

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
CORRECTIONS MEDICAL ASSISTANT

JOB DESCRIPTION

Employees in this job provide medical assistant services as part of a healthcare team working with prisoners in the Department of Corrections. Work is performed in correctional facility medical units and/or clinics under the guidance and direction of a licensed health professional. Employees primarily perform clinical medical assistant assignments, direct care activities, and related administrative support tasks.

Position Code Title - Corrections Medical Assistant

Corrections Medical Assistant 6

This is the entry level. The employee performs a range of medical assistant assignments while learning the methods of the work.

Corrections Medical Assistant 7

This is the intermediate level. The employee performs an expanding range of medical assistant assignments in a developing capacity.

Corrections Medical Assistant E8

This is the experienced level. The employee performs a full range of medical assistant assignments and uses independent judgment to make decisions in specific work situations.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Provides healthcare services ensuring medical provider orders and department policies are followed.

Obtains specimens such as blood, urine, and various cultures as ordered by the physician/medical provider or in accordance with department protocol. Utilizes venipuncture and capillary puncture techniques to collect blood samples.

Identifies specimen containers with pertinent information and logs samples; ensures proper labeling and packaging; and arranges for pick-up or delivery.

Performs onsite diagnostic lab tests such as finger stick glucose monitoring, rapid diagnostic testing, fecal occult blood testing, and electrocardiography.

Provides a variety of clinical care services including taking and recording vital signs; applying cold packs and topical treatments; changing dressings; removing sutures and staples; and performing massage and range of motion exercises.

Sets up and administers medications as directed.

Maintains confidential medical information and documents accurately in the electronic health record.

Educates patients regarding treatment procedures and encourages compliance with prescribed medications and special diets.

Assists physician and other health professional during physical exams and telemedicine appointments.

Completes administrative tasks including maintaining appointment schedules and scheduling follow-up appointments; collecting and entering patient information in the electronic health record; and performing other recordkeeping functions.

Monitors patients' responses to medication and treatment and reports all observations to appropriate health professional.

Attends in-service training programs.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of medical assistant techniques and methods.

Knowledge of medications and treatments used in patient care.

Knowledge of the rights of prisoners.

Knowledge of procedures for implementing healthcare program objectives.

Knowledge of equipment used in healthcare.

Knowledge of physical, mental, and behavioral characteristics of prisoners.

Ability to obtain a variety of specimens using proper collection methods, including venipuncture and capillary puncture techniques to collect blood samples.

Ability to observe and record information used to make clinical and program staff decisions.

Ability to successfully complete in-service training.

Ability to establish appropriate relationships and interactions with prisoners.

Ability to observe, evaluate, and record conditions, reactions, and changes in the physical and mental conditions of prisoners.

Ability to prepare and maintain records related to the work.

Ability to communicate effectively.

Working Conditions

The job requires an employee to work in a correctional facility medical unit and/or clinic.

The job requires an employee to have direct contact with prisoners.

The employee may be exposed to illness and disease.

The employee may be assigned to work any day of the week or on any shift.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to handle the physical demands of the work including lifting and positioning patients.

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-E8

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 one year of 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.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Some positions may require certification as a Certified Nursing Assistant or Competency Evaluated Nursing Assistant.

Positions in this class are test-designated and subject to pre-appointment, random-selection, and post-accident drug and alcohol testing.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

CORMEDAST

Job Code Description

CORRECTIONS MEDICAL ASSISTANT

Position Title

Corrections Medical Assistant

Position Code

CORMAST

Pay Schedule

U11-005

JZ

06/22/2025