

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: TEAM LEAD, MEDICAL ASSISTANTS

Reports To: Designated Supervisor

UW Job Code: 3149

UW Job Family: 3A - Health/Medical Professional

SOC Code: 29-2055

FLSA: Non-exempt

Pay Grade: 20

Date: 1-1-21

JOB PURPOSE:

Assist nursing supervisor with maintaining efficient patient flow and quality care during clinic hours. Provide supervision and mentoring to Medical Assistants. Coordinate and schedule procedures and light surgeries for the clinic. Assist surgical team before, during, and after surgery and procedures. Prepare room and maintain a sterile environment. Act as a key communicator between clinical support staff and the nursing supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitor clinic schedules and patient arrivals and assist co-workers to maintain a smooth and efficient patient flow, patient satisfaction, and maximum productivity.
- Supervise and mentor medical assistants. Provide guidance to the medical assistants by monitoring performance, mentoring, and participating in annual performance evaluations.
- Assist providers with minor surgical and diagnostic procedures. Follow established procedures for routine calibration, cleaning, disinfection, and sterilization of instruments and equipment. Notify the nursing supervisor and coordinate with vendors when instruments or equipment need maintenance or repair.
- Schedule patients for procedures, and provide all necessary paperwork and instructions to patients prior to the procedure.
- Keep procedure rooms fully stocked, organized, clean, safe, and prepared before and after each procedure. Prepare appropriate instruments and supplies for each procedure.
- Handle weekly scheduling of clinical support staff.
- Conduct new medical assistant job-specific orientation. Identify and recommend other training needs to the nursing supervisor.
- Ensure medical assistants follow clinic protocols and seek counsel from the nursing supervisor for more complex problems.

- Review and approve medical assistants' timecards and time-off requests. Keep the nursing supervisor informed regarding deviations in medical assistants' time records.
- Under the direction of the nursing supervisor, coordinate quality improvement projects and quality assurance reviews.
- Oversee inventory, budget, and ordering of medical supplies and medical equipment.

SUPPLEMENTAL FUNCTIONS:

- Perform miscellaneous job-related duties as assigned.
- Provide coverage for breaks, lunches, and PTO, as needed.
- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.
- Attend and participate in training and other professional development activity.

COMPETENCIES:

- Attention to Detail
- Consistency
- Technical/Professional Knowledge
- Integrity
- Quality Orientation
- Work Standards

MINIMUM QUALIFICATIONS:

Education: **At least a 2-year program or Associate's degree in a medical-related program.**

Experience: **At least 4 years work-related experience**

Required licensure, certification, registration or other requirements:

- **LPN, Medical Assistant certification.**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong oral and written communication skills.
- Excellent organizational skills.
- Ability to plan, schedule, and ensure adequate supplies.
- Excellent interpersonal skills and commitment to customer service.
- Ability to interpret system needs and construct system processes.
- Ability to manage and meet deadlines.
- High level of problem-solving skills.
- Knowledge of medical procedures.
- Ability to use medical software and filing systems.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to read and understand information and ideas presented in writing.
- Ability to see details at close range (within a few feet of the observer).

- Ability to apply general rules to specific problems to produce answers that make sense.

WORKING CONDITIONS:

- May be required to work a flexible schedule, including nights, weekends, and holidays.
- May be required to work an on-call schedule.
- Work is normally performed in a typical interior/medical office environment.
- Some exposure to physical risk.
- Moderate physical effort required.
- Lift up to 20 pounds.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.