

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. CORMAST

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency DOC-COTTON FACILITY
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) Bureau of Health Care Services
4. Civil Service Position Code Description Corrections Medical Assistant	10. Division Health Care
5. Working Title (What the agency calls the position) Corrections Medical Assistant 6 - E8	11. Section Health Services
6. Name and Position Code Description of Direct Supervisor SALAZAR, JOHN P; REGISTERED NURSE MANAGER-2	12. Unit Cotton Correctional Facility
7. Name and Position Code Description of Second Level Supervisor LANDFAIR, SIRENA K; REGISTERED NURSE MANAGER-4	13. Work Location (City and Address)/Hours of Work 3500 N. Elm Ave Jackson, MI 49201 / Monday thru Friday, 8AM - 4:30PM

14. General Summary of Function/Purpose of Position

The Medical Assistant provides direct care to patients in a medical care clinic. Patient care is provided through the application of policies, procedures, standards, and protocols and under the direction, guidance, and supervision of the Medical Provider (MP) and Registered Nurse (RN). Keeps the MP and RN informed of patient condition changes and response to treatment. Participates in the comprehensive care of patients within the scope of their responsibility. The Medical Assistant provides direct patient care such as taking health histories, obtaining vital signs, drawing blood, and collecting specimens and performing treatment procedures within their scope of practice. The Medical Assistant also assists physicians, physician assistants, nurse practitioners, registered nurses, and other medical staff in the performance of patient exams and other duties. This position is subject to random drug and alcohol screening.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

The Medical Assistant provides clinical and direct care to prisoners under the guidance and direction of the authorized Medical Provide (MP), physician, and/or registered nurse staff.

Individual tasks related to the duty:

The following tasks are performed within the scope of practice and only as directed by the MP, physician, or RN:

- Collects and prepares laboratory specimens.
- Draws blood
- Completes onsite lab tests and documents -i.e. finger stick blood sugars, rapid swabs (COVID, Influenza, strep), fecal occult blood
- Takes patient medical histories
- Participates in patient education: explains treatment procedures to patient and instructs patients about compliance with medications and special.
- Applies and changes dressings.
- Removes sutures and staples
- Authorizes prescription refills
- Administers immunizations
- Completes visual acuity exams
- Prepares and administers medications as directed by physician.
- Takes electrocardiograms
- Measures and records vital signs, weights, blood glucose levels for assigned patients.
- Assists with telemedicine appointments.
- Prepares patients for examination - i.e. escorts to exam room, removes dressings as necessary.
- Assists the MP with medical exams and procedures as needed.

Follows all infection control practices

Duty 2

General Summary:

Percentage: 30

The Medical Assistant assists with maintaining medical records and performs other administrative support functions specific to health care at the facility.

Individual tasks related to the duty:

- Reviews chart for labs and other necessary reports and obtains the necessary documents and records.
- Assists in retrieving medical records as needed by the MP or nurse.
- Reviews records after patient visit and ensures they are distributed to staff as needed (scheduler, nurse, etc.)
- Schedules appointments
- Documents or assists MP in documenting in the EHR
- Assists with various correspondence
- Completes tool counts and refrigerator temperature logs

Duty 3

General Summary:

Percentage: 5

The Medical Assistant supports the Pharmacy Technician and other staff in all phases of the medication process.

Individual tasks related to the duty:

- Assists in the distributing and documenting "keep on person medications", within the scope of practice.
- Assists the Pharmacy Technician with ordering, receiving, checking in, documenting, and tracking medications.
- Processes kites for medication refill requests

Assists with auditing the physician dispensing box and emergency box

Duty 4

General Summary:

Percentage: 5

Participates as a member of the clinical team in implementing and maintaining an organized and efficient work environment.

Individual tasks related to the duty:

- Attends staff meetings as required.
- Documents all actions in the health record.
- Participates in case management team meetings.
- Reports all changes in patient's condition to the appropriate medical provider.

Assists with the clinic quality assurance process

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Planning and prioritizing tasks to ensure that all assigned work is completed effectively, and efficiently.

17. Describe the types of decisions that require the supervisor's review.

Decisions that are not based on standards, protocols, policies and procedures.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Lifting 5%

Walking 30%

Reaching and standing 15%

Stooping or squatting 5%

Sitting and writing 40%

Bending 5%

In contact with prisoners 100% of the time while on duty.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

☐ Complete and sign service ratings.

☐ Assign work.

☐ Provide formal written counseling.

☐ Approve work.

☐ Approve leave requests.

☐ Review work.

☐ Approve time and attendance.

☐ Provide guidance on work methods.

☐ Orally reprimand.

☐ Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

To provide medical assistant care to patients under the supervision of an MP or a Registered Nurse.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New Establishment

25. What is the function of the work area and how does this position fit into that function?

Physical setting for provision of care to prisoner patients; the Medical Assistant provides such care in the capacity of nursing support staff, under the direction and supervision of an MSP or a Registered Nurse.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Corrections Medical Assistant 6

No specific type or amount is required.

Corrections Medical Assistant 7

One year of experience equivalent to a Corrections Medical Assistant 6.

Corrections Medical Assistant E8

Two years of experience equivalent to a Corrections Medical Assistant, including one year equivalent to a Corrections Medical Assistant 7.

Alternate Education and Experience**Corrections Medical Assistant 7**

Completion of a medical assisting or nursing assisting program from an accredited institution recognized by the United States Department of Education or the Council for Higher Education Accreditation; or, one year of experience as a Resident Care Aide in the Department of Corrections, may be substituted for the experience requirement.

Corrections Medical Assistant E8

Two years of experience as a Resident Care Aide in the Department of Corrections, including one year equivalent to a Resident Care Aide 7, may be substituted for the experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Employee must be able to make decisions with minimal supervision. They must be able to treat prisoner patients in a professional, non-judgmental manner.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

n/a

I certify that the entries on these pages are accurate and complete.

ASHLEY NORTON

Appointing Authority

5/29/2024

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date