

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED Nursing Services – Employee Health Team		CLASSIFICATION TITLE Medical Assistant				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	WORK WEEK GROUP 2	CBID R20	TENURE	TIME BASE
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
YOU ARE A VALUED MEMBER OF THE CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES' (CCHCS) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CCHCS TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF CCHCS' MISSION.						
PRIMARY DOMAIN:						
Under the administrative supervision of the Employee Health (EH) Registered Nurse (RN), Correctional Facility (CF), and the clinical supervision of the Receiver's Nurse Executive (RNE) or Nursing Consultant, Program Review (NCPR) lead, the Medical Assistant (MA) provides clinical and administrative support to the EH RN and NCPR with infection prevention and control activities including, but not limited, to the COVID-19 prevention and response program. The MA will assist the health care team, with rapidly identifying employees who are either confirmed, probable, or exposed to COVID-19 or other communicable disease and taking the appropriate measures to decrease the likelihood of further transmission to the institution population and staff. The MA is responsible for addressing the ongoing needs of the employees, working with the health care team, and promoting the efficient, appropriate, and cost-effective use of health care resources.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use addition sheet if necessary)					
ESSENTIAL FUNCTIONS						
35%	Provides clinical and administrative support to the EH RN and NCPR with infection prevention and control activities including, but not limited, to the COVID-19 prevention and response program in accordance with applicable policies, procedures, regulations, and program requirements in a variety of correctional health care settings. Assist the health care team, with rapidly identifying employees who are either confirmed, probable, or exposed to COVID-19 or other communicable disease and taking the appropriate measures to decrease the likelihood of further transmission to the institution population and staff. Observes, documents, and reports clinical symptoms and behavior to help determine if an employee needs precautionary removal and coordinates with EH RN and NCPR. Participates in quality improvement activities. Assists in the development, revision, and implementation of all policies and procedures as directed by the EH RN and NCPR.					
30%	Assists with completing and directing contact tracing if any employee is found to be COVID-19 positive. Interviews employees with confirmed or probable COVID-19 to determine symptom onset and window period for contact elicitation and exposure risk for close contacts (employees or population) and inform EH RN and NCPR of the results for their review. Following the EH RN's and NCPR's instructions, effectively communicates with exposed employees and connects employees					

	<p>with resources to support self-quarantine and symptom monitoring. Quickly gets in touch with contacts of diagnosed patients or staff through e-mail, phone calls and other platforms when necessary. Verifies the individual's identity during initial communications, and prior to disclosing confidential information. Ensures and promotes a confidential and comfortable environment for client communications. Notifies the individual of exposure to COVID-19, by using a script to report disease transmission, risk and other relevant information. Inform individuals of the importance of seeking care and refer them to the appropriate community or medical resources. Provides contacts with approved information on quarantine procedures, what to do if symptoms develop and if appropriate, refer them to testing. Notifies the employee's supervisor when contact cannot be made with an individual and recommend other options for communication to the employee. Communicates daily with the on-site EH RN and NCPR regarding individuals requiring contact tracing, barriers and challenges to obtaining information or contacting individuals and share additional individuals identified by the contact investigations. Assists with clinical tasks as directed by the licensed health care professional and EH RN.</p>
20%	<p>Provides list of exposed employees to the EH RN and NCPR to provide to the local health department as required by the Aerosol Transmissible Disease Standard. Assists with referring employees for testing and provides information regarding precautionary removal and the return to work (RTW) process. Helps tracks serial testing and provides positive, indeterminate, or sample rejected results of tests to the employee immediately upon receipt. Assists with following up with the exposed employees to obtain the results of the evaluation and testing. Updates the contact tracing via the tracking system. Communicates with members of the EH Team and conveys team concerns. Provides staff with Employee Assistance Program information, other available resources.</p>
10%	<p>Maintains appropriate accountability of inventory, equipment, and supplies. Restocks and orders necessary supplies and equipment and elevates barriers to the EH RN and NCPR. Maintains a safe and secure work environment and follows all safety precautions and CCHCS policies and procedures. Reports any unsafe equipment or inappropriate conduct and/or activity to management.</p>
5%	<p>Performs other related duties as required.</p>
	<p>KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Fundamentals of medical assisting including administration; medical and mental health procedures and techniques involved with patient care; principals used when caring for individuals who are immobile; medical and mental health terminology; and general clinical and correctional facility routines; knowledge of proper use of medical and office equipment, including various generic software.</p> <p><i>Ability to:</i> Apply Medical Assistant procedures as regulated by certification; observe and document symptoms and behavior; maintain accurate records and prepare reports; gain the respect and cooperation of patients; work effectively with patients and the interdisciplinary treatment team; function effectively in an emergency situation; and practice universal precautions.</p> <p>EDUCATIONAL REQUIREMENT Complete continuing education as required for maintenance of California Medical Assistant Certificate and as a condition of employment (40 hours of In-Service Training and on-the-job training annually).</p> <p>ADDITIONAL ESSENTIAL REQUIREMENTS Ability to work mandated overtime hours as needed. Attends all trainings, meetings, and committees as directed by the RNE or designee.</p>

<p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Incumbents appointed to these positions must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally difficult emergency situations without endangering their health and well-being, or that of their fellow employees, patients, inmates, or the public.</p> <p>Incumbents have substantial contact and responsibility for penal code offenders and requires the ability to respond to emergencies and protect the public.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <p>Must demonstrate emotional stability, patience, tact, and alertness.</p> <p>All of the above, and willingness to treat patients in a correctional facility in a professional, ethical and thoughtful manner; follow institutional safety and security policies; work around peace officers armed with chemical agents/weapons; undergo random drug testing and annual tuberculosis screening.</p>		
SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE