [ ]  | [ ]  |
| Shave biopsy | [ ]  | [ ]  |
| Punch biopsy | [ ]  | [ ]  |
| Needle aspiration | [ ]  | [ ]  |
| Wart removal | [ ]  | [ ]  |
| STD exam | [ ]  | [ ]  |
| 22. Telephone Interpreter set up | [ ]  | [ ]  |

***I hereby certify that all statements made above are true and correct.***

Signature Date Print Name