JOB DESCRIPTION

(Classified Employee)

Job Title: Medical Assistant III          Date: July, 1997

Job Code: 2439

Statement of the Job

Employee performs routine and considerable specialized work in a student health center assisting physicians, physicians assistants and nurse practitioners in patient care. Judgment and initiative are exercised within established procedures.

Duties of the Job

*1. Interviews patients and records patient history.
*2. Operates blood pressure cuffs and stethoscopes.
*3. Updates and maintains patient charts.
*4. Disburses medical test results to patient.
*5. Screens calls and schedules appointments as ordered by medical professionals.
*6. Assists medical professionals with patient examinations or procedures.
*7. Administers injections under direction of a medical professional.
*8. Cleans and restocks examination rooms, sterilizes instruments.
*9. Performs routine tests as ordered by medical professionals.
*10. Performs some specialized tests.
*11. Performs laboratory testing; plants cultures.
*12. Performs simple medical procedures such as earwax removal.
*13. Coordinates clinics held for specific purposes; duties include scheduling, interviewing patients, educating patients about procedures, and recording information and sending to appropriate source.
*14. Applies splints and instructs patients in crutch walking as ordered by medical professionals.
*15. Schedules and performs preliminary workups for all physical examinations required for specific courses.
*16. Supervises students and/or temporary employees during a minor portion of the employee's work time.
*17. Draws blood under supervision of a physician or PA.

Asterisked (*) duties are the essential functions, or fundamental duties, of the System-wide classification. The essential functions of individual positions within the classification may differ. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

JOB SPECIFICATION
### (Classified Employees)

**Job Title** Medical Assistant III  
**Job Code No.** 2439

**Wage Grade** 17  
**Total Points** 354

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<tr>
<th>FACTOR</th>
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| 1. Knowledge and Skills  
CPR certification required.  
Ability and knowledge to perform complex, difficult tasks. | 4 | 144 |
| 2. Effort  
I. Mental and Visual Effort  
Continuous, concentrated mental and visual effort to plan and perform complex work. | 4 | 32 |
| II. Physical Effort  
Light physical effort or significant manual dexterity. | 2 | 20 |
| 3. Responsibility for Cost Control  
Damage or waste is possible but considerable attention and care can prevent loss. | 3 | 24 |
| 4. Responsibility for Others  
I. Injury to Others  
Considerable care and awareness required to prevent physical injuries. | 3 | 24 |
| II. Supervisory Responsibility  
Assigns tasks to a helper; and/or supervises student or temporary employees during a minor portion of the time. | 2 | 16 |
| III. Sensitive Information and Records  
Controls access to and processes sensitive information. | 5 | 40 |
| 5. Working Conditions  
Frequent exposure to several adverse stimulations or to one which is particularly disagreeable. | 3 | 30 |
| 6. Responsibility for External and Internal Relations  
Considerable external and/or internal contacts to carry out responsibilities. | 3 | 24 |