



MEDICAL ASSISTANT

JOB - 21050

Revision No. 0

Page | 1 of 2

Purpose:	<p>The purpose of this position is to be responsible for registering and screening donors</p> <p>Operates within the scope of FDA cGMP 21CFR</p>
Primary Responsibilities:	<p>The Medical Assistant role encompasses the following primary responsibilities:</p> <ul style="list-style-type: none">• Reviewing return donor questionnaire and screening in accordance with established guidelines.• Determining Hemoglobin, Hematocrit (HCT) and Protein via finger stick and use of the CompoLab, HemataStat and digital refractometer.• Refer to the Medical Supervisor when in need of guidance concerning medical or technical issues, including donor safety and eligibility.• Ensures donor confidentiality.• Maintains accurate and thorough documentation of necessary records.• Assists in maintaining a clean, organized and efficient work area, including maintaining supplies necessary to perform job duties• Builds rapport with donors to ensure overall customer satisfaction with the center to support long-term donation.• Performs general administrative duties, including greeting donors in a friendly manner, answering phones, and assisting center management team as needed.• Maintains compliance with all state and federal regulations, U.S. Food and Drug Administration (FDA)-approved Standard Operating Procedure Manual, Occupational Safety and Health Administration (OSHA), Clinical Laboratory Improvement Amendments (CLIA), Current Good Manufacturing Practice (cGMP) and internal company procedures.• Reports all unsafe situations or conditions to Lead, Supervisor or Center Manager.
Qualifications:	<ul style="list-style-type: none">• High School Graduate• Become Cardiopulmonary Resuscitation (CPR) certified.• Must successfully complete the Medical Assistant Training Program and be certified as competent within 90 days of hire.



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Page | 2 of 2

Occupational Demands:

- Production environment requiring the ability to walk and stand with intermittent sitting, for the entire work shift.
- Requires frequent leaning, bending, crouching, and reaching above the shoulders and below the knee.
- Requires frequent lifting up to 5Lbs, and occasional lifting up to 50Lbs.
- Must have fine motor coordination, depth perception, and ability to hear equipment sounds from a distance.
- Due to potential exposure to blood borne pathogens (risk level 1), 90% of work tasks require prolonged glove wear.
- Exposure to sharps, electrical office, and laboratory equipment.

Acknowledgement

I have received, reviewed and fully understand the job description for Medical Assistant. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____