

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)	
UNIT NAME AND CITY LOCATED Nursing Services – Mental Health		CLASS TITLE Medical Assistant	
PROPOSED INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency – Unit – Class – Serial)	
POST DESCRIPTION		SPECIFIC LOCATION ASSIGNED TO	
SCHEDULE a.m. to p.m. (Approximate only for FLSA exempt classifications)		REGULAR DAYS OFF	
POST NUMBER		EQUIPMENT (Key Ring #, Personal Alarm, etc.)	
YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT 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 THE DEPARTMENT'S MISSION.			
Under the clinical supervision of the Chief Psychiatrist, Correctional and Rehabilitative Services (Safety), the administrative supervision of the Supervising Registered Nurse (SRN) II/III, Correctional Facility (CF), and the direction of the Staff Telemental Health (TMH) provider, the Medical Assistant (MA) provides support to the TMH provider in a variety of health care settings. The MA is responsible for assisting with TMH clinic visits including preparing patients and administrative support for clinics as needed, assisting with on-site correspondence and care coordination between TMH and on-site staff, and providing support to the mental health care team for daily operations.			
% 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. <i>(Use addition sheet if necessary)</i>		
	ESSENTIAL FUNCTIONS		
40%	As a member of the mental health treatment team, facilitates appropriate access to care, provides care coordination to patients, reviews patient health records, scheduling, and the Quality Management Master Registry to assist in the organization and scheduling of activities, and to facilitate the appropriate delivery of health care services across disciplines and health care domains for patients assigned to the TMH clinician's panel. Prepares and explains the encounter/evaluation process to patients. Prepares interview rooms for patient evaluations, facilitates the institution-side video-conferencing connection, and assists the TMH provider as needed. Ensures equipment necessary to facilitate TMH appointments is in good working order and collaborates with the information technology (IT) team to troubleshoot technology issues that may arise. Collects and documents patient health data and patient's subjective health care concerns and symptoms for the TMH clinician's review. Obtains and documents clinical data such as vital signs, height, weight, observations of patient behavior and health status in the patient health record. Communicates instructions from the TMH provider to the patient in writing and/or verbally. Facilitates distribution of paperwork to patient as directed by TMH provider and obtains patient signature as needed, such as for medication consent forms or refusals. Facilitates upload of such documents to patient chart through proper channels as needed. Facilitates TMH cell front communication with patients as indicated. Communicates with members of the treatment team and conveys team concerns to the TMH provider. Performs therapeutic interventions within their scope of practice as specifically directed by the TMH provider, and documents care in the patient health record. Identifies signs of physical or emotional distress in patients and communicates findings to the TMH provider, Registered Nurse, and/or supervisor. Performs basic		

Revised:

terminology; proper use of medical and office equipment, including various generic software; and basic principles of effective verbal and written communications.

Ability to: Perform MA skills and 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 IDTT; function effectively in an emergency situation; and practice standard precautions.

Ability to work mandated overtime hours as needed.

SPECIAL REQUIREMENTS OR CONTINUING EDUCATION 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).

SPECIAL PHYSICAL CHARACTERISTICS

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.

Incumbents will have substantial contact and responsibility for penal code offenders and requires the ability to respond to emergencies and protect the public.

SPECIAL PERSONAL CHARACTERISTICS

Must demonstrate emotional stability, patience, tact, and alertness.

The 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.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

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
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