

CLASS SPECIFICATION FOR
Medical Assistant

GENERAL STATEMENT OF DUTIES: Performs routine clinical and administrative tasks for the agency assigned; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class assists in providing primary clinical care as a part of the occupational health program, or in support of other County health services. Duties include pre-physical preparation, specimen collection, assisting in health education, and basic clinic administration. Work is performed under the supervision of the clinical director, nurse practitioner, and/or physician.

EXAMPLES OF WORK (illustrative only):

- Performs basic screening and diagnostic testing including, but not limited to, height, weight, temperature, pulse, blood pressure, vision, and pulmonary function;
- Collects and processes specimens such as blood and urine;
- Obtains medical history within the scope of practice and/or direction of supervising staff;
- Prepares and administers medications and treatments as directed;
- Prepares patients for examinations or treatment;
- Assists staff during examinations or treatments;
- Assists with patient education;
- Prepares, calibrates, and maintains medical equipment, examination, and treatment areas;
- Maintains accurate and complete patient documentation according to medical profession standards;
- Assists unit staff with clerical support to include answering phones, scheduling appointments, greeting patients, and updating/preparing/filing medical records;
- Monitors and maintains supplies;
- Assists with planning, developing, and implementing health promotion activities;
- Participates in the implementation of departmental quality assurance program;
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: General knowledge of nursing assistance methods; considerable knowledge of the principals and practices of first aid, physical hygiene, and the use of universal precautions for communicable disease and bloodborne pathogens; computer skills; ability to use specialized equipment such as EKG, Titmus Vision Screener, Audiometer, and Spirometer; ability to take and record vital signs; strong written and verbal communication skills; physical ability to assist with lifting and moving patients in a safe manner; ability to prioritize and perform multiple tasks; and ability to follow and implement directions with limited supervision.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school diploma and certification from an accredited school in the medical assistance field, with at least one year of clinical experience; OR , any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of current certification by the American Association of Medical Assistants as a Certified Medical Assistant by the Commonwealth of Virginia.