**Position Title:** Clinical Assistant  
**Job Bulletin Number:** 103328  
**Classification:** Clinical Assistant  
**Department:** Health Services  
**Full/Part-time:** Part-Time/ On Call  
**Employment Type:** Temporary  
**Bargaining Unit:** 2, CSUEU  
**Pay Plan:** 12 month  
**Salary Range:** $2,912 - $4,719 per month. Hiring Salary anticipated to be $16.80-$19.00 per hour.  
**Benefits:** Premium benefit package includes outstanding health, dental and vision plans; life and disability insurances; pension (CalPERS); tuition fee waiver; and 14 paid holidays per year. See our benefits website for additional information.  
**Pre-Employment Conditions:** Background including DMV records check and fingerprinting  
**Closing Date:** Open until filled. A review of applications will begin Wednesday, December 22, 2021 and the review period may end at any time thereafter.

**POSITION SUMMARY:** Under the general supervision of the Nurse Practitioner/Clinic Lead and the Medical Director, the Clinical Assistant (CA) includes a variety of clinical and clerical support. Clinical support includes assisting nursing and medical staff, working in the Student Health Center (SHC) laboratory, handling medical waste/ biohazard, and other general clinical assistance duties. Clerical duties include general office support, reception duties, and assisting staff with administrative support duties in the Student Health Center.

**HOW TO APPLY:** Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at [http://www.csum.edu/web/hr/careers](http://www.csum.edu/web/hr/careers).

**ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:** Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus
serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

**MAJOR RESPONSIBILITIES:**

**Clinical Support Duties:**

- Refers to patients' electronic medical records (EMR) to obtain orders to initiate authorized patient care or testing.
- Assists in maintaining the Student Health Center (SHC) in state of preparedness by performing the basic infection control practices of cleaning and sanitizing work surfaces, performing regular equipment maintenance checks, maintaining inventory, and regularly ordering and restocking with appropriate supplies, and materials used in the SHC and SHC laboratory.
- Ensures applicable equipment is operating at required temperatures and humidity.
- Measures and records objective data (i.e. vitals signs, height, weight, vision tests) in patient record as determined by nature of visit or as directed by clinician.
- Prepares room and patient for type of examination to be performed, including set-up and clean-up of room and patient, using basic infection control practices, universal precautions, and aseptic techniques.
- Assists clinicians with minor surgical procedures: includes proper set-up, clean-up and patient preparation.
- Performs EKGs as ordered by clinician.
- Performs CLIA waived tests: rapid strep/COVID-19/influenza/mononucleosis, glucose fingerstick
- Chaperones providers as needed.
- Assists disabled students with personal care.
- Maintains accurate recordkeeping of lot numbers, expiration dates and control logs required for compliance with SHC protocols and regulatory agencies.
- Follows collection procedures including compliance with SHC Exposure Control Plan requirements to collect, process and label clinical specimens including phlebotomy specimens.
- Processes and prepares clinical specimens for transfer to reference laboratory.
- With specific training and current SHC document of competency performs CLIA-Waived urinalysis or urine pregnancy

**Clerical Duties:**

- Documents subjective (e.g. chief complaint) and objective data (e.g. vital signs) as required by SHC protocols in SHC EMR software system.
- Documents CLIA-waived testing results and control results in clinic practice management software program.
- Performs laboratory administrative and clerical functions, including patient record-keeping and the preparation and transmission of specimen documentation.
- Maintains accurate records of lot numbers, expiration dates, control logs. Follow-up documentation and resolution forms for compliance with SC protocols and applicable regulations.
- Maintains daily refrigerator and freezer logs.
- Maintains daily, weekly, and monthly SHC checklists as applicable.
- Documents errors and/or problems in SHC Incident Reporting process.
- Assists with effective management of patient flow to clinicians and ancillary services. Communicates with other SHC staff (providers, medical and health assistants, etc) to enhance the effectiveness of patient flow and is aware of provider's availability at all times.
- Prepares instrument packets and trays, operates autoclave, sterilizes instruments and other equipment used in clinical areas of the SHC per SHC protocols.
- Performs daily, weekly, and monthly autoclave performance (temperature, vacuum & biological) testing.
- Maintains logs for compliance with SC protocols and regulatory agencies.

**Administrative Duties:**

- Answer multiple clinic telephone line inquires during SHC operational hours
- Schedule and cancel patient appointments for clinic areas
- Maintain compliance with Cal Maritime and CSU policies and procedures in regards to HIPAA and FERPA
- Collate and file medical records including records of medical observations, patient interview and histories, test results, x-ray images, diagnoses, treatment plans, surgical interventions, patient care and treatment outcomes in accordance with SHC policy and procedures
- Support daily processing of student, staff and faculty transactions, including student queries and appointments
- Support Business Office and/or Health Info Team as needed

REQUIRED QUALIFICATIONS:
- **Knowledge**: General knowledge of daily clinic operations and organization ranging from patient scheduling and reception to delivery of health care services and processing of paperwork, aseptic techniques and requirements; and the uses, application and proper operation of various medical supplies and equipment used in performing the duties described above, such as in preparing examining rooms; obtaining patient data, and assisting practitioners.

- **Abilities**: Ability to learn clinical assistance methods and techniques; understand and use basic medical assistance terminology to accurately and efficiently support practitioners and follow their instructions; perform clinical assistance activities and timely; handle instruments and equipment properly; read and write in English at a level appropriate to the position to support maintaining accurate records and reading medical terminology; use health center automated systems to enter and maintain data and prepare simple reports; maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with diverse students.

- **Education and Experience**: High school diploma or equivalent and familiarity with a health care setting or combination of education and experience which provides the required knowledge and abilities.

- **Licenses**: Must possess and maintain a Valid California Driver’s license is required.

PREFERRED QUALIFICATIONS:
- Working knowledge of CLIA-waived testing procedures, methods, and criteria
- Use of Personal Protective Equipment (PPE)
- Use of SHC automated systems to enter and maintain data and prepare simple reports
- Current Basic Life Support/Automated External Defibrillator Certificate (CPE/AED)
- Computer skills, EMR, laboratory program, use email and MS office applications
- 12 months of experience in a health care setting

Core Competencies – embody the following competencies:
  - Bias toward collaboration and teamwork
  - Effective oral, written, and nonverbal communication skills
  - Customer/Client focus with an emphasis in problem solving and resolution
  - Personal effectiveness and credibility as demonstrated by interpersonal and professional confidence
  - Diversity and inclusion

SPECIAL CONDITIONS:

**PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS:**
- Involves mainly sitting with up to 25% of the activities involving regular standing or walking; involves lifting of medium weight objects limited to 25 pounds.
- Is exposed to excessive noise
- Is around moving machinery
- Is exposed to marked changes in temperature and/or humidity
- Is exposed to dust, fumes, gases, and microwave
- Drives motorized equipment.
**HOURS of WORK/TRAVEL:** Incumbent may be required to work overtime.

**BACKGROUND CHECK:** Satisfactory completion of a background check (including a criminal records check, and fingerprinting) is required for employment. CSU will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current CSU employee who was conditionally offered the position.

**MANDATED REPORTER:** The person holding this position is considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 revised July 21, 2017 as a condition of employment.

**DESIGNATED POSITION:** This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**ELIGIBILITY TO WORK:** Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

**TITLE IX:** Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: [https://www2.calstate.edu/titleix](https://www2.calstate.edu/titleix)

**EEO STATEMENT:** Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.