

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Medical Assistant	Range:	34
Date Revised:		Date Approved:	November 27, 2007

PRIMARY PURPOSE

This position is responsible for performing basic patient care functions to assist medical professionals with the examination and treatment of patients and related clerical functions to support the efficient operation of a college Health Services Center.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Obtains limited information from patients as to reason for visit, symptoms, etc; charts patient information.
2.	Obtains patient vital signs such as temperature, weight, blood pressure, and pulse.
3.	Prepares patients for examinations and procedures; explains treatment procedures.
4.	Assists medical professionals with patient examinations and procedures; performs simple medical procedures and other clinical functions as directed by medical professionals; gives injections under the supervision of a medical professional.
5.	Maintains examination rooms and laboratory by cleaning and setting up equipment, keeping rooms stocked with supplies, and preparing examination tables; orders supplies as needed within established guidelines and prepares purchase requisitions.
6.	Schedules patient appointments and referrals.
7.	Performs a variety of specialized technical clerical duties to support office functions such as assisting in the completion of insurance claim forms, updating and filing patient records, and maintaining files, reports and logs.
8.	Provides instruction and assistance to patients
9.	Trains and provides work direction and guidance to others as directed.
10.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
11.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
12.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The Medical Assistant maintains frequent contact with various District departments and personnel, faculty, students and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED;
Certificate of completion from an accredited medical assistant program;
Current CPR, AED, First Aid certificate;
Current injection certificate;
Minimum of one year of work experience performing medical assistant duties in an outpatient facility under the supervision of a licensed physician or designated clinical staff.
Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of basic laws and regulations pertaining to health services
Knowledge of first aid and emergency health care
Knowledge of medical terminology and practices
Knowledge of infection control procedures and sterile techniques
Knowledge of procedures and techniques involved in administering routine treatments to patients
Knowledge of sanitation, personal hygiene and basic health and safety precautions applicable to work in a clinical setting
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures
Knowledge of applicable computer software applications
Ability to obtain patient health histories and vital signs
Ability to operate blood pressure cuff and stethoscope
Ability to perform clinical venipuncture and injections
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

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SPECIAL REQUIREMENTS

A valid California Driver's License

TRAINING REQUIREMENTS

Bloodborne Pathogens
CPR and First Aid Certification
AED Certification

WORKING CONDITIONS

Medical office environment; subject to exposure to biological conditions which may be unhealthful or hazardous (such as bodily fluids, blood and blood products, communicable diseases, toxic or caustic chemicals, and sharp objects; requires lifting and assisting injured patients, bending and standing; subject to constant interruptions and frequent interaction with others; repetitive use of upper extremities including hand coordination activities.
