

**PRIMARY CARE ASSISTANT**  
**Summer Student – 9-Week Term**

The PCA will report to the Primary Care Lead who reports to the Primary Care Programs and Services Manager. The assistant will help monitor client flow, maintain examination rooms and supplies and perform other related tasks to ensure the smooth running of the centre.

**Responsibilities:**

- Assists with client flow to and from exam rooms (e.g. seniors, disabled clients, others).
- Books follow-up appointments for clients.
- Assist with data entry and organization of electronic medical records.
- Ensures examination rooms are tidy, clean and stocked following procedures (e.g. complete physicals, pap tests). Uses CaviWipes to clean/sterilize exam tables, door handles, cabinets, countertops, desks and other surfaces as appropriate, disposal of biohazards.
- Assists practitioners with CPX's (e.g. prepares and labels specimen containers, packages specimens for laboratory pick-up, etc.).
- Ensures routine maintenance of medical equipment (e.g. glucometers, BP machine calibration, etc.). Cleans equipment weekly and as needed.
- Assists with ordering medical supplies and maintaining medical supply stock area.
- Maintains inventory of requisitions and forms, restock all requisitions and forms in exam rooms and laboratory, notifies the Primary Care Lead when quantities are low.
- Assists medical reception staff as needed, such as photocopying, faxing and scheduling clients.
- Attends Team Meetings as required.
- Participates in the Centre's events as required.
- Organizes and maintains educational materials for client use.
- Maintains bulletin boards in waiting room and exam room areas.
- Carries out other duties as assigned.
- Support group education programming.

**Requirements:**

- A post-secondary student currently enrolled in an academic program and intending to begin school or return to school full-time in the upcoming school year
- Computer literacy required.
- Strong communication and interpersonal skills required.
- Ability to work in an inter-professional team.
- English – oral and written proficiency required. Other languages are considered an asset.
- Valid driver's licence and access to a vehicle. A clear police check is required.