

William W. Backus Hospital  
**Anticoagulation Clinic Care Provider**

**Job Code:** 57370  
**Pay Grade:** 40

**Date:** October 1, 2008  
**Status:** Non-Exempt/Non-Supervisory

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**I. JOB SUMMARY:**

Provides optimum anticoagulation care to patients in the Anticoagulation clinic through collaboration with physician staff. Performs appropriate teaching, testing, and counseling activities in order to properly monitor and guide individualized patient therapy. Consults with primary care providers and other healthcare professionals involved in the patients care to assure proper coordination of efforts.

**II. RESPONSIBILITIES AND DUTIES (Essential duties are indicated by an \*):**

- \*Provides patient centered education.
- \*Performs point-of-care prothrombin time testing
- \*Provides appropriate patient instruction and guidance based upon laboratory results and clinic protocols.
- \*Properly maintains clinic patient database
- Communicates all relevant issues to patients, clinic staff, clinic physician staff and primary care providers as needed.
- Performs necessary quality assurance tests and procedures.
- Demonstrates competency in the performance of job duties.
- Represents the Hospital in a professional manner by applying Customer Service Initiative concepts in daily contact with patients, physicians, employees and visitors.
- Performs other related duties as assigned or requested.

**III. REQUIREMENTS/SPECIFICATIONS:**

**Education:** minimum Bachelor's of Science degree from an accredited college or university.

**Experience:** One years experience with direct patient care.

**License and Certification:** Current CT license, registration, or certification as: Advance Practice Nurse, Pharmacist, Physician, or Physicians Assistant.

**Knowledge, Skills and Abilities:** The interpersonal skills necessary to make effective presentations before groups. A complete understanding of the role, goals and objectives of the department and the interfaces necessary within and external of the department. A thorough understanding of anticoagulation therapy with the ability to apply these concepts to patients of all age groups. Working knowledge of windows based software.

**Problem Solving/Decision Making:** Requires high level of analytical ability in order to gather and interpret information from various sources. Able to take the appropriate action in response to changes, circumstances or problems. Considerable decision making authority concerning patient care.

**IV. WORKING RELATIONSHIPS:**

**Internal:** Hospital Staff, Physicians

**External:** Patients, Family, and Friends

**Supervises:** Coordinates and directs the work of technical staff, but has no supervisory responsibility for them.

**Reporting Relationship:** Clinical Coordinator, Anticoagulation Clinic

**It is the expectation of the Hospital that the tasks as outlined in this job description be performed within the Institutional and Job Specific competencies. The above 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 incumbent(s) in this position.**

**V. PHYSICAL DEMANDS/WORK ENVIRONMENT**

CHECK APPROPRIATE BOX FOR EACH OF THE FOLLOWING ITEMS TO BEST DESCRIBE THE EXTENT OF THE SPECIFIC ACTIVITY PERFORMED BY THE STAFF MEMBERS IN THIS POSITION

**PHYSICAL DEMANDS**

On-the-job time is spent in the following physical activities  
Show the amount of time by checking the appropriate boxes below.

		— Amount of Time —			
		None	Up to 1/3	1/3 to 1/2	2/3 and more
Stand:			x		
Walk:			x		
Sit:					x
Talk or hear:					x
Use hands to finger, handle or feel:				x	
Push/Pull:			x		
Stoop, kneel, crouch or crawl:			x		
Reach with hands and arms:				x	
Taste or smell:			x		

This job requires that weight be lifted or force be exerted. Show how much and how often by checking the appropriate boxes below.

		— Amount of Time —			
		None	up to 1/3	1/3 to 1/2	2/3 and more
Up to 10 pounds:			x		
Up to 25 pounds:			x		
Up to 50 pounds:		x			
Up to 100 pounds:		x			
More than 100 pounds:		x			

This job has special vision requirements. Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distance Vision (clear vision at 20 feet or more)
- Color Vision (ability to identify and distinguish colors)
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth Perception (three-dimensional vision; ability to judge distances and spatial relationships)
- Ability to Adjust Focus (ability to adjust eye to bring an object into sharp focus)
- No Special Vision Requirements

Specific demands not listed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## WORK ENVIRONMENT

This job requires exposure to the following environmental conditions. Show the amount of time by checking the appropriate boxes below.

	— Amount of Time —			
	None	up to 1/3	1/3 to 1/2	2/3 and more
Wet, humid conditions (non-weather):	x			
Work near moving mechanical parts:	x			
Fumes or airborne particles:	x			
Toxic or caustic chemicals:	x			
Outdoor weather conditions:	x			
Extreme cold (non-weather):	x			
Extreme heat (non-weather):	x			
Risk of electrical shock:	x			
Work with explosives:	x			
Risk of radiation:	x			
Vibration:	x			

The typical noise level for the work environment is:

Check all that apply.

- Very Quiet                       Loud Noise  
 Quiet                                 Very Loud Noise  
 Moderate Noise

Hearing:

- Ability to hear alarms on equipment  
 Ability to hear client call  
 Ability to hear instructions from physician/department staff

## REPETITIVE MOTION ACTIONS

	— Number of Hours —				
	0	1-2	3-4	5-6	7+
<b>Repetitive use of foot control</b>					
A. Right only					
B. Left Only					
C. Both	x				
<b>Repetitive use of hands</b>					
A. Right only					
B. Left Only					
C. Both					x
<b>Grasping: simple/light</b>					
A. Right only					
B. Left Only					
C. Both					x
<b>Grasping: firm/heavy</b>					
A. Right only					
B. Left Only					
C. Both			x		
<b>Fine Dexterity</b>					
A. Right only					
B. Left Only					
C. Both					x