

## **Clinical Team Job Description**

Three Rivers Dermatology & Windy Ridge Skincare Centre is a team-based company led by Dr. Sassmannshausen, an experienced and knowledgeable physician who is down-to-earth and passionate about dermatology. Together, we are a fun, fast-paced, structured team dedicated to excellent patient care. We strive to provide excellent customer service both internally and externally. That means our team members are just as important to us as our patients and guests. We're looking for positive, upbeat, supportive, and reliable team members who are willing to go the extra mile each day. Success in our company requires an ability to multi-task, strong computer and organizational skills, and dedication to excellent patient care. If you are a fast-learning, dependable, team-oriented person with a positive, supportive, "get-it-done" attitude, we would love to meet you! Please submit your resume today!

### **Desired Qualifications:**

- Degree or certificate of education in the medical field (ie. CMA/RMA, LPN or BS)
- Flexible schedule
- Professional image with gracious, warm, and genuine personality
- Basic computer skills and aptitude for mastering the software
- Ability to learn to recommend treatment and products
- Ability to follow protocols and directions
- Willingness to shake hands with each guest

### **Behavioral Characteristics:**

- High energy
- Able to work well under pressure
- Excellent communication skills
- Flexible and cooperative
- Strong organizational skills and follow-through
- Good sense of humor
- Effective time management skills
- Able to improvise on the spur of the moment
- Solid problem-solving skills

### **Position Activities and Responsibilities:**

- Document past medical history, current medications and history of present illness
- Accompany provider in the room with the patient and add or correct any information mentioned during examination, prepare prescriptions, instruction sheets and educate patients as directed by providers
- Prepare for and assist providers with procedures and surgeries
- Nursing visits, including completion of medical note, UV light treatments, suture removals, blood draws, XTRAC laser treatments, biologic injection training and administration
- Schedule follow-up appointments
- Understand and be able to effectively communicate and recommend all products and treatments
- Precisely complete forms for and record pathology and laboratory specimens and results
- Attend all in-house training and commit to outside continuing education
- Attend and participate in all general and team meetings
- Maintain a professional, courteous and cheerful attitude in person and on the telephone