

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

		RPA #	Position Control Approval: cm	Date: 9/8/2025
Employee Name		Division Clinical Administrator		
Position No / Agency-Unit-Class-Serial 455-XXX-7374-XXX		Unit Various Programs		
Class Title Medical Assistant (Team Recorder)		Location Atascadero State Hospital		
Subject to Conflict of Interest ☐ Yes ☒ No		CBID R20	Work Week Group 2	Class Ranges N/A
MAJOR TASKS, DUTIES, AND RESPONSIBILITIES Under supervision, the Medical Assistant (Team Recorder) performs various clinical and administrative tasks supporting the treatment team and program management. Assists the treatment team in monitoring treatment plans; keeps records, enters data, and prepares reports; schedules patients' team; performs audits and other related work. Incumbents ensure public property is protected and safe. In addition, incumbents will respond to emergency situations as trained in Therapeutic Strategies and Interventions (TSI).				
75%	Creates and updates treatment plans utilizing a variety of computer programs. Works collaboratively with other interdisciplinary treatment team members to provide a comprehensive treatment plan for patients; monitors treatment team documents; maintains current team membership roster and tracks due dates. Schedules patients' treatment team meetings, produces and updates the monthly team calendar and ensures that all scheduled dates are within the required time frames per policy. Performs periodic audits and updates the patient's Kardex. Opens draft plans and notifies clinicians when they are available for input; maintains and reviews the task tracking tool; and completes assigned Team Recorder duties within the treatment plan. Ensures that all sections of the plan are completed prior to finalization of the plan. Prints group schedules and ensures a note is written in the patient's chart stating that the team conference was held. Ensures required signatures are obtained prior to the treatment plan being filed in the patient's medical record and copies distributed to relevant parties.			
15%	Helps to create a clean, safe, and therapeutic environment; applies medical and mental health procedures and techniques; demonstrates professional interactions with patients and maintains therapeutic boundaries. Applies and demonstrates knowledge of Trauma Informed Care (TIC) and correct methods in the application of TSI, which includes patient stabilization, heavy lifting, applying restraints, and responding to emergency situations throughout the hospital. Adheres to infection control protocols in the use of personal protective equipment. Maintains a safe and secure work environment. Follow safe work practices; order supplies as needed. Assists with staff and patient vaccinations as assigned.			

10%	Attends all trainings, meetings, and committees as directed. Participates in quality improvements activities such as chart review, audits, and special projects. Assists in the development, revision, and implementation of policies and procedures. Keeps records and participate in in-service training programs. Attends meetings as assigned.
Other Information	Supervision Received: Program Assistant Supervision Exercised: None 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 clinic 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 and staff; work effectively with patients and the interdisciplinary team; function effectively in an emergency situation; and practice universal precautions. REQUIRED COMPETENCIES ANNUAL HEALTH REVIEW All employees are required to have an annual health review and TB test or whatever 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 for controlling the spread of pathogens appropriate to job class and assignment. SAFETY Actively supports a safe and hazard free workplace through practice of personal safety vigilance in the identification of safety or security hazards. CPR Maintain current certification as indicated by local facility. THERAPEUTIC STRATEGIES AND INTERVENTIONS Applies and demonstrates knowledge of correct methods in the management of assaultive behavior as taught in Therapeutic Strategies and Interventions (TSI).

DIVERSITY, EQUITY, AND INCLUSION

Demonstrates awareness of cultural humility in the workplace to promote fair treatment among fellow staff and patients.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintain and safeguard the privacy and security of patient's protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPPA and all other applicable privacy laws.

THERAPEUTIC RELATIONSHIPS / RELATIONSHIP SECURITY

Demonstrate 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.

SITE SPECIFIC COMPETENCIES

- Mandatory Abuse/Neglect of Elder/Dependent Adults
- Patients' Rights
- Relationship Security - demonstrates professional interactions with the patients and maintains therapeutic boundaries
- Ability to function as a team player and build working relationships, collaborating with the Interdisciplinary Team, in order to facilitate individualized team conferences.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Medical Equipment: Accu-Chek Monitor, Vital Signs Monitor, Pulmo-Aide Machine, AED
- Has the ability to utilize a PC and the knowledge to use Microsoft Access, Word, Excel, WaRMSS, and other supplemental databases.
- Maintains knowledge of communicable disease transmission and strategies in the prevention and control of such.
- Ability to perform testing for communicable diseases.
- Maintains knowledge in vaccine administration, storage, handling and hospital policy.

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 Service. Employees in this classification must possess:

- a valid certificate from an agency approved by the California Department of Consumer Affairs, Medical Board of California to practice as a Medical Assistant

TRAINING CATEGORY - Training Category = 2

	The employee is required to keep current with the completion of all required training. PHYSICAL DEMANDS – See attached WORKING CONDITIONS: Report to work on time and follow procedures for reporting absences. Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public. 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.
	I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights). _____ Employee Signature _____ Date I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above. _____ Supervisor's Signature _____ Date _____ Reviewing Supervisor's Signature _____ Date

Physical Requirements of Position
MEDICAL ASSISTANT (7374) Programs - Team Recorder

Activity	Never/Rarely < 5 min.	Infrequently 5-30 min.	Occasionally 31 min.-2.5 hrs.	Frequently 2.5-5.0 hrs.	Constantly > 5 hrs.	Comments
Interacting/communicating: Face-to-face with public	X					
By phone with public	X					
With inmate, patients, or clients			X			
With co-workers					X	
Supervising staff	X					
Lifting/Carrying						
0 - 10 lbs.			X			
11 - 25 lbs.		X				
26 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
100 + lbs.	X					
Sitting				X		
Standing			X			
Walking			X			
Running	X					
Crawling	X					
Kneeling	X					
Climbing	X					
Squatting	X					
Bending (neck)			X			
Bending (waist)		X				
Twisting (neck)			X			
Twisting (waist)		X				
Reaching (above shoulder)			X			
Reaching (below shoulder)			X			
Pushing & Pulling			X			
Power Grasping		X				
Handling (holding, light grasping)			X			
Fine fingering (pinching, picking)			X			
Computer use (keyboard, mouse)				X		
Walking on uneven ground		X				
Driving	X					
Operating hazardous machinery	X					
Exposure to excessive noise	X					
Exposure to extreme temp.	X					
Exposure to dust, gas, fumes, or chemicals	X					
Working at heights	X					