

## EDITED TASK LISTING

### CLASS: SENIOR MEDICAL TECHNICAL ASSISTANT

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>1.</b>	Plans the work activities of Medical Technical Assistants (MTAs) (Correctional Facility) (e.g., administer medications, provide basic first aid, search and escort, screen for sick call, assist physician with physicals, carry out physician orders and treatments, etc.) during an assigned watch in a correctional facility to ensure the effective delivery of health care of inmate/patients while maintaining a safe and secure environment and to ensure compliance with scope of practice, Department of Corrections (CDC) rules, regulations, policies and procedures, Departmental Operations Manual (DOM), Title 15, Title 22, Title 24, court mandates, etc. utilizing various resources (e.g., CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24, health care policies and procedures, corrective action plans, clinical knowledge and experience, etc.) on a daily basis.
<b>2.</b>	Assigns the work activities and tasks of MTAs to ensure delivery of quality health care during an assigned watch in a correctional facility and to ensure compliance with scope of practice, CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24, court mandates etc. utilizing various resources (e.g., CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24, health care policies and procedures, corrective action plans, clinical knowledge and experience, etc.) on a daily basis.
<b>3.</b>	Supervises MTAs performing health care activities during an assigned watch in a correctional facility to provide direction, information and training, staff development, evaluate staff's compliance with scope of practice, assess staff's skills, expertise and abilities, and to ensure compliance with CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24 and meet the mission of the Department utilizing various resources (e.g., CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24, health care policies and procedures, corrective action plans, clinical knowledge and experience, etc.) on a daily basis.
<b>4.</b>	Administratively supervises other personnel (e.g., physical therapy, clerical support, inmate workers, housekeeping, medical supply, x-ray, etc.) assigned to the watch, performing the more difficult health care activities including EKG, respiratory therapy, phlebotomy, and x-ray to provide direction, information and training, administrative support and to ensure compliance with CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24 and meet the mission of the Department utilizing various resources (e.g., CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24, health care policies and procedures, corrective action plans, clinical knowledge and experience, duty statements, bargaining unit contractual agreements, etc.) on a daily basis.

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5.	Administratively oversees staff (e.g. Office Assistants, Office Technicians, Medical Transcribers, Student Assistants, Health Record Technicians, etc.) in the medical records office to provide information and training, and to ensure compliance with CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24 and meet the mission of the Department utilizing various resources (e.g., CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24, health care policies and procedures, corrective action plans, clinical knowledge and experience, duty statements, bargaining unit contractual agreements, etc.) on a daily basis.
6.	Acts as an administrative assistant to the Chief Medical Officer and/or Health Care Manager in the larger or more complex correctional medical programs to provide liaison between health care and various entities (e.g., custody, community, inmate/patient families, other state departments, medical facilities, etc.) and to ensure compliance with CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24 and meet the mission of the Department utilizing various resources (e.g., CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24, health care policies and procedures, corrective action plans, clinical knowledge and experience, duty statements, bargaining unit contractual agreements, etc.) on a daily basis.
7.	Plans on-the-job training programs for MTAs based on the evaluation and identification of training needs, to ensure updates on procedural changes, current technology, skills and proficiency, and ensure the quality and assurance of programs specific to program/institutional needs utilizing various resources (e.g., new product services and health care protocols, custody mandates, CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24, health care policies and procedures, corrective action plans, clinical knowledge and experience, bargaining unit contractual agreements, etc.) as needed.
8.	Conducts on-the-job training programs for MTAs to ensure compliance with community standards with health care delivery, identification of special training needs, to improve staffs' proficiency, skills, knowledge and abilities to effectively perform duties as required and ensure compliance with departmental requirements utilizing various resources (e.g., new product services and protocols, departmental/medical policies and procedures, educational videos, literature, cassettes, CD ROMs, lesson plans, interactive programs, video conference, internet, etc.) on a continuous basis.

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<b>9.</b>	Reviews clinical records and charts to monitor and track efficient delivery of health care services, ensure appropriate documentation of services rendered, and establish a base line of general health condition to assist physician for diagnostics and treatment plan and to ensure compliance with CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24 and meet the mission of the Department utilizing various resources (e.g., CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24, health care policies and procedures, corrective action plans, clinical knowledge and experience, etc.) on a daily basis.
<b>10.</b>	Consults with nursing, psychiatric and other medical ancillary staff as a member of the interdisciplinary team regarding the care and treatment of inmate/patients to evaluate, recommend and implement appropriate treatment modalities, ensuring patient comprehension, compliance, program participation and to ensure compliance with CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24 and meet the mission of the Department utilizing various resources (e.g., CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24, health care policies and procedures, corrective action plans, clinical knowledge and experience, etc.) on a regular basis.
<b>11.</b>	Reviews the inventories of medical supplies and equipment and requisitions supplies in order to provide a tracking system for expenditures, product availability, and accessibility, oversees stock rotation and inventory, and to ensure the safety and security of staff and inmates, assist appropriate procurement staff in obtaining vendors, processing orders, placing bids and receiving the contract utilizing various resources (e.g., procurement and warehousing procedures, departmental mandates, budgetary constraints, patient needs, CAL OSHA requirements, Contract Management Branch, Prison Industry Authority, Small Businesses, etc.) on a continuous basis.
<b>12.</b>	Assists medical, psychiatric, and dental officers in administrative duties to ensure quality health care delivery, ensure staff compliance with rules and regulations, licensing requirements, safety and security concerns, staff accountability, etc. utilizing various resources (e.g., CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24 and meet the mission of the Department utilizing various resources (e.g., CDC rules, regulations, policies and procedures, DOM, Title 15, Title 22, Title 24, health care policies and procedures, corrective action plans, clinical knowledge and experience, etc.) on an as needed basis.
<b>13.</b>	Supervises inmate workers to provide instruction, direction, and training in keeping with CDC work incentive requirements, inmate accountability, safety and security of work areas and materials, etc. in compliance with DOM, Title 15, CDC rules, regulations, policies and procedures, Senate Bill 198, CAL OSHA utilizing various resources (e.g., DOM, Title 15, CDC rules, regulations, policies and procedures, Senate Bill 198, CAL OSHA, etc.) on a daily basis.

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<b>14.</b>	Prepares various written documents (e.g., reports, charts, data, correspondence, inmate appeals, annual review and revisions of policy and procedure manuals, performance evaluations, duty statements, forms, etc.) to request and /or provide information to others utilizing various resources, (e.g., medical files, internet, computer hardware/software, communication skills, prior documentation and historical data, patient history, medical records, Title 15, etc.) on a regular basis.
<b>15.</b>	Facilitates the hiring process by conducting interviews, obtaining verification of employment and work performance history, evaluating the needs of the institution, recommend candidates for appointment utilizing various resources (e.g., professional knowledge, education, credentials, laws, rules, regulation, policies, procedures, DOM, communication, etc.) as needed.
<b>16.</b>	Provides performance evaluation and feedback to staff, initiate or recommend appropriate corrective action when necessary to employees to ensure performance objectives and standards are met by monitoring work assignments and behaviors utilizing various resources (e.g., Individual Development Plan, duty statement, DOM, professional knowledge, administrative laws, rules, policies, procedures, State Personnel Board, Progressive Discipline, employee performance records, training records, etc.) as needed.
<b>17.</b>	Maintains order and supervises the conduct of persons committed to the CDC in order to maintain safety and security of staff and inmates, security of work areas and materials, to prevent escapes or injury by inmates to themselves, others or to property and to ensure compliance with various laws, rules, regulations, policies, procedures, etc. utilizing various resources (e.g., DOM, Title 15, laws, regulations, policies, procedures, heightened awareness of the surroundings, various alarm systems, etc.) on a daily basis.
<b>18.</b>	Inspects premises and searches inmates to identify and confiscate contraband (e.g., weapons, illegal drugs, alcohol, money, etc.) by clothed and unclothed body searches, visual inspection of grounds, program areas, and inmates' personal possessions (e.g., clothing, lockers, etc.), inventory of medications and supplies, utilizing various resources (e.g., policies, procedures, Title 15, DOM, etc.) on a daily basis.
<b>19.</b>	Replaces and/or assists custodial staff during medical transportation, assists with institutional counts, emergency situations, such as fights, attempted escapes, or major incidents, such as riots to regain control, order, safety and security of staff and inmates all within established laws, rules, procedures, policies, DOM, etc. on an as needed basis.

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<b>20.</b>	Schedules nursing/Medical Technical Assistant staff to ensure adequate staffing, by providing appropriate staff per contractual agreement in compliance with posted positions, assignments and nurse/patient (acuity/patient classification system) ratio mandates and meeting the needs of the institution by preparing and providing a written schedule for rotation of staff, ensures adequate experience of staff in assigned areas utilizing various resources (e.g., Memorandum of Understanding, Title 15, Title 22, institutional policies and procedures, etc.) on a daily basis.
<b>21.</b>	Assists in the identification of need and the development of Budget Change Proposals (BCP) for additional positions to ensure adequate staffing in new and existing programs or assignments, population growth, and ensure compliance with court mandates, etc. utilizing various resources (e.g., mandated staff per patient ratios, Title 22, court mandates, departmental policies and procedures, etc.) as needed.
<b>22.</b>	Assists management staff in forecasting and developing methodologies for filling vacant positions with critical vs. non-critical, registry, permanent intermittent employees, and overtime while considering budgetary expenditures, and ensure compliance with MOU, patient classification system, Title 22, etc. utilizing various resources (e.g., MOU, patient classification system, Title 22, DOM, Monthly Budget Plan, Vacancy Report, etc.) on a daily basis.