

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Correctional Facility Medical Assistant
ALLOCATION: Sheriff's Department
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: July 2001
REVISED: June 2015

JOB SUMMARY:

Under general supervision provides medical assistance to inmates in a county correctional facility; assists physicians and/or nurses in inmate care and performs related work as assigned.

This is the entry-level in the correctional facility medical series.

CLASS CHARACTERISTICS:

This position reports directly to Sheriff's Captain, receives medical direction from Correctional Medical Officer and may receive lead direction from a Registered Nurse. This class is distinguished from the Correctional Facility Licensed Vocational Nurse in that the latter is a para-professional nurse, possessing appropriate licensure in the State of California and by the level and intensity of the nursing care provided.

EXAMPLES OF DUTIES:

Essential:

- Prepare rooms with appropriate and adequate supplies and equipment for examinations and treatment.
- Conduct inmate check-in including reviewing forms and documents for completion and taking medical history of inmate issue.
- Perform health screening; take and chart vital signs, including blood pressure, pulse, temperature, height and weight; chart inmate status observations.
- Obtain sputum, urine and stool specimens for laboratory analysis; perform blood glucose tests and various screening tests.
- Explain medical procedures and medication usage to inmates as needed, under the supervision of a professional nurse or physician.
- Assist with physical examinations and inmate preparation for appropriate medical procedures.
- Carry out nurses' and physicians' orders within the scope of certification.
- Assist in clean-up after appointments.
- Assist in planning and evaluating program activities and gathering statistics.
- Perform various office clerical duties including telephone and site reception, typing, filing, photocopying and record-keeping.
- Assist with various referral follow-up activities including lab requests and results.
- Provide good customer service through building and maintaining positive working relationships with staff, inmates and others.
- Assist with immunizations and physicals.
- Maintain security of the nursing office and controlled substances within the secured setting.
- Comply with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA); comply with all relevant laws and regulations regarding confidentiality.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Maintain examination and treatment rooms in an orderly and sterile condition.

EMPLOYMENT STANDARDS:

Knowledge of:

- Medical assistance practices and procedures, including sterile techniques, emergency medical procedures, basic anatomy and physiology, possible complications from procedures, medical terminology and medical record confidentiality.
- Modern office practices, procedures and computer equipment.
- Principles and processes for providing customer and personal services. This includes inmates needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Principles and practices of work safety, especially related to communicable diseases.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Basic mathematical calculations.

- First aid and CPR methods and techniques.
- Applicable laws, codes and regulations.
- Medical terminology and charting practices.
- Use and care of specialized medical equipment and supplies.
- Relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people, data, property and institutions.
- Effective techniques for dealing with the public, in person and over the telephone, occasionally where relations may be confrontational or strained.

Skill in:

- Identifying and resolving problems; nature and urgency of inmates needs.
- Interpreting work orders; explaining procedures to inmates.
- Understanding and accepting differences in attitudes about health problems.
- Prioritizing assigned duties and working effectively with interruptions.
- Operating, cleaning and adjusting office and medical equipment necessary for effective job performance.
- Maintaining accurate records and charts, including operating and maintaining automated inmate records.
- Organizing own work, setting priorities and meeting critical deadlines.
- Communicating clearly and effectively, both orally and in writing.
- Proper sterilization procedures and proper handling of human samples including human fluids and waste.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Being aware of others' reactions and understanding why they react as they do.
- Interviewing and obtaining accurate information from a diverse client population.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Apply institutional rules, policies and regulations to maintain safety.
- Use initiative and independent judgment within established procedural guidelines.
- Recognize when something is wrong or is likely to go wrong.
- Establish and maintain effective working relationships in a diverse work force and community.
- Take action on controversial issues that may conflict with personal values and interact with others in a non-judgmental manner.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Deal effectively with manipulative, hostile or anti-social behavior.
- Accept criticism and deal calmly and effectively with high stress situations.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work in a secured correctional facility.
- Work with exposure to individuals who may be hostile or place the incumbent in a potentially harmful situation.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Possess certification as a Medical Assistant.
- Possess or ability to obtain a valid First Aid and CPR Certifications within one (1) year of appointment to classification and maintain annually thereafter.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting prior to hire.
- Rotational shift work to include nights, weekends and holidays.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Graduation from high school, certification as a Medical Assistant and some experience in a physician's office, clinic, or similar setting.

PREFERRED: In addition to the minimum, experience as a Medical Assistant and two years of experience working in a correctional or lock-down facility.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Sheriff Approval: Jerry Read
Date:

EEOC: F
WC: 9410

Human Resources Approval: Jill Abel
Date:

Signature: _____

Signature: _____