

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 under the jurisdiction of the Department of Corrections. Work is performed in correctional facility medical units and/or clinics under the guidance and direction of a medical provider and/or licensed health professional. Employees primarily perform clinical medical assistant assignments, direct care activities, and related administrative support tasks.

There are three classifications in this job.

Position Code Title - Corrections Medical Assistant

Corrections Medical Assistant 6

This is the entry level. The employee works in a learning capacity, receiving on-the-job training under close supervision, guidance, and direction of a medical provider or licensed health professional while learning medical assistant activities and the methods of the work.

Corrections Medical Assistant 7

This is the intermediate level. The employee works in a developing capacity with increased responsibility for performing a range of medical assistant activities under supervision, guidance, and direction of a medical provider or licensed health professional.

Corrections Medical Assistant E8

This is the experienced level. The employee performs a full range of medical assistant assignments as delegated by a medical provider or licensed health professional. Guidance and direction are available as required.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Provides healthcare services as deemed appropriate by the medical provider while ensuring 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 confidentiality while obtaining historical medical information and documents accurately in the electronic health record.

Participates in educating patients regarding treatment procedures and encourages compliance with prescribed medications and special diets.

Assists physician and/or 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 medical provider and/or appropriate health professional.

Attends in-service training programs.

Performs related work 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 follow verbal and written instructions.

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 to get along well with prisoners.

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

Ability to maintain appropriate attitude and conduct necessary for the welfare of prisoners.

Ability to prepare and maintain records and reports.

Ability to communicate effectively.

Working Conditions

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

The job requires direct contact with prisoners.

The employee may be exposed to illness and disease inherent in the work.

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

Physical Requirements

Job duties require an employee to handle the physical demands of the work including lifting and positioning patients, walking long distances, standing for prolonged periods, and using various medical equipment and restraints for physical and mental healthcare.

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.

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.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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

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04/12/2022