

STUDENT HEALTH CENTER ASSISTANT

DEFINITION

Assists medical staff in providing first aid and treatment to students for minor illnesses and health conditions and performs general clerical duties in a student health center at a college.

TYPICAL DUTIES

- Assists medical staff in providing first aid and treatment to students for minor illnesses and health conditions.
- Prepares examination rooms and equipment.
- Takes and records measurements and vital statistics such as weight, height, temperature, blood pressure, and pulse.
- Performs basic screening tests under the direction of medical staff.
- Posts data and results to medical charts.
- Answers phones and makes appointments for medical staff of the health center, as well as for students for follow up care with private physicians, dentists, clinics, and community resources.
- Receives students and visitors to the health center.
- Explains policies and procedures concerning the health center to students.
- Produces a variety of reports, correspondence, and documents using computer/word processing equipment.
- Maintains general office and medical files in accordance with established procedures.
- Receives and distributes mail to appropriate personnel.
- Maintains health center facilities and equipment in a safe and sanitary condition.
- Prepares requisitions for supplies and equipment.
- May perform emergency first aid and CPR according to established guidelines and procedures.
- May provide training and work direction to clerical staff and student employees.
- May collect blood specimen from students under the direction of medical staff.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Student Health Center Assistant** performs a combination of basic medical assistance and general clerical duties in a student health center at a college.

SUPERVISION

Immediate supervision is received from medical staff. May provide work direction to clerical staff and student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Standard medical procedures
- Medical terminology
- Medical record requirements and procedures

Knowledge of: (Cont.)

Sterilization techniques
Health, safety, and sanitation requirements related to health care facilities and equipment
Use, care, and storage of equipment, materials, and supplies used in a medical facility
Medical waste disposal procedures
Office practices and procedures
Correct spelling, punctuation, and grammatical usage
Letter, memorandum, and report formats
Public relations techniques for public contact in person and on the telephone
Capabilities of computer systems, software, and hardware common to health centers

Ability to:

Perform a variety of basic medical assistance functions and procedures independently
Respond appropriately in emergency situations
Maintain accurate and complete files and records
Effectively utilize computer equipment in the performance of duties
Give clear and concise instructions
Keep information confidential
Work effectively and tactfully with individuals from various educational, socioeconomic, and ethnic backgrounds
Learn general and specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent

AND

A. Two years of full-time, paid experience in a medical office, clinic, or hospital setting providing clerical and basic medical assistance.

OR

B. Completion of a medical assistant certificate program from a recognized community college or vocational college which included coursework in medical office practices, medical terminology, medical procedures or related subjects **AND** one year of full-time, paid experience in a medical office, clinic, or hospital setting providing clerical and basic medical assistance

Special:

A valid American Red Cross First Aid Certificate.
A valid American Red Cross or American Heart Association Certificate in Cardiopulmonary Resuscitation.
A valid Phlebotomy Technician Certificate is desirable.