



# HIDALGO COUNTY Personnel Adjustment Request Form

DEPARTMENT NAME/NUMBER: Health & Human Services #340

DATE: 4/15/08

CURRENT POSITION TITLE: \_\_\_\_\_

CURRENT SLOT. #: 003/0113

REQUESTED POSITION TITLE:  
(For new positions or reclassifications) Medical Assistant

**REQUEST FOR:**

- New Position
  Temporary Position
  Position Reclassification\*

\*Civil Service Positions are submitted to the Civil Service Commission.

**POSITION SALARY REQUEST:**

Salary Amount: \$ \_\_\_\_\_ \$ 24,143.00 \$ \_\_\_\_\_  
Current Budgeted Salary Proposed Budgeted Salary Net Change

Position to be funded from one of the following:

- Current Department Budget
  Annual Budget Cycle
  Will Require Additional Funds  
 Other \_\_\_\_\_

**POSITION Type:**

- Full Time Employee Object 113 
 Part Time Employee Object 114  \_\_\_\_\_  
Enter hourly rate for temp. positions  
 Full Time Temporary Object 121 
 Part Time Temporary Object 122  \$ \_\_\_\_\_  
Hourly Rate / 2,080 hrs. per year

**TEMPORARY POSITIONS:**

Start Date	End Date	Working Days & Hours	Hours Per Week	Duration (2 weeks, 3 months, etc.)
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- CIVIL SERVICE:**  
 Exempt  FLSA: Exempt   
 Non-Exempt  Non-Exempt   
 N/A

**JUSTIFICATION/PRIORITY:** (Explain why this position or adjustment request is essential)

This position is necessary to provide laboratory procedures in the health clinics.  
Currently, we only have three medical assistants for all seven clinics. These medical  
assistants will allow for the nurses to be able to see more clients, thus provide  
more services.

**NEW POSITION:** Brief job description and attach a copy of the new job description.  
(See Attached Job Description)


**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

**ADDITIONAL DUTIES:** Explain reason for additional duties and attach list of additional duties.

**COMMENTS:** (Any comments you wish to make regarding this request)

**HUMAN RESOURCES:** Classification and Salary Recommendation

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

- |    |  |                 |                                   |                              |  |
|----|--|-----------------|-----------------------------------|------------------------------|--|
| 1. | <br>DEPARTMENT HEAD | 4/15/08<br>DATE | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| 2. | HUMAN RESOURCES DIRECTOR   | DATE            | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES | <input type="checkbox"/> NO            |
| 3. | DEPARTMENT OF BUDGET & MANAGEMENT  | DATE            | BUDGET PROCEDURES COMPLETED       | <input type="checkbox"/> YES | <input type="checkbox"/> NO            |
| 4. | COMMISSIONERS COURT APPROVAL   | DATE            |                                   |                              |  |

# HIDALGO COUNTY HEALTH CLINIC DEPARTMENT

Job Title: Medical Assistant

FLSA Status: Non-Exempt

Dept. Code: 340

Civil Service Status: Non-Exempt

## SUMMARY:

Performs all lab procedures necessary for F.P., Mty., & CH service may be taught on the job by RN or assigned mentor. Performs vision & hearing testing according to standards & records test results. Assists the Clinician/RN in the exam room. Performs related technical duties as assigned by RN Supervisor. Develops lesson plans, provides client education (individually or in groups) & collects medical history. Conducts home visits with RN direction. Follows safety procedures. Performs other assigned duties as assigned by the RN Supervisor.

## QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- o Performs required nursing lab procedures such as venous-blood tests, NBS, Hgb's, lead screen, UA's pregnancy test & blood pressure screens. Instructs clients on obtaining clean catch UA's. Performs vision & hearing testing according to standards & records test results. Obtains accurate measures: Ht., head and chest circumference & plots on graph. Assists Clinician/RN in the exam room. Follows safety procedures. Adapts to changes in protocols in a timely manner. Prepares specimens collected for mail on a timely manner & to proper destination. Develops lesson plans and provides client education. Explains and demonstrates to clients all the contraceptive methods individually or in groups. Maintains client confidentiality at all times.
- o Record Maintenance: Assembles records according to policy. Updates/verifies client demographic with each visit. Prepares client record before clinic session with all needed forms. Conducts telephone reminders for scheduled appointments. Follows lapses per policy. Record client information on client record appropriately. Performs assigned clerical duties: Assists Clinician/RN with TWICES data entry as needed. Posts lab results to lab log after RN reviews & initials. Receptive to changes in assignments/tasks. In absence of clerk, performs clerical duties, which include registering clients for vaccines.
- o Clinic Maintenance: Anticipates supply needs & orders appropriate amounts. Sets up clinic for daily needs. Ensures equipment is in proper working order by reporting to RN on a timely manner. Restocks supplies. Cleans & disinfects work area. Secures equipment at end of day. Sterilizes instruments as per required procedures. Follows appropriate biohazard trash removal. Assists with janitorial when janitor is not available.
- o Conducts home visits with RN direction. Observes safety precautions.
- o Other duties as assigned.

## EDUCATION AND EXPERIENCE:

- o High School graduate or GED and certificate as Medical Assistant;
- o Two (2) years on the job experience preferred.

## CERTIFICATIONS, LICENSES, REGISTRATIONS:

- o Employee must have proof of a current valid Texas Motor Vehicle Operator's License;
- o must be able to be insured by County Insurance carrier.

**OTHER SKILLS AND ABILITIES:**

- o Ability to communicate effectively orally and in writing;
- o Skills to perform venous punctures and finger pricks for blood specimens and physical measurements;
- o Skills in computer data entry.

**SPECIAL INSTRUCTIONS AND/OR REMARKS:**

- o Bilingual required (English/Spanish);
- o Able to provide services in other areas as needed;
- o Maybe be required to work other than normal or scheduled hours including weekends and holidays.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and listen. The employee frequently is required to stand, walk; sit, use hands and fingers, handle or feel objects tools or controls; reach, climb or balance, bend, stoop and kneel.

The employee must occasionally lift and/or move objects weighing up to 40 pounds. Visual acuity required by this job includes near and distant vision, depth perception, color perception, and the ability to adjust focus/vision to equal or be corrected to 20/20.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

**IMMUNIZATION/TB SCREENING REQUIREMENTS:**

Employees may be required to receive immunizations recommended by the ACIP, ACP, and TDH based on anticipated disease exposure (e.g. hepatitis B or rabies vaccines) TB skin testing may required.

**SAFETY REQUIREMENTS:**

Maintain physical condition appropriate to the performance of assigned duties and

Responsibilities which may include the following:

- o sitting for extended periods of time
- o frequent standing, bending and reaching
- o operating assigned equipment

Maintain mental capacity which permits:

- o making sound decisions and using good judgment
- o handling financial affairs effectively and honestly
- o maintaining confidentiality
- o demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- o working closely with others
- o working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- o making observations
- o reading and writing
- o operating assigned equipment
- o communicating with others

**ACCIDENT PREVENTION PROGRAM:**

Required to follow all department safety regulations.