

MEDICAL ASSISTANT

GENERAL DEFINITION

This is general patient care support work in a municipal health facility. An employee in this class implements or assists in implementing physician's orders and performs technical services and procedures necessary to provide comprehensive health care services to adult and pediatric patients. Work assignments include operating specialized medical equipment, contact with patients, organizing supplies and equipment, and cleaning of equipment and patient care areas. Positions may be assigned to work in a Health Center laboratory, to perform laboratory support, quality control and proficiency testing duties. Work is performed under the supervision of a nursing superior.

ALLOCATING FACTORS: (The following conditions must be met for a position to be allocated to this class.)

- Positions must work in the Health Department.
- Positions must perform a variety of patient support care work.

TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Takes and charts temperature, pulse, respiration, blood pressure, height and weight; completes medical history questionnaire; administers adult and pediatric injections, medications, and tests under the direction of a nursing superior.

Obtains blood samples for laboratory examination by venipuncture, fingerprick, or heelstick technique; obtains sputum, urine, and any other specimens for laboratory examination; logs, labels, prepares, centrifuges and processes laboratory specimens for transport; when necessary may perform and record certain laboratory determinations such as dipstick urine tests, urinalysis, gram stains, hematocrit and hemoglobin, urine pregnancy tests, erythrocyte sedimentation rate, blood counts, blood glucose levels and other tests performed in a health center laboratory; operates various laboratory instruments in interpreting test results.

Conducts and records results of eye chart vision tests; operates electrocardiograph, audiometer, sphygmomanometer, centrifuge, pulmonary function machine and other basic diagnostic or screening equipment; such as an electrocardiogram; or defibrillator; records results of tests on designated forms and in patient's records.

Prepares patients for medical examination; accompanies and assists doctor or other health care provider in examining and treating patients; administers first-aid or cardiopulmonary resuscitation; speaks to parents and patients to provide them with information.

Receives patients and guides them to proper destination; files and retrieves charts, reports and correspondence; selects appropriate forms and prepares patients'

charts; obtains and verifies patient's signature consenting to treatment and billing; schedules ambulatory specialty services and special procedures under the specified direction of the physician on team; operates computer and other medical office equipment; may schedule appointments; completes or assists in completing patient's insurance or other appropriate requests for information; photocopies medical records and correspondence; posts, organizes and maintains ledgers and logbooks; checks supply levels in the team areas, requisitions and stocks all supplies on team.

Operates autoclave; organizes, washes and sterilizes medical instruments, equipment and furnishings; maintains treatment and work areas in a prescribed state of cleanliness; performs quality controls on laboratory equipment such as microscopes, refrigerators and centrifuges; may be responsible for performing proficiency testing as required by regulatory agencies.

Participates in training and may be required to demonstrate test techniques.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- electrocardiography, audiometric testing, autoclaves, microscopes, sphygmomanometers and office machines
- medical assistance practice
- the basic principles of chemistry
- the principles, methods, materials, equipment and technique used to perform laboratory analysis
- the basic principles, methods and techniques used to administer injections to adults and pediatric patients
- the safety precautions required in laboratory work including universal precautions

ABILITY TO:

- understand and follow oral and written instructions in exact detail
- make varied arithmetic computations with accuracy
- maintain a sympathetic attitude towards and harmonious relationships with patients and the public
- learn to operate pulmonary function machines
- perform a variety of laboratory tests in accordance with prescribed procedures and instructions
- make accurate observations of test results and to prepare accurate reports and records
- lift and/or position patients properly
- maintain treatment and work areas in a prescribed state of cleanliness
- enter and obtain information from the district health center computer system including appointment scheduling

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE (The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Applications submitted by candidates for this class will be reviewed based on training and experience requirements as approved on 01/05.)

EDUCATION:

Education equivalent to the completion of the twelfth school grade.

AND
EXPERIENCE:

Completion of didactic work and graduation from an accredited Medical Assistant Training program.

AND
SPECIFIC EXPERIENCE

One year of varied clinical experience in a comprehensive medical care program which has involved direct patient care which may have included such patient care activities as taking vital signs, performing venipuncture, obtaining specimens, performing laboratory tests, and operating diagnostic equipment.

REQUIRED LICENSES, REGISTRATIONS AND CERTIFICATES

Certification in ONE of the following:

Registered Medical Assistant (RMA) from American Medical Technology;

OR

Certified Medical Assistant (CMA) from American Association of Medical Assistants;

OR

National Certified Medical Assistant (NCMA) from the National Center for Competency Testing;

OR

Certification from a Medical Assistant training program accredited by one of the two major accreditation bodies for medical assistant certification: the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accrediting Bureau of Health Education Schools (ABHES).

AND

CPR certification for medical and professional staff.

NOTE: The CPR certification must be maintained every two years and the Medical Assistant certification must be maintained yearly during tenure of employment with the Health Department.

PHYSICAL AND MEDICAL REQUIREMENTS

Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

Class Established:

CSC - 01/05

Latest Spec Revision:

CSC – 6/12

Ad. Board – 7/12

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