

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:* New (Create a new Position Description)

Internal Team:* ST-Health and Wellness - 51200

Job Code/Employee Classification:* Medical Assistant
Job Code: 8148

Classification Title: Medical Assistant

MPP Job Code:

Position Number: New Position Number
Position no: ST-11110000

CSU Working Title:* Medical Assistant

Salary Range/Grade: 8148-RANGE A-Grade-1
Minimum: \$ 3,680.00
Maximum: \$ 5,916.00
Pay Frequency:

Reports to Supervisor: Amy Diaz

Reports To:* Director, Student Health Center
Position no: ST-10003460

Campus:* Stanislaus

Division:* Student Affairs

College/Program:* Student Affairs

Department:* Student Affairs, VP - 50001

FLSA Status: Non-Exempt

Hiring Type: Probationary

Workplace Type (Exclude Inst Fac): On-site (work in-person at business location)

Pay Plan: 12 Months

Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:* Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017.

Conflict of Interest:* None

NCAA: Yes No

Is this a Sensitive Position?: Yes No

Care of People (including minors) Animals and Property: Yes

Authority to commit financial resources: No

Access/control over cash cards and expenditure: Yes

Access/possession of master/sub-master keys: No

Access to controlled or hazardous substances: No

Access/responsibility to personal info: Yes

Control over Campus business processes: No

Responsibilities requiring license or other: No

Responsibility for use of commercial equipment: No

Is this a Campus Security Authority (CSA): Yes No

Serves a security function: No

Designated recipient for crime/misconduct reports: No

Significant responsibility for Student Activities: No

Significant responsibility for Campus Activities: No

Job Summary/Basic Function:*

Under the lead direction of the Clinic Manager and the general supervision of the Registered Nurse, the Medical Assistant performs a variety of semi-skilled support duties in relation to patient care, clerical duties and housekeeping duties. The Student Health Center is a fully accredited outpatient clinic that provides primary medical care, health education, wellness promotion, and disease prevention to students at Stanislaus State. This role involves working with a diverse population, assisting them in navigating healthcare with dignity and understanding.

In regard to patient care, the technical medical support functions are performed in compliance with applicable state regulations and the Medical Board of California. The Medical Assistant primarily provides support to medical providers, laboratory, nursing and other specialized staff in the Student Health Center. May perform any of the duties outlined for a Clinical assistant.

Minimum Qualifications:*

EDUCATION and EXPERIENCE: High school diploma or equivalent or combination of education and experience which provides the required knowledge and abilities. While Medical Assistants are not certified, registered, or licensed in the State of California, the Medical Board of California requires that medical assistants complete specific types and hours of training to perform the duties outlines in their scope of practice. This training must be documented and a physician or other qualified teacher, as identified by the Medical Board of California, must certify in writing that the Medical Assistant has completed the training successfully.

CSU-specific requirements are as follows:

o Most common, incumbents are required to possess a certificate of completion from an accredited and approved medical assistant program through the Department of Education or Bureau for Private Postsecondary Education with the Department of Consumer Affairs. In this case, the supervising SCU physical must verify competencies.

OR

o At the discretion of the student health center director, an in-house campus-training program may be developed according to the guidelines established by the Medical Board of California. In this case, a CSU physician must document and certify in writing that the formal training and clinical practice hours required by the Medical Board of California to perform the duties of a Medical Assistant have been completed successfully.

o NOTE: If a Medical Assistant is performing phlebotomy outside the regular scope of practice, appropriate phlebotomy certification may be required by the State of California

Required Qualifications:

- Working knowledge of daily clinic operations and aseptic techniques and requirements.
- Working knowledge of the uses, application, and proper operation of various medical supplies and equipment used in performing the duties of the position, and California laws and regulations pertaining to medical assistants.
- General knowledge of anatomy and physiology appropriate to the duties assigned.
- Must understand the potential hazards or complications resulting from administering medications and how to initiate emergency procedures.
- Ability to demonstrate the proper techniques in administering medications in a variety of manners including intramuscular, intradermal, or subcutaneous methods and by inhalation.
- Ability to use proper techniques in performing injections and phlebotomy.
- Competency in performing assigned medical technical support services such as standard tests and limited procedures.
- Ability to maintain effective working relationships with practitioners and other health center support staff.
- Ability to be sensitive to and communicate effectively with diverse patients.
- A background check (which may include: fingerprinting, checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can begin employment with the CSU.

Preferred Qualifications:

- Two (2) year of related Medical Assisting work experience.
- One (1) year of work experience in Health Wellness Center or related area.
- Prior experience in a CSU or in another higher education setting.
- Phlebotomy certificate.
- Prior experience utilizing Point and Click or related electronic medical record software.

Special Conditions:

- May be required to work after-hours, evenings, or weekends.
- Travel between Turlock and Stockton Campuses.

License / Certification:

- Valid California Driver's License

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
75	<p>Patient Treatment and Care:</p> <ul style="list-style-type: none">• Vital signs: Measure and record blood pressure, weight, and other vital signs.• Patient history: Interview patients and update their medical histories, and allergies.• Administer medication or immunizations by intramuscular, intradermal, or subcutaneous methods, as well as by inhalation, orally, sublingually, or other methods; in all cases, a licensed professional, as listed in the overview, must verify medication dosage.• Perform TB skin tests, measure and describe results, and refer for interpretation.• Perform phlebotomy, which entails drawing blood by skin puncture or venipuncture to provide samples for clinical analysis and testing.• Laboratory support by collecting, preparing, and handling biological specimens and performs diagnostic test.• Assist practitioners in the delivery of such health care services as examinations, clinical procedures, and medical treatments.• Perform a variety of standard tests and medical technical services not requiring a licensed professional, but for which the incumbent has specific training, such as vision screening, audiometry and hearing tests, electrocardiograms, peak flow testing and spirometry, removal of sutures and bandages, removal of casts and splints and other external devices, nasal smears of the nasal cavity only, ear lavage, throat cultures, specimen collection by non-invasive techniques, and CLIA-waived testing ordered by a physician or other clinician.• May perform any of the patient and care duties outlined for Clinical Assistants.	Essential
20	<p>Administrative:</p> <ul style="list-style-type: none">• File and update medical records.• Data entry of patient information.• Maintenance of vaccination records.• Oversight of referrals.• Front desk coverage.• Assist with outreach initiatives.• Support clinic administrative and clerical functions and perform other related duties.• As directed by Providers and RN's provide assistance within their scope of practice, as defined by the Medical Board of California.• May perform any administrative duties outlined for Clinical Assistants.	Essential
5	<p>Other duties as assigned:</p> <ul style="list-style-type: none">• May be required to obtain additional training and/or certification as part of professional development, based on department and/or campus needs, to stay current with industry standards.• The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.• May perform any of the duties outlined for Clinical Assistants.• At the direction of appropriate administrator, may provide support to other areas/departments withing functional area/departments as needed.	Essential

SELECTION CRITERIA

There are no items to show

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Occasionally
Climbing:	Never
Concentrating:	Constantly - Essential
Crawling:	Never
Decision Making:	Constantly - Essential
Keyboarding and Mousing:	Constantly - Essential
Lifting or Carrying up to 10 lbs.:	Occasionally
Lifting or Carrying up to 25 lbs.:	Never
Lifting or Carrying up to 50 lbs.:	Never
Lifting or Carrying over 50 lbs.:	Never
Performing Calculations:	Frequently - Essential
Pushing or Pulling:	Occasionally
Reaching Overhead:	Occasionally
Repetitive Motion of Upper Extremities:	Constantly - Essential
Sitting:	Constantly - Essential
Standing:	Occasionally
Stooping Kneeling or Squatting:	Occasionally
Walking:	Occasionally

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Physical & Mental Requirement No. 1
Description:**

Walking, standing, sitting, bending during 8-hour workday. Occasionally lifting or moving patients or kneeling on a hard surface. Ability to use and manipulate a variety of medical/surgical office and computer equipment.

Other Physical and Mental Req No.1 Frequency:

**Other Physical & Mental Requirement No. 2
Description:**

Other Physical and Mental Req No.2 Frequency:

**Other Physical & Mental Requirement No. 3
Description:**

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment:	Never
Excessive Noise:	Frequently - Essential
Hazards:	Frequently - Essential
Outdoor:	Occasionally
Elevated Work:	Never
Extreme Temperature (hot or cold):	Frequently - Essential
Indoor (Typical office environment):	Constantly - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

**Other Environmental Requirement No. 1
Description:**

Other Environmental Req No.1 Frequency:

**Other Environmental Requirement No. 2
Description:**

Other Environmental Req No.2 Frequency:

**Other Environmental Requirement No. 3
Description:**

Other Environmental Req No.3 Frequency:

Other Environmental Requirements:

POSTING DETAILS

Advertising Summary: tbd

Advertisement text:

tbd

USERS AND APPROVALS

Justification for Position:

Hiring Administrator:* Amy Diaz
Email address: adiaz64@csustan.edu

Approval process:* ST- Staff/MPP

- | | |
|------------------------------|---|
| 1. Supervisor: | Amy Diaz ✓ Approved Oct 24, 2024 |
| 2. Classification: | Class/Comp Services ✓ Approved Oct 24, 2024 |
| 3. Next Level MPP/Dept Head: | Jen Sturtevant ✓ Approved Oct 28, 2024 |

HR/Faculty Affairs Representative:* Class/Comp Services
Email address: Class_Comp@csustan.edu