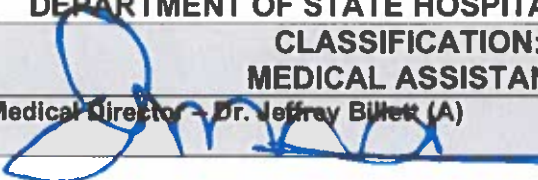


**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

CLASSIFICATION: MEDICAL ASSISTANT	
Approved by Medical Director – Dr. Jeffrey Billett (A) Signature: 	Date Approved: 3/16/2023

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under supervision of a Chief Physician and Surgeon, Department Chief, or Program Director, the Medical Assistant is responsible to providing basic medical support to patients with clinical supervision of a licensed physician. Perform basic administrative and clerical tasks.

40% Provide clinical support and a variety of administrative functions.

Assist medical providers during patient appointments, both onsite and via tele-presence. Provide referrals to Chief Physician and Surgeon or Provider for review and approval. Schedule and track onsite, off-site, and tele-presence appointments and procedures. Receive and process medical and psychiatric orders and referrals. Develop schedules and calendars for Treatment Conferences. Schedule Treatment Team meetings, gather patient charts and prepare documents for the Treatment Conferences. Assist with preparation of patients for appointments and procedures. Provide patient documentation to outside providers. Receive and appropriately distribute doctors notes and reports. Order supplies as needed. Perform clerical duties such as making copies, scanning, faxing, answering phones, and other related tasks.

40% Provide basic medical support to patients directly or by using tele-presence equipment; use medical equipment safely; measure and record vital signs; administer intradermal, subcutaneous, and intramuscular injections and skin tests; remove casts, splints, sutures; apply simple dressings; perform therapeutic interventions; explain treatment procedures and other health instructions; effectively communicate with patients; interview patients to obtain medical and mental health information to inform providers; prepare patients for medical examinations and treatments.

20% Practice proper safety and security procedures. Identify and report possible security threats or breaches. Take inventory of medical and office supplies. Observe, document, and report clinical symptoms and behavior. Practice infection control protocols.

2. **SUPERVISING RECEIVED:**

Medical Services – Chief Physician and Surgeon (Safety)

Psychiatry – Chief Psychiatrist (Safety)

Case Management – Program Management

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Fundamentals of medical assisting including administration; medical and mental health procedures and techniques involved with patient care; principles used when caring for individuals who are immobile; medical and mental health terminology; and general clinical routines; knowledge of proper use of medical and office equipment, including various generic software.

ABILITY TO: 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 interdisciplinary treatment team; function effectively in an emergency situation; and practice universal precautions.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: Applies and demonstrates knowledge of the following:

- Demonstrate knowledge of and attitudes consistent with the Wellness and Recovery Model of service delivery, including the Stages of Change, basic values/beliefs, and the individual involvement in designing his own recovery plan. Demonstrate working knowledge of the sex-offender-specific elements of each Phase of the SOCP.
- Possess knowledge of laws pertaining to sexually violent predator commitments (W&I Code 6600 et seq.) and mentally ill inmates admitted from the Department of Corrections and Rehabilitation (pursuant to Penal Code 2684).
- Hospital Emergency Preparedness Plan and the Program Area Specific Safety Plan.
- Follow the hospital policies on Sexual Harassment and Patient Interaction.
- Observe patients on continuous monitoring documenting changes when appropriate.
- Participates as a member of the interdisciplinary team providing nursing input into the treatment planning of individual patients.
- Upon completion of Competency validation may be assigned to supervisor unit shaving/trimming activities.
- Relationship Security demonstrates professional interactions with the patients and maintains therapeutic boundaries.

TECHNICIAN PROFICIENCY (SITE SPECIFIC): I-vac, Automatic Emergency Defibrillator, O2 Delivery/suction, Gurney & Backboard

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. **TRAINING:**

Training Category – 1 – Training Procedure No. 03-11.

The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS:**

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date