

Date: January 20, 2010

Code: HR 2010-02

To: CSU Presidents

From: Gail E. Brooks  
Vice Chancellor  
Human Resources



Subject: New Classifications and Updated Classification Standards in Health Care Support (Unit 2)

Overview

**Audience:** Human Resources Directors, Associate Vice Presidents/Deans of Faculty, Student Health Services Directors

**Action Item:** Information Only - Notice of new classifications and updated classification standards in Health Care Support (Unit 2), effective February 1, 2010

**Affected Employee Groups/Units:** Employees in Unit 2 Classifications

Summary

New Health Care Support classifications will be implemented in Unit 2 effective February 1, 2010. Implementation instructions will be provided in a future technical letter.

Human Resources is pleased to announce the implementation of three (3) new classifications as well as updated Classification and Qualification Standards for the Health Care Support (Unit 2) classifications listed below. For existing classifications, the scope of practice and licensing/certification requirements have been updated to meet current applicable State of California laws and regulations. The three (3) new classifications have been developed to meet campuses' operational needs and regulatory requirements.

- Phlebotomist/Clinical Laboratory Assistant (7922) - *New*
- Orthopedic Technician (7983) - *New*
- Health Information Technician (1140) (former title Health Records Technician)
- Health Education Assistant (8145)
- Health Educator (8147)
- Registered Dietitian (8130) (former title Nutritionist)
- Licensed Vocational Nurse I (8134) (former title Licensed Vocational Nurse)

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**Distribution:**

Chancellor  
Executive Vice Chancellor and CAO  
Executive Vice Chancellor and CFO  
All Vice Presidents

Human Resources Directors  
Associate Vice Presidents/Deans of Faculty  
Payroll Managers  
Student Health Services Directors

- Licensed Vocational Nurse II (8133) – *New*
- Registered Nurse I (8151 and 8150)
- Registered Nurse II (8154 and 8153)
- Registered Nurse III (8157 and 8156)
- Radiologic Technologist I (7995)
- Radiologic Technologist II (7996)
- Physical Therapist I (7980)
- Physical Therapist II (7981)
- Speech Pathologist (7976)

Final Classification and Qualification Standards are provided in Attachment A. Pursuant to the Side Letter of Agreement (Attachment B) reached between the California State University (CSU) and the California State University Employees Union (CSUEU), the new and updated classifications are effective February 1, 2010.

**IMPORTANT NOTE:** All campus Phlebotomist/Clinical Laboratory Assistant, Orthopedic Technician and Licensed Vocational Nurse II positions hired on or after February 1, 2010, must be placed in the new classifications. Salary ranges for the Health Care Support classifications listed above are provided as an attachment to the Side Letter of Agreement (Attachment B) and are effective February 1, 2010.

Detailed implementation instructions, including impact to current Health Care Support employees in “in lieu of” classifications, will be provided to campuses in a forthcoming technical letter. Changes to the salary schedule will be implemented, shortly, and announced in a forthcoming pay letter communication.

Questions may be directed to Human Resources Management at (562) 951-4411. This HR memorandum is also available on the Human Resources Management’s Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

Attachments

GEB/dm

# Classification and Qualification STANDARDS

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## Health Education Series

Classification Title	Class Code	Date Established	Date Revised
Health Education Assistant	8145	06-30-1980	02-01-2010
Health Educator	8147	06-30-1980	02-01-2010

### OVERVIEW:

Health education is a profession which uses a variety of educational processes and strategies to improve health knowledge, attitudes and behaviors to promote health and well-being. Incumbents assess campus health education needs, plan and design programs, implement programs and evaluate their effectiveness. They play a central role in informing the campus community about available health services and instructing individuals and groups in the basic principles of health and the optimal and proper utilization of health care services. The Health Education Series consists of two classifications:

**Health Education Assistant** – This classification is designed for individuals capable of being responsible for selected components of a health education program and supporting the overall program, but do not have the qualifications to oversee and lead a full health education program. Typically, another health center professional has the direct administrative responsibility for overall program assessment, planning, implementation and evaluation.

**Health Educator** – This classification is designed for health education professionals capable of providing full leadership for the health education function including assessing needs; as well as planning, designing, implementing, and evaluating a variety of health education programs. Incumbents typically possess a bachelor's degree in health education or a related health field or possess equivalent post-secondary coursework, training, and experience.

### HEALTH EDUCATION ASSISTANT

Under general supervision, the Health Education Assistant is typically responsible for selected components of the health education function and supports the overall program by researching, developing and maintaining health education materials, as well as assisting in planning and conducting educational programs and workshops. The following examples of typical work activities are meant to illustrate the general range of work functions performed by Health Education Assistants; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Assist in planning and conducting discussion groups, workshops, open sessions, and other health education activities.
- ◆ Provide health education talks to selected groups covering relevant current and emerging university and community health issues.
- ◆ Conduct individual or group discussions to obtain reaction to health education programs and to assess student health and health education needs. Assist in program planning by identifying barriers to good health practices among the target groups.
- ◆ Assist in the design, preparation, pre-testing, and distribution of health education materials and audio-visual aids such as pamphlets, posters, video and web-based programs. Review pamphlets, films or other health education materials to determine their suitability for use with specific groups. Evaluate the use of and degree

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of knowledge obtained from visual and audio materials and recommend redesign if necessary to improve level of understanding.

- ◆ Compile, review and maintain an inventory of current health education material for students and staff.
- ◆ Identify and catalog campus and community resources which will be useful in implementing health education programs. Identify and/or organize self-help resources which may be useful for dealing with specific problems and implementing health education programs.

## **TYPICAL QUALIFICATIONS:**

### ***Knowledge:***

General knowledge of the techniques for collecting and compiling data, and the means of disseminating educational information to the public through various mass and audio or visual media. Working knowledge of the elements of health education programming.

### ***Abilities:***

Ability to communicate effectively, both orally and in writing, to individuals with various interests and from varying cultural and ethnic backgrounds; prepare and deliver informational talks or lead group discussions using visual and other aids and provide clear, understandable answers to questions which are raised by target group audiences; conduct interviews or group discussions to obtain data on health habits and needs, observe reactions to questions, and record or summarize findings; conduct research using a variety of sources to develop and prepare education materials; draft simple staff reports and articles for publication in newsletters and bulletins; and establish and maintain effective working relationships with peers, target segments of the student community and representatives of the news media.

### ***Education and Experience:***

Incumbents must possess a high school diploma or equivalent and sufficient experience to perform the assigned duties. An associate's or bachelor's degree in health sciences, public health or a related field is preferred, but not required.

## **HEALTH EDUCATOR**

Under general direction, the Health Educator provides leadership in identifying goals for and developing health promotion programs in the Student Health Center to address long and short-term campus health education needs. Incumbents direct, plan, design, implement, and evaluate health education programs with the goal being to improve health knowledge, attitudes and behaviors. The Health Educator is distinguished from Health Education Assistant in that the incumbents have the responsibility for developing, implementing and evaluating a broad spectrum of integrated health education programs involving several disciplines and their formal professional preparation in health education.

The following examples of typical work activities are meant to illustrate the general range of work functions performed by Health Educators; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities. In addition to the program elements outlined for the Health Education Assistant, the Health Educator performs the following:

- ◆ Develop and recommend operational policies and plans necessary for the achievement of health education objectives and services consistent with the typical professional standards, such as those found in the American College Health Association's "Standards of Practice for Health Promotion in Higher Education."
- ◆ Plan health educational and consultative functions that reflect the needs of campus population. Consult and coordinate with other health professionals in identifying campus health problems and in the development and administration of integrated health education programs. May conduct studies and surveys to determine priority needs and effective methods for producing programs to meet these needs. May prepare grants for school and community based programs.
- ◆ Plan and develop health education programs and activities based on established priorities and goals using internal, as well as public and private health resources.
- ◆ Develop educational programs designed to stimulate participation in health education programs using a wide range of media, including educational technologies and electronic and web-based programs. Prepare health

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education mass-media materials and develop or arrange for the development of audio-visual materials for health programs.

- ◆ Plan and conduct pre-tests to evaluate teaching and informational materials such as pamphlets, flyers, slide series and flip charts.
- ◆ Organize and conduct educational programs and activities on various health topics that will contribute to the improvement of student health by bringing about change in understanding, attitudes, and behavior.
- ◆ Instruct students in principles of health by group or individual instruction. May provide preventive health counseling in such areas as nutrition, pregnancy, and smoking cessation, as well as provide appropriate referrals.
- ◆ Maintain health education records and resources and prepare a variety of written and verbal reports. May apply for grants to support health education programs.
- ◆ Coordinate the recruitment, training and supervision of student volunteers for the Peer Health Education Program and related health promotion programs.
- ◆ Keep current with practices and trends in health education, especially those pertaining to a setting in higher education.

### **TYPICAL QUALIFICATIONS:**

#### ***Knowledge:***

Thorough knowledge of health education theories, research, and program assessment; planning, design, implementation, and evaluation of health education programs; and industry standards for the delivery of health education in higher education. General knowledge of, or ability to learn quickly, current and emerging college age student health problems and existing methods of intervention and control. Working knowledge of the principles of educational and social psychology and how they apply to a health education program; and applicable industry standards and practices for health promotion such as those found in the American College Health Association's "Standards of Practice for Health Promotion in Higher Education."

#### ***Abilities:***

Ability to assess needs and establish or recommend program priorities and goals and develop plans to achieve goals; collect, compile, chart, and analyze data pertinent to health education program planning; plan, organize, conduct or oversee a variety of health education program and activities including discussion groups and workshops; develop educational materials and media such as pamphlets, audio and video materials, and electronic media; present ideas and information accurately, effectively and concisely, both orally and in writing; use computer and web-based information technology systems as a resource for research and providing health education programs; maintain confidentiality consistent with applicable laws and regulations; and establish and maintain effective working relationships with peers, students, medical, and other health professionals, representatives of the news media, and other community groups.

#### ***Education and Experience:***

Incumbents must possess a bachelor's degree in an approved program in health education or a related health field or possess equivalent post-secondary coursework, training, and experience. An American Public Health Association approved master's degree in Public Health with emphasis on health education, a master's degree in Health Science or Public Health Administration or equivalent and/or national certification are highly preferred.

Progressively responsible health education experience sufficient to perform the assigned duties. Typically, one to two years of experience is needed, but this may vary depending on educational background.

# Classification and Qualification STANDARDS

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## Health Information Technician

*Class Code: 1140*

*Date Established: 06-30-1978*

*Date Revised: 02-01-2010*

### **OVERVIEW:**

Health Information Technicians serve as the health information and medical record librarian for paper and electronic files. Incumbents assemble, verify, and manage the establishment, amendment, retrieval, and storage of paper and/or electronic medical records and health information for Student Health Center patients. Incumbents are distinguished by the technical nature of the work and the application of specialized knowledge of approved health information and medical record practices and procedures which can only be acquired through a specific course of study and/or training. This classification is appropriate for positions which serve as the primary resource for the technical and legal aspects of health information and medical records management. This classification is not appropriate for a position that is primarily administrative or clerical in nature and is not fully engaged in the organization, analysis and evaluation of health information and medical records.

### **TYPICAL ACTIVITIES:**

Under general supervision, Health Information Technicians are responsible for compiling, evaluating, verifying and integrating patient data into a health record which documents patients' histories, health examinations, diagnoses and services for student health center patients. Health records provide data that can be used to enhance healthcare operations and patient care. The following examples of typical work activities are meant to illustrate the general range of work functions performed by a Health Information Technician; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Manage the storage, information processing and flow of patient data in and out of medical records library and automated health information systems.
- ◆ Organize, analyze, and evaluate medical records including such items as records of medical observations, patient interviews and histories, test results, x-ray images, diagnoses, treatment plans, surgical interventions, patient care and treatment outcomes.
- ◆ Ensure accuracy and completeness of medical records and health information, ensuring all necessary records are completed, identified and signed (including electronic signatures), and all appropriate information has been transferred to the medical record or automated health information system. Communicate with physicians and other practitioners to clarify information and obtain necessary additional information.
- ◆ In compliance with confidentiality and privacy requirements transmit appropriate paper or electronic medical records and health information to healthcare providers.
- ◆ Integrate paper and/or electronic medical records and health information from external health care providers into student health center's records.
- ◆ Maintain confidentiality of information, monitor access to and use of records and information, and ensure necessary safeguards are in place to limit unnecessary or inappropriate access to and disclosure of protected health information.
- ◆ In compliance with confidentiality and privacy regulations complete forms and create copies or excerpts of designated records for lawful purposes, including treatment, payment and health care operations.
- ◆ Compile health care, census, and other statistical data, such as the types of diseases treated and procedures performed, for reporting purposes. Track patient care and disease management.

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- ◆ Keep current with developments and practices in health information management, including applicable state and federal regulations.
  - ◆ May provide lead work direction to employees assigned to filing and processing medical information and to those involved in reception, fiscal record keeping, telephone answering, and scheduling.

## **TYPICAL QUALIFICATIONS:**

### ***Knowledge:***

Thorough knowledge of approved practices and methods for the compilation and maintenance of, and access to, health information and records; and medical terminology and coding systems and regulations pertaining to medical records. Working knowledge of anatomy and physiology pertinent to medical records; applicable automated health information and database management systems including access and security features; health insurance reimbursement regulations and payment procedures; industry professional ethics and standards; and applicable federal and state laws and patient privacy and security regulations pertaining to health information.

### ***Abilities:***

Strong organizational skills and the ability to revise or develop new filing and record maintenance procedures; read and understand written medical reports; effectively use applicable automated health information systems and maintain data security; compile, interpret, and utilize data for coding files, making indices, and preparing reports; apply new procedures and regulations to record management systems; perceive differences in copy and proofread words and numbers; and maintain privacy and security of medical records and health information in compliance with applicable state and federal laws and regulations and university policy.

### ***Education and Experience:***

An associate degree in an accredited Medical Records program or comparable coursework, training, and experience is required. In addition, sufficient experience to perform assigned duties which may vary based on the educational preparation.

### ***Certification:***

Certification from the American Health Information Management Association (AHIMA) as a Registered Health Information Technician (RHIT) is preferred, but not required.

# Classification and Qualification STANDARDS

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## Licensed Vocational Nurse Series

Classification Title	Class Code	Date Established	Date Revised
Licensed Vocational Nurse I	8134	01-31-1979	02-01-2010
Licensed Vocational Nurse II	8133	02-01-2010	-

### OVERVIEW:

This series is comprised of two classifications with progressive responsibility for nursing care within the scope of practice for Licensed Vocational Nurses (LVNs). Incumbents provide nursing care to patients in the Student Health Center performing a wide range of technical and skilled nursing duties and patient care activities under the direction of a registered nurse, nurse practitioner, physician assistant or physician and according to established standardized written procedures. LVNs are trained and licensed to administer oral and injectable medications, intravenous fluids and perform a variety of other nursing duties as defined within their scope of practice.

Incumbents may perform some duties similar to those of a Medical Assistant; however, LVNs are distinguished by the possession of a vocational nursing license which allows them to perform technical and skilled nursing duties which require specialized training, judgment and skill. LVNs also may perform some duties similar to those of a Registered Nurse, but are limited in their role regarding patient assessment and scope of practice to performing those nursing services and patient care activities assigned to them by and practiced under the direction of a physician, nurse practitioner, physician assistant, or registered nurse. In contrast, a Registered Nurse has a broader scope in terms of nursing practice and patient assessment and is distinguished by the amount of scientific knowledge and technical skills needed to perform the full range of nursing care and assessment.

**Licensed Vocational Nurse I** - Under the direct supervision of a registered nurse, nurse practitioner, physician assistant, or physician the LVN I performs a wide range of technical, skilled, and paraprofessional nursing duties and patient care activities within the scope of practice for a LVN. Incumbents may be involved in the development and implementation of nursing and patient care services, policies and procedures.

**Licensed Vocational Nurse II** – Incumbents perform the full range of LVN nursing and patient care functions, but are distinguished by additional training and/or certification in a specialty area. The LVN II may run a clinic or provide case management related to the specialty area and provide lead work direction to other Licensed Vocational Nurses and clinic support staff. Incumbents typically are involved in the development and implementation of nursing and patient care services, policies and procedures.

### LICENSED VOCATIONAL NURSE I

Under the direct supervision of a registered nurse, nurse practitioner, physician assistant, or physician the LVN I performs a wide range of technical and skilled nursing duties and patient care activities within the scope of practice for a LVN. The following examples of typical work activities are meant to illustrate the general range of work functions performed by LVN I's; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Interview patient to collect data regarding the nature of the patient's condition, including symptoms and signs of illness and/or injury. Assist in patient flow and rooming.
- ◆ Prepare patients for examination by a licensed health care provider and assist in the examination when appropriate. Take vital signs including temperature, pulse, blood pressure, respiration, height and weight, and make appropriate entries on medical/health records.

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- ◆ Participate in planning and executing patient care interventions in accordance with the care plan or treatment plan prepared by practitioners, including explaining treatments to the patient teaching patient self-care. Contribute to the evaluation of individualized interventions related to the care or treatment plan and perform follow-up treatments as requested
  - ◆ Under the orders of a physician or similar licensed practitioner and according to established standardized procedures, may administer medications by various means, including intramuscular and subcutaneous routes and perform phlebotomy. Incumbents may start and superimpose intravenous lines and fluids, and administer vaccines provided a prescribed course approved by the Board of Licensed Vocational Nursing and competencies have been verified.
  - ◆ Perform a wide range of nursing services and patient care activities for which the incumbent has specific training and have been ordered by a physician or similar licensed practitioner such as, but not limited to, performing TB and other skins tests; performing electrocardiograms and pulmonary function testing; conducting irrigations and catheterizations; observing and recording drug reactions; applying and changing dressings; measuring and fitting for crutches and teaching patients to walk with crutches; ear lavage; and similar treatments and procedures.
  - ◆ Perform basic and CLIA-waived testing including obtaining specimens and assisting in acquiring other tests for patients such as preparing requisitions for laboratory and X-ray work as ordered by a practitioner.
  - ◆ Support general health center maintenance activities such as cleaning and sterilizing equipment and instruments, setting up treatment trays, changing linen in examination and treatment rooms, stocking supplies, checking refrigeration equipment is operating at required temperatures for storage of medications and specimens, and assisting in maintaining and filing medical records.
  - ◆ May be involved in the development and implementation of nursing and patient care services, policies and procedures.
  - ◆ May assist other medical or technical personnel in other clinical departments such as the laboratory, radiology, optometry, or physical therapy services and perform specialized nursing duties as needed. May coordinate the work of other clinic support staff.
  - ◆ Keep current with vocational nursing practice and requirements. Maintain competencies relative to the scope of practice.

## **TYPICAL QUALIFICATIONS:**

### ***Knowledge:***

Thorough knowledge of nursing care principles and practices pertaining to the scope of practice; anatomy and physiology applicable to assigned duties; basic medications and their effects, as well as potential complications; application and proper use of various medical supplies and equipment used in performing assigned nursing duties; and aseptic techniques and requirements. Working knowledge of California laws and regulations pertaining to LVNs and their scope of practice.

### ***Abilities:***

Ability to perform assigned nursing duties and demonstrate appropriate nursing practices; demonstrate proper techniques and skills, competency in performing assigned nursing duties and patient care activities described above; learn related clinic procedures and handle equipment required for patient care in a Student Health Center; understand basic medical terminology; make accurate observations and accurately document a patient's subjective complaint in medical records; exercise correct judgment within the areas of assigned responsibility; follow detailed oral and written instructions; use applicable health center automated systems as needed to perform duties; maintain effective working relationships with practitioners and other health center support staff; maintain patient confidentiality in compliance with applicable federal and state laws and regulations; and be sensitive to and communicate effectively with patients from diverse backgrounds.

### ***Education and Experience:***

A high school diploma or its equivalent is required. In addition, successful completion of a state approved vocational nursing program in an accredited school of vocational nursing or equivalent training and experience as defined by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

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***Licensing/Certification Requirements:***

Possess and maintain a valid license as a Vocational Nurse issued by the State of California. Incumbents also may be required to possess and maintain valid CPR/AED certification and/or IV certification as appropriate for the assigned duties.

**LICENSED VOCATIONAL NURSE II**

Under the supervision of a registered nurse, nurse practitioner, physician assistant, or physician, the LVN II performs the full range of LVN nursing and patient care functions, but is distinguished by the assignment of lead duties for other Licensed Vocational Nurses and/or clinic support staff. Additionally, LVN II's may oversee clinic operations and coordinate specialty clinics and/or provide case management related to a specialty area, especially if they possess additional training or certification in a specialty area. Because of the role they play in coordinating staff and clinic operations, incumbents often are involved in the development and implementation of nursing and patient care services, policies and procedures.

In addition to the general nursing and patient care duties outlined above for the Licensed Vocational Nurse I, incumbents typically perform some or all of the work activities identified below. The following examples of typical work activities are meant to illustrate the general range of work functions performed by LVN II's; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Provide lead work direction to other Licensed Vocational Nurses and other health center support staff. Lead work direction involves organizing and planning work, training and orienting employees, scheduling support staff, assigning and reviewing work, and providing input to employee selection and performance evaluations.
- ◆ May staff and coordinate a specialty clinic and/or provide case management services which require specialized training, skills or certification such as, but not limited to, an allergy or mental health clinic.
- ◆ Counsel and educate patients on matters related to the specialty area and general health.
- ◆ Assist in the development and implementation of nursing and patient care services, policies and procedures.

**TYPICAL QUALIFICATIONS:*****Knowledge:***

In addition to the knowledge required of a Licensed Vocational Nurse I, the LVN II must possess broader and specialized knowledge and skills which support running and staffing specialty clinics, providing case management services and providing patient counseling in the specialty area. Incumbents also must have a broader knowledge of clinic operations and the development and implementation of clinic and nursing policies and procedures, and of the basic principles of lead work direction.

***Abilities:***

In addition to the abilities outlined for a Licensed Vocational Nurse I, the LVN II must be able to effectively apply specialized skills, possess strong organizational skills and, if assigned, provide effective lead work direction to specified health center support staff.

***Education and Experience:***

A high school diploma or its equivalent is required, as well as successful completion of a state approved vocational nursing program in an accredited school of vocational nursing or equivalent training and experience as defined by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). In addition, incumbents must possess and maintain specialized training and/or related certifications. Incumbents must possess experience necessary to successfully perform work in the specialty which typically requires a minimum of three to four years of progressive experience as a Licensed Vocational Nurse, including some experience in the specialty area.

***Licensing/Certification Requirements:***

Possess and maintain a valid license as a Vocational Nurse issued by the State of California. Incumbents at this level also are expected to possess and maintain certification for superimposing intravenous medications as defined by the BVNPT. Additionally, incumbents may be required to possess and maintain valid CPR/AED certification as appropriate for the assigned duties.

# Classification and Qualification STANDARDS

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## Orthopedic Technician

*Class Code: 7983*

*Date Established: 02-01-2010*

### OVERVIEW:

Orthopedic Technicians provide technical support to Physicians, Physician Assistants, and Nurse Practitioners in the delivery of standard orthopedic care and assist in running orthopedic clinics including preparing rooms and patients for orthopedic examinations and procedures, applying and removing common orthopedic devices and appliances, and assisting in routine procedures. All work is performed under the supervision of a physician or appropriate licensed practitioner.

### TYPICAL ACTIVITIES:

The following examples of typical work activities are meant to illustrate the general range of work functions performed by Orthopedic Technicians; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Assist in running orthopedic clinics including taking patient calls, scheduling appointments, coordinating patient flow, rooming patients, and assisting with referrals to other services such as physical therapy or outside consultations or services.
- ◆ Prepare treatment rooms and patients for orthopedic clinics including ensuring patient information is assembled, radiologic images are set up for viewing, patient medical records are complete and appropriate orthopedic materials are available.
- ◆ Apply, adjust, fit and remove all common orthopedic devices including but not limited to orthopedic casts, splints, braces, slings, podiatric appliances and orthotic devices, and other similar devices and appliances ordered by a physician or other practitioner. May clean wounds, perform dressing changes and remove sutures or staples.
- ◆ Instruct patients in the proper use and care of various orthopedic appliances and devices. May provide instruction in rehabilitation exercises as directed by a licensed practitioner or physical therapist.
- ◆ Record and maintain patient treatment information in patient charts and related records including noting patient progress and care plans.
- ◆ Prepare and break down orthopedic rooms for clinics. Maintain work area and examination/procedure rooms and maintain orthopedic materials, supplies, surgical and other instruments and equipment. Assemble and disassemble and calibrate orthopedic equipment and instruments.
- ◆ Assist in urgent care clinics as needed and available.

### TYPICAL QUALIFICATIONS:

#### ***Knowledge:***

A basic knowledge of standard orthopedic procedures and practices; working knowledge of orthopedic devices and appliances and proper fitting; working knowledge of medical terminology pertaining to orthopedics; working knowledge of medical office and orthopedic clinic practices and procedures; and basic knowledge of code of ethics applicable to orthopedic practice, as well as applicable laws and regulations pertaining to patient confidentiality.

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**Abilities:**

Ability to effectively apply, adjust, fit and remove the full range of common orthopedic devices and appliances; use proper aseptic techniques and prepare for procedures; read and write at a level appropriate for the position and maintain accurate and complete records; communicate effectively when instructing patients in the use and care of orthopedic devices and appliances; maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with diverse patients.

**Education and Experience:**

Incumbents must possess a high school diploma or equivalent and preferably have completed an accredited Orthopedic Technician training program. In addition, sufficient related orthopedic experience to perform the work activities described above, which usually require twelve months of related experience.

**Certification:**

Certification by the National Board for Certification of Orthopedic Technologists (NBCOT) is preferred, but **not** required. Incumbents also may be required to possess and maintain certification in CPR/AED and first aid.

# Classification and Qualification STANDARDS

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## Phlebotomist/Clinical Laboratory Assistant

*Class Code: 7922*

*Date Established: 02-01-2010*

### OVERVIEW:

Under the supervision of a Clinical Laboratory Scientist or Physician, the Phlebotomist and Clinical Laboratory Assistant supports overall laboratory operations, performs phlebotomy, and performs basic and CLIA-waived laboratory testing for use in the diagnosis and treatment of medical problems. This is a first-level laboratory classification requiring some formal and on-the-job training to perform the work activities outlined below.

The Phlebotomist/Clinical Laboratory Assistant is distinguished from the Laboratory Assistant in Unit 9 in that the work is clinical and medical in nature and requires specific medical training and certifications. The Laboratory Assistant supports laboratory activities in instructional classrooms.

### TYPICAL ACTIVITIES:

The Phlebotomist/Clinical Laboratory Assistant supports overall laboratory operations, performs phlebotomy and basic and CLIA-waived laboratory testing for use in the diagnosis and treatment of medical problems. The following examples of typical work activities are meant to illustrate the general range of work functions performed by Phlebotomists/Clinical Laboratory Assistants; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Collect and process specimens for and perform basic and CLIA-waived testing ordered by a physician or other licensed practitioner. Prepare cultures and media and operate a variety of clinical laboratory equipment for testing to the point of turning out results.
- ◆ Serve as a phlebotomist for a Student Health Center, which requires special certification and entails drawing blood by skin punctures and venipuncture to provide samples for clinical analysis and testing.
- ◆ Process and label in-coming and out-going specimens. Prepare laboratory samples for outside labs, including the necessary paperwork.
- ◆ Support laboratory administrative and clerical functions, including patient record-keeping and preparing and processing testing paperwork.
- ◆ Assist in maintaining laboratory materials and equipment and inventory. Ensure applicable equipment is operating at required temperatures and humidity.
- ◆ May also perform some limited tests for which the incumbent has specific training and provide support to other clinical departments within the health center.

### TYPICAL QUALIFICATIONS:

#### **Knowledge:**

A general knowledge of clinical laboratory operations and equipment, including an understanding of, or the ability to quickly learn, laboratory safety and quality assurance practices and procedures; working knowledge of CLIA-waived testing procedures, methods, and criteria; basic knowledge of medical terminology pertinent to laboratory operations; basic knowledge of applicable laws and regulations pertaining to clinical laboratory operations and patient confidentiality.

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**Abilities:**

Ability to collect required specimens for and perform assigned CLIA-waived testing with required attention to accuracy and detail; perform phlebotomy using the appropriate equipment including venipuncture and capillary puncture; use applicable equipment and materials in performing laboratory tests; use applicable automated systems for maintaining and tracking laboratory and patient records; maintain patient confidentiality as required by applicable state and federal laws and regulations; maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with diverse patients.

**Education and Experience:**

Incumbents must possess a high school diploma or equivalent. Post-secondary coursework in clinical laboratory assisting or completion of an accredited clinical laboratory assisting program is highly preferred. In addition, possess sufficient related experience to perform the work activities described above, which usually require six to twelve months of related experience in a health care setting.

**Certification:**

Incumbents must possess and maintain certification as a Certified Phlebotomy Technician I, as defined by the California Department of Health Services, which permits the incumbent to perform skin punctures and venipuncture. Phlebotomy certification requires:

1. A high school diploma or equivalent; **and**
2. Completion of required hours of classroom instruction and practical training or equivalent training and experience depending on date of entry to the field; **and**
3. Passing an examination as required by Laboratory Field Services under the California Department of Public Health.

# Classification and Qualification STANDARDS

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## Physical Therapy Series

Classification Title	Class Code	Date Established	Date Revised
Physical Therapist I	7980	09-16-1961	02-01-2010
Physical Therapist II	7981	06-30-1980	02-01-2010

### OVERVIEW:

The Physical Therapy Series is comprised of two classifications providing professional physical therapy services with increasing levels of operational and administrative responsibilities. Upon referral from a physician or similar practitioner, incumbents assess patient needs, develop treatment goals and plans, and implement the appropriate treatment program using the appropriate physical therapy techniques, methods, and procedures.

Incumbents in both Physical Therapist I and II classifications are expected to work independently in accordance with medical orders and have primary responsibility for patient evaluation, devising a therapy program and evaluating results. Both classifications require the therapist to make independent decisions regarding the selection of techniques, methods and procedures to obtain optimal results from treatments administered and to be alert to patient crises requiring notification of a physician. The primary distinction between the Physical Therapist I and Physical Therapist II is the scope of administrative and operational responsibilities.

**Physical Therapist I** – Incumbents work independently in performing the full range of physical therapy services described above. In addition, they may provide lead work direction to support staff in the physical therapy department, but typically have limited operational and administrative responsibilities compared to the Physical Therapist II.

**Physical Therapist II** – In addition to performing the full range of professional physical therapy services of the Physical Therapist I, incumbents typically have broader and higher-level administrative and operational responsibility for the physical therapy department. Administrative and operational responsibilities include developing and coordinating diverse and complex physical therapy programs; providing the full range of lead work direction to other professionals and support staff; developing and monitoring the department budget; and monitoring medical records and progress of patients using the physical therapy services. Also may be responsible for developing treatment plans for more complex physical therapy cases.

Physical Therapists are distinguished from Athletic Trainers in that incumbents do not focus their services solely on student athletes and typically are not involved in regularly attending team practices and events.

### PHYSICAL THERAPIST I

Under general supervision and upon referral from a physician or similar practitioner, the Physical Therapist I independently assesses patient needs, develops treatment goals and plans, and implements the appropriate treatment program utilizing a variety of professional physical therapy techniques, methods, and procedures. Examples of typical work activities are meant to illustrate the general range of work functions performed by a Physical Therapist I; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Perform initial evaluation and assessment of patient problems. Administer standard diagnostic and prognostic examination of muscle, nerve, joint, and functional ability.
- ◆ Develop a treatment plan including treatment objectives and programs based on the assessment results.

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- ◆ Conduct physical therapy treatment utilizing the full range of accepted physical therapy techniques and practice standards.
  - ◆ Design and construct, or direct construction of, specialized testing and treatment equipment.
  - ◆ Instruct patients regarding exercises which are to be continued at home and interpret to them the significance of physical therapy services. Instruct patients in walking, standing, balance, use of crutches or cane, and in caring of braces and artificial limbs.
  - ◆ Provide for implementation of proper therapy treatment program and periodic re-evaluation of program. Evaluate patient's response and progress and discuss with the appropriate physician.
  - ◆ Maintain appropriate medical records of treatment plans, treatments given, and progress notes.
  - ◆ Care for and maintain equipment and treatment rooms and keep inventory and requisition supplies used for therapy.
  - ◆ May work with Athletic Trainers in providing support to student athletes.
  - ◆ Assist in department coordination and daily operations, including monitoring the budget and providing work direction to support staff.

## **TYPICAL QUALIFICATIONS:**

### ***Knowledge:***

Thorough knowledge of the theories, principles and methods of physical therapy; physical effects resulting from various types of physical therapy treatments; skeletal anatomy and the basic pathology involved in diseases or injuries resulting in physical and mental disorders; operation of various therapeutic devices and machines; and state and federal laws and regulations pertaining to the practice of physical therapy and patient confidentiality. General knowledge of the construction and use of therapeutic appliances and equipment suitable for home use and injuries encountered in athletic programs.

### ***Abilities:***

Ability to effectively administer various types of physical therapy; teach patients the fundamentals of self-care, and other suitable activities; interpret physical therapy treatments and teach others the treatments which must be continued at home; use applicable automated systems to maintain records and prepare reports and case histories; analyze situations accurately and promptly seek emergency support when needed; maintain patient confidentiality as required under applicable state and federal laws and regulations; maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with diverse patients.

### ***Education and Experience:***

Incumbents must possess the requisite education to obtain a Physical Therapist license in the State of California. This requires being a graduate of a professional physical therapy degree program of an accredited postsecondary institution or other institutions or programs approved by the Physical Therapy Board of California.

### ***Licensing/Certification Requirements:***

Incumbents must possess and maintain a valid license as a Registered Physical Therapist issued by the Physical Therapy Board of California.

## **PHYSICAL THERAPIST II**

In addition to providing the full range of physical therapy services described for the Physical Therapist I, the Physical Therapist II is distinguished by broader and higher-level operational and administrative responsibility for the physical therapy department. Also may be responsible for developing treatment plans for more complex physical therapy cases. The following examples of typical work activities are meant to illustrate the general range of work functions performed by a Physical Therapist II; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Oversee administration functions of the physical therapy including developing and monitoring the department budget, and maintaining and monitoring medical records and progress of patients using the physical therapy services.

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- ◆ Coordinate the daily operations of the physical therapy department, including developing and coordinating diverse and complex physical therapy programs to meet Student Health Center needs, and providing lead work direction to other physical therapy professionals and/or support staff including orienting, training, and providing input to employee performance evaluations.
  - ◆ Represent the department on management planning issues at Student Health Center meetings. The therapist is responsible for recommending revisions of procedures for departmental scheduling, filing, and equipment use, in order to increase effectiveness and productivity.
  - ◆ Perform a wide variety of therapy treatments where maximum skill is required for assessment and evaluation of diverse therapy needs. Treat more complex cases and conduct actual treatment programs using various modalities.
  - ◆ May be assigned some responsibility for orthopedic clinic activities related to patient appointments, follow-up, and scheduling.

### **TYPICAL QUALIFICATIONS:**

#### ***Knowledge:***

In addition to the knowledge requirements of the Physical Therapist I, the Physical Therapist II must possess a more in-depth and comprehensive knowledge of the theories, principles, and methods of physical therapy; physical effects resulting from various types of physical therapy treatments, and skeletal anatomy and the pathology involved in diseases or injuries resulting in physical and mental disorders. Working knowledge of Student Health Center administrative processes and procedures related to human resources and budgets.

#### ***Abilities:***

In addition to the abilities outlined for the Physical Therapist I, the Physical Therapist II must possess the ability to coordinate and administer a physical therapy program within the student health center; develop a therapy treatment program and administer various types of physical therapy treatments; interpret physical therapy treatments and teach others the treatments which must be continued at home; provide lead work direction to other professionals and support staff; plan and organize work within the department; plan and integrate departmental activities with other Health Center activities; compile or review and evaluate reports and case histories; analyze situations accurately and promptly seek emergency support when needed; communicate well with others; recognize and correct poor or unproductive methods of instruction; develop new or modify the type of treatment to meet the needs of patients; evaluate and test procedures; and develop manuals and procedural instructions for the therapy department.

#### ***Education and Experience:***

The same education requirements as the Physical Therapist I plus progressively responsible professional physical therapy experience, usually in the range of three to four years, including at least one year in a lead capacity with some responsibility for program administration, as well as additional experience related to orthopedics, sports medicine and rehabilitation.

#### ***Licensing/Certification Requirements:***

Requirements are the same as for the Physical Therapist I.

# Classification and Qualification STANDARDS

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## Radiologic Technologist Series

Classification Title	Class Code	Date Established	Date Revised
Radiologic Technologist I	7995	06-30-1980	02-01-2010
Radiologic Technologist II	7996	06-30-1980	02-01-2010

### OVERVIEW:

The Radiologic Technologist series is comprised of two classifications providing diagnostic radiographic services with increasing levels of operational and administrative responsibilities. Radiologic services assist in the diagnosis and treatment of illnesses and injuries by capturing radiographic, digital or similar images of affected body parts. Work may involve the use of radiologic information systems (RIS) and picture archiving and information systems (PACS). Upon orders from a physician or similar practitioner, incumbents perform radiographic procedures of all body structures and make independent decisions regarding the selection of techniques to obtain optimal quality radiographic images which are sent to radiologists for interpretation. Incumbents must assess the quality of radiographic images in order to determine whether they need to be repeated or if additional views are necessary. Technologists must monitor the patient's condition and reaction and report any abnormal signs to a physician or similar practitioner.

Incumbents must work under licentiates within the Student Health Center or receive direction from a consulting radiologist or other qualified professional. However, both the Radiologic Technologist I and II classifications are expected to work independently in accordance with administrative and technical guidelines. The Radiologic Technologist I and II are distinguished by the scope of their administrative and operational responsibilities.

**Radiologic Technologist I** – Incumbents work independently or with another technologist and perform diagnostic radiographic procedures. The Radiologic Technologist I is distinguished from the Radiologic Technologist II by the extent of administrative and operational assignments. Although both classifications may function as the sole technologist, the Radiologic Technologist I usually does not have substantial administrative responsibilities or complex technical responsibilities.

**Radiologic Technologist II** – The Radiologic Technologist II is distinguished from the Radiologic Technologist I by the scope of administrative and operational duties for the radiology department which may include, but are not limited to writing procedures, approving reports, ensuring compliance and currency with regulatory requirements, overall equipment maintenance, developing information for the budget, and training, scheduling and making assignments to part-time or relief aids or technologists. Incumbents often provide lead work direction and technical supervision to other Radiologic Technologists.

### RADIOLOGIC TECHNOLOGIST I

The Radiologic Technologist I works independently or with another technologist to perform diagnostic radiographic procedures. Incumbents are responsible for the full scope of technical and patient care duties associated with producing radiographs and other diagnostic images. The following examples of typical work activities are meant to illustrate the general range of work functions performed by a Radiologic Technologist I; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Based on orders from a physician or similar practitioner, instruct and prepare patients for diagnostic radiographic and similar examinations.

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- ◆ Produce radiographs for the full range of body structures. Determine the most suitable anatomical posture for the patient to provide optimal diagnostic information providing immobilization devices as needed, as well as protection devices to shield patients appropriately.
  - ◆ Operate the applicable equipment, selecting the settings and controls to produce radiographs and images of appropriate detail, density and contrast.
  - ◆ Process and develop X-ray films.
  - ◆ Operate digital radiograph equipment including producing digital plates and transferring computerized images. Use imaging software and picture archive and communications systems to manipulate and enhance and transfer images.
  - ◆ Assess the quality of all radiographic images to determine if they need to be retaken or if additional views are needed.
  - ◆ Schedule patients for radiologic exams, maintain accurate records and files pertaining to radiologic exams, and prepare reports using applicable computerized and automated systems.
  - ◆ May be responsible for maintaining department compliance with established university policies, procedures and protocols for safety and quality assurance.
  - ◆ Maintain the radiographic equipment and area within the health center, including scheduling routine preventive maintenance, maintaining and calibrating equipment, ordering and maintenance of supplies and ensuring cleanliness.
  - ◆ Maintain currency in the field of radiologic technology relative to scope of practice.
  - ◆ May provide support to other clinical departments within the Student Health Center.

#### **TYPICAL QUALIFICATIONS:**

##### ***Knowledge:***

Thorough knowledge of radiographic equipment and techniques, including digital equipment and related technologies; regional and gross anatomy and physiology of the human body; standardized radiological clinical procedures; principles of radiation protection and hazards of radiologic materials and the safety precautions required; industry standards and ethics pertaining to radiologic technology; and federal and state laws and regulations pertaining to radiography.

##### ***Abilities:***

Ability to perform general diagnostic radiographic procedures and effectively assess the quality of images taken; operate applicable diagnostic equipment including X-ray and digital imaging equipment; produce quality radiographs and images using applicable systems to manipulate and enhance images; perform simple maintenance on applicable equipment; effectively use computerized systems associated with producing and manipulating digital images; maintain records and use applicable computerized systems; recognize patient emergencies and alert practitioners; establish and maintain appropriate safety precautions to prepare solutions used in processing X-ray film and process film; file film correctly; compile reports; read and write at a level required for successful job performance and follow oral and written directions; maintain patient confidentiality in compliance with applicable federal and state laws and regulations; and maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with diverse patients.

##### ***Education and Experience:***

Incumbents must possess a high school diploma or equivalent plus the requisite postsecondary education to obtain a Certificate of Radiologic Technology. Typically, incumbents will have graduated from an accredited school of radiologic technology.

##### ***Licensing/Certification Requirements:***

Incumbents must possess and maintain a Certificate of Radiologic Technology as a certified radiologic technologist issued by the Radiologic Health Branch of the California Department of Health Services. Incumbents may also be required to possess and maintain CPR/AED certification.

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## **RADIOLOGIC TECHNOLOGIST II**

In addition to the full range of duties performed by the Radiologic Technologist I, the Radiologic Technologist II is typically responsible for broader administrative and operational duties for the radiology department which may include, but are not limited to writing procedures, approving reports, ensuring compliance and currency with regulatory requirements, overall equipment maintenance, developing information for the budget, and training, scheduling and making assignments to part-time or relief aids or technologists. Incumbents often provide lead work direction and technical supervision to other Radiologic Technologists and may perform unusual X-ray studies in the absence of the consulting radiologist. The following examples of typical work activities are meant to illustrate the general range of work functions performed by a Radiologic Technologist II; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Perform a wide variety of diagnostic and radiographic procedures, some of which may require a high level of skill for an unusual or special view.
- ◆ May represent the radiology department on management planning issues at Student Health Center or campus meetings; is responsible for recommending procedures for departmental patient scheduling, filing, and equipment use, in order to increase effectiveness and productivity; and prepares and submits related budget information.
- ◆ Coordinate the daily operations and administration of the radiographic department including providing lead work direction to other professionals and/or department support staff including orienting, training, assigning and reviewing work, and providing input to employee selection and performance evaluations. Ensure safety measures are in place in the department and maintain equipment and supplies.
- ◆ May perform administrative functions such as writing procedures, approving reports, ensuring compliance and currency with regulatory requirements, overall equipment maintenance, developing information for the budget, and training, scheduling and making assignments to part-time or relief aids or technologists.
- ◆ Provide technical supervision and ensure department compliance with established university policies, procedures and protocols for quality assurance.

### **TYPICAL QUALIFICATIONS:**

#### ***Knowledge:***

In addition to the knowledge requirements of the Radiologic Technologist I, the Radiologic Technologist II must possess a more comprehensive knowledge of anatomy and the biological sciences and general knowledge of the principles of physics, electricity and related physical sciences as applied to X-ray and other commonly used radiologic techniques; as well as medical unit or clinical procedures. Thorough knowledge of the hazards of radiologic materials and safety precautions. Working knowledge of health center administrative processes and procedures.

#### ***Abilities:***

In addition to the abilities outlined for the Radiologic Technologist I, the Radiologic Technologist II must be able to perform unusual or specialized diagnostic radiographic procedures of all body structures with high quality results; establish and maintain appropriate safety standards; plan, organize, schedule, and implement departmental procedures and activities; provide lead work direction; represent the department at administrative meetings; and recommend new or revised departmental procedures in order to increase the effectiveness of the operation.

#### ***Education and Experience:***

The same education requirements as for the Radiologic Technologist I plus sufficient experience with increasing responsibility as a certified radiologic technologist which demonstrates the knowledge and abilities to perform assigned duties. Typically, this requires two or more years of radiologic experience.

#### ***Licensing/Certification Requirements:***

Requirements are the same as for the Radiologic Technologist I. National certification and registration through the American Registry of Radiologic Technologists (AART) is preferred, but **not** required.

# Classification and Qualification STANDARDS

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## Registered Dietitian

*Class Code: 8130*

*Date Established: 06-30-1980*

*Date Revised: 02-01-2010*

### OVERVIEW:

Under general direction, incumbents in this classification develop and implement programs designed to improve the diet and nutrition of students and the campus community through changes in dietary practices. The Registered Dietitian develops and provides educational and consultative services to students in nutrition, weight management, and food choices and preparation.

### TYPICAL ACTIVITIES:

Registered Dietitians develop and implement programs and provide consultative services to students in the areas of nutrition, diet, food choices and preparation, and weight management. The following examples of typical work activities are meant to illustrate the general range of work functions performed by a Registered Dietitian; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Provide food, diet, weight management, and nutritional care information by means of workshops, seminars, and/or individual counseling. Conduct training sessions and demonstrations on the technical and practical aspects of food and nutrition as requested. May participate in new student orientations.
- ◆ Consult with other student health center and university staff on food and nutrition concerns and the nutritional care for specific medical conditions, diseases or disorders. May participate in a multi-disciplinary team to address nutritional needs. Coordinate nutrition programs with others promoting health and wellness in the campus community.
- ◆ Conduct studies and surveys of dietary patterns, food needs of population groups, food prices and other factors affecting nutrition practice to assess individual and group nutrition practices.
- ◆ Work to modify poor nutrition practices by educating and counseling students and other members of the campus community. Prepare and assemble written and/or audio-visual material as aids in training and counseling sessions.
- ◆ Keep current with developments in nutrition and diet applicable to the population served in the student health center and general campus community.
- ◆ May provide lead work direction to support staff.

### TYPICAL QUALIFICATIONS:

#### ***Knowledge:***

Thorough knowledge of the principles of nutrition, dietary needs and weight control and working knowledge of nutritional care for specific medical conditions. Thorough knowledge of applicable state and federal regulations pertaining to the field including those regarding patient confidentiality. General knowledge of principles, methods, materials, and channels of nutrition education and public information.

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**Abilities:**

Ability to communicate effectively in writing and verbally; assess needs and evaluate the effectiveness of diet and nutrition programs and materials; promote, organize, and conduct public meetings on nutrition; prepare, select, assemble, evaluate, and distribute nutrition education material such as pamphlets, reports, bulletins, exhibits, posters, films, and news releases; maintain records and prepare reports; work effectively in collaborative health care teams to address specific diet and nutrition needs; keep current with developments in health care related to nutrition; maintain confidentiality consistent with applicable state and federal regulations; establish and maintain effective working relationships with other health center staff and representatives of the news media and other community groups; and be sensitive to and communicate effectively with diverse members of the campus community.

**Education and Experience:**

A minimum of bachelor's degree in a program approved and accredited by the American Dietetic Association (ADA) necessary to meet the academic requirements to become credentialed as a Registered Dietitian (RD). The RD credential also requires completion of an ADA accredited pre-professional experience program. Additionally, incumbents must possess sufficient experience to perform the assigned duties. A master's degree in nutrition or public health nutrition is preferred.

**Certification:**

Must possess and maintain certification as a Registered Dietitian as defined by the American Dietetic Association's credentialing agency.

# Classification and Qualification STANDARDS

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## Registered Nurse Series

Classification Title	Class Code	Date Established	Date Revised
Registered Nurse I – 10 month	8150	11-19-1976	02-01-2010
Registered Nurse I – 12 month	8151	11-19-1976	02-01-2010
Registered Nurse II – 10 month	8153	11-19-1976	02-01-2010
Registered Nurse II – 12 month	8154	11-19-1976	02-01-2010
Registered Nurse III – 10 month	8156	11-19-1976	02-01-2010
Registered Nurse III – 12 month	8157	11-19-1976	02-01-2010

### OVERVIEW:

This series is comprised of three classifications with progressive responsibility for nursing care and services and administrative duties within Student Health Centers. Incumbents in this series are involved in the direct performance and/or management of professional nursing care and health maintenance services in Student Health Centers. Registered nursing scope of practice includes the observation of the signs and symptoms of illness and injury, reaction to treatments, abnormal characteristics, and general physical condition, as well as the implementation of standardized treatment procedures, including emergency procedures. Registered nursing also includes direct and indirect patient care services that ensure safety, comfort, disease prevention and restorative measures, including administering medications and therapeutic agents to implement a treatment, disease prevention, or rehabilitation regimen ordered by a physician or similar practitioner.

Registered Nurses are distinguished by the possession of a registered nursing license and nursing assignments which require a substantial amount of scientific knowledge or technical skills to perform such nursing services such as assessment, treatment, disease prevention, and restorative measures. The distinguishing features of each classification are highlighted below.

**Registered Nurse I** – Under the direct supervision of a physician or similar practitioner or higher level Registered Nurse incumbents perform standard nursing care duties following established procedures and protocols, including observing, interpreting, recording and reporting patients' symptoms, reactions, and behaviors. This is a first-level registered nursing position requiring minimal experience for entry to the classification and involving limited administrative responsibilities. Unlike the Licensed Vocational Nurse, the Registered Nurse I (RN I) is able to independently perform the full range of nursing care and assessment.

**Registered Nurse II** – Under general supervision, incumbents perform general and specialized nursing functions and some administrative functions. The Registered Nurse II (RN II) is differentiated from the Registered Nurse I by the performance of specialized nursing functions and the application of highly specialized skills and knowledge which have been acquired through periods of learning and practice and through advanced training in a specialty area approved and/or specified by a physician, or by the application of administrative skills in carrying out responsibility for assisting in the implementation of services, policies, and procedures. Movement from Registered Nurse I to Registered Nurse II is not an automatic process simply based on the attainment of increased education and experience. Rather, the majority of the work assignments must require the higher level skills and knowledge of a Registered Nurse II. Incumbents exercise more independent judgment and discretion in determining patient needs, planning, and modifying nursing care and applying nursing treatments.

**Registered Nurse III** – Under the general direction of a medical provider, the Registered Nurse III (RN III) is responsible for the development, implementation, and daily management of student health center nursing programs. Incumbents perform professional nursing duties exercising more independent decision-making,

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judgment, and initiative with regard to diagnosis and treatment of patients. As part of their operational and administrative duties, incumbents assess health center needs, and develop and implement nursing standards, policies and procedures.

### **DIFFERENTIATING FACTORS:**

The three classifications defined in this series and are differentiated based on the following factors and criteria.

1. The complexity and difficulty of nursing duties assigned as reflected by the complications which stem from the patients' conditions, the specialized skills and knowledge required to provide nursing care and the nature of personal contacts with patients.
2. The level of responsibility in terms of supervision received and given. Included are such considerations as the extent of the nurse's responsibility for (a) planning or modifying the nursing care for patients; (b) determining the patient's need to receive immediate medical attention; (c) deciding when standard treatment procedures should be applied; and (d) providing significant, reliable, and timely information to physicians and similar practitioners to assist them in determining the course of medical treatment to be established.
3. The level and extent of nursing program management and responsibility which deal with the degree of autonomy, the amount of responsibility for developing and implementing new and enhanced programs, the number and variety of kinds of special programs offered; and the extent and responsibility for coordinating health service activities with other community services.

### **REGISTERED NURSE I**

Incumbents in this classification work under the supervision of a Physician or similar practitioner or higher level Registered Nurse. They perform the full range of registered nursing care duties including observing, interpreting, recording and reporting patients' symptoms, reactions, and behaviors. The following examples of typical work activities are meant to illustrate the general range of work functions performed by a Registered Nurse I; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Triage patients based on a nursing diagnosis through observation of the patient's physical condition and interpretation of information obtained through the patient interview and other sources.
- ◆ Prepare patients for medical examinations and treatments and assist physicians and other similar practitioners in clinical examinations.
- ◆ Formulate a care plan for the patient which provides for indirect and direct nursing care.
- ◆ Perform therapeutic measures and nursing services as ordered by a physician or similar practitioner such as, but not limited to, performing TB and other skins tests; performing electrocardiograms; performing pulmonary function testing; conducting irrigations and catheterizations; suctioning tracheotomies; observing, recording, and treating drug reactions; applying and changing dressings; measuring and fitting for crutches, and teaching to walk with crutches; ear lavage; and similar treatments and procedures. Decisions regarding treatment of patients' illnesses and development of health programs primarily are made by physicians and other similar practitioners.
- ◆ Under the orders of a physician or similar practitioner, may administer medications by various means, including oral, intramuscular, subcutaneous and intravenous routes; perform phlebotomy; start and superimpose intravenous lines and fluids, and administer vaccines and treatments.
- ◆ Evaluate the effectiveness of care plans by observing the patient's physical condition and behavior, signs and symptoms of illness and injury, and reactions to treatment and through communication with the patient and other members of the health care team. Assist in modifying treatment plans as needed.
- ◆ Educate and counsel patients regarding treatment plans and self-care.
- ◆ Perform basic and CLIA-waived testing including obtaining specimens and assist in acquiring other tests for patients such as preparing requisitions for laboratory and X-ray work as ordered by a practitioner.
- ◆ Support general health center maintenance such as cleaning and sterilizing equipment and instruments, setting up treatment trays, changing linen in examination and treatment rooms, checking refrigeration equipment is operating at required temperatures for storage of medications and specimens; stocking supplies; assisting in maintaining and filing medical records.

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- ◆ May assign tasks to and review work of clinic support staff within their scope of practice including, but not limited to, Clinical Assistants, Medical Assistants, and Licensed Vocational Nurses.
  - ◆ Keep current with registered nursing field and requirements and maintain competencies relative to the scope of practice.

## **TYPICAL QUALIFICATIONS:**

### ***Knowledge:***

Thorough knowledge of professional nursing principles, methods and procedures; anatomy and physiology applicable to assigned duties; medical supplies and equipment used in nursing practice; and the uses and effects of medications and narcotics. Working knowledge of applicable state and federal laws and regulations pertaining to registered nursing and the scope of practice limitations of clinic support staff.

### ***Abilities:***

Ability to effectively apply nursing knowledge and demonstrate proper techniques and skills in performing nursing duties; accurately observe and record symptoms, behaviors, and reactions to treatments in order to make a nursing diagnosis; respond with therapy to treatment reactions; use applicable health center automated systems to perform duties and maintain records and prepare reports; gain the cooperation of patients; analyze emergency situations and take prompt action; maintain patient confidentiality and privacy in compliance with applicable state and federal laws and regulations; maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with patients from diverse backgrounds.

### ***Education and Experience:***

Graduation from high school or the equivalent plus completion of a professional nursing program in an approved school of nursing or by additional preparation as approved by the California Board of Registered Nursing. Typically, no experience is required as this is an entry-level registered nursing classification for recently licensed registered nurses.

### ***Licensing/Certification Requirements:***

Must possess and maintain a valid license as a Registered Nurse in the State of California. Incumbents must also possess and maintain certification in CPR/AED.

## **REGISTERED NURSE II**

Under general supervision, incumbents in this classification perform general and specialized nursing functions requiring the application of highly specialized skills and knowledge which have been acquired through advanced training, education, and practice in a specialty area, such as family planning or nutrition, approved and/or specified by a physician. The Registered Nurse II exercises more independent judgment and discretion in determining patient needs, planning and modifying nursing care, and applying nursing treatments. In addition, incumbents often assist higher level RN's or practitioners in such administrative functions as the implementation of services, policies, and procedures and may provide lead work direction for other nursing staff in the assigned area.

In addition to the registered nursing duties of the Registered Nurse I outlined above, the Registered Nurse II typically performs some or all of the work activities identified below. The following examples of typical work activities are meant to illustrate the general range of work functions performed by a Registered Nurse II; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Triage patients with more complex presentations and develop a nursing diagnosis based on observation of the patient's physical condition and interpretation of information obtained through the patient interview and other sources.
- ◆ Formulate and implement a nursing care plan for more complex cases requiring higher levels of or more specialized skills and knowledge.
- ◆ Counsel and educate patients and may conduct group sessions for students in matters related to the specialty area, which may include such specialties as nutrition or family planning. Coordinate activities and needs of the specialty area with community agencies or other campus units such as the food service.

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- ◆ May staff a nurse clinic for patient assessment and treatment under established protocols and standardized procedures for specific conditions such as emergency contraception, urinary tract infection, and colds.
  - ◆ Assist in the development and implementation of nursing services, policies, and procedures.

### **TYPICAL QUALIFICATIONS:**

#### ***Knowledge:***

In addition to the knowledge requirements of a Registered Nurse I, the Registered Nurse II must possess broader and specialized nursing knowledge that supports the performance of specialized duties in such areas as, but not limited to, triage and assessment, patient counseling, and staffing specialized nursing clinics. Also must have a broader knowledge of clinic operations and the development and implementation of a nursing program, including procedures and protocols.

#### ***Abilities:***

In addition to the abilities outlined for a Registered Nurse I, the Registered Nurse II must be able to effectively apply specialized nursing skills.

#### ***Education and Experience:***

The same education requirements as for the Registered Nurse I. In addition, the Registered Nurse II requires professional nursing experience which has provided evidence of the ability to work independently in specialized nursing activities and to support the overall nursing program within the Student Health Center. Typically, this requires at least one year of professional nursing experience.

#### ***Licensing/Certification Requirements:***

Requirements are the same as for the Registered Nurse I.

### **REGISTERED NURSE III**

Under general direction, the Registered Nurse III develops or assists in the development and implementation of nursing standards, policies, and procedures for a Student Health Center or specialty nursing program, as well as oversees and directs the nursing services for one or more specialty areas or for the Student Health Center.

In addition to the professional nursing duties outlined above for the Registered Nurse I and II, incumbents typically perform some or all of the work activities identified below. The following examples of typical work activities are meant to illustrate the general range of work functions performed by a Registered Nurse III; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Develop and implement a nursing program(s) to support the Student Health Center needs, including developing nursing standards, policies, and procedures.
- ◆ Provide lead work direction to and evaluate the work of nursing and other clinic support staff. Lead work direction involves organizing, scheduling and assigning work, training and orienting employees, and providing input to employee selection and performance evaluations.
- ◆ Coordinate daily nursing operations and ensure appropriate staffing levels to meet clinic needs. May assist in developing and monitoring the nursing budget.
- ◆ Develop and implement in-service training and special programs such as health lecture series or testing programs in response to the needs of the campus or the community.

### **TYPICAL QUALIFICATIONS:**

#### ***Knowledge:***

In addition to the knowledge requirement for the Registered Nurse I and II, the Registered Nurse III must possess a working knowledge of effective supervisory methods and technique and a more comprehensive understanding of nursing programs and specialties.

#### ***Abilities:***

In addition to the abilities outlined for the Registered Nurse I and II, the Registered Nurse III must be able to provide effective work direction; plan and organize the work of others; assess, plan, develop, implement and evaluate a nursing program which may include one or more nursing specialties or clinics.

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***Education and Experience:***

The same education requirements as for the Registered Nurse I. In addition, the Registered Nurse III requires professional nursing experience which has provided evidence of the ability to perform the nursing duties described above and has included administrative and lead responsibilities. Typically, this requires at least three years of progressively responsible professional nursing experience.

***Licensing/Certification Requirements:***

Requirements are the same as for the Registered Nurse I.

# Classification and Qualification STANDARDS

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## Speech Pathologist

*Class Code: 7976*

*Date Established: 06-30-1978*

*Date Revised: 02-01-2010*

### OVERVIEW:

Under general direction, the Speech Pathologist serves as the chief clinician providing the full range of speech pathology clinical services including diagnostic evaluations and therapeutic intervention for patients with speech and language disorders. Incumbents also coordinate clinic schedules, materials, and practices with the curricular content of the training program, as well as demonstrate the delivery of professional clinical services for the benefit of students. Also may supervise students.

### TYPICAL ACTIVITIES:

The following examples of typical work activities are meant to illustrate the general range of work functions performed by a Speech Pathologist; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Make a clinical diagnosis of speech, language and hearing status based on the administration of formal and informal tests, the evaluation and interpretation of test results, parent interviews, and case histories.
- ◆ Develop a therapeutic intervention which involves the planning, implementation, and evaluation of remediation procedures with communication impairments such as articulatory disorders, delayed and/or deviant language development, stuttering, voice, aphasia, cerebral palsy, disorders of cleft palate, and disorders of speech and language resulting from a hearing impairment.
- ◆ Prepare professional reports and records of evaluations, planned therapeutic procedures, and results.
- ◆ Coordinate the clinic schedule and oversee clinic operations including evaluating, procuring, and maintaining inventories of clinic equipment and materials.
- ◆ Provide the clinical interface with the curriculum of the program through a continual liaison with teaching faculty. May demonstrate clinical services to students, parents, medical groups, and related professionals by live and/or videotape presentations and interface demonstrations. Assist in the recruitment of clients to ensure a variety of individuals exhibiting various language, speech, and hearing problems.
- ◆ May serve as a Speech and Language Clinical Consultant for educational, medical, other professional groups and parents. Keep current with developments in the field of speech and language pathology.

### TYPICAL QUALIFICATIONS:

#### **Knowledge:**

Comprehensive knowledge of the theories, principles, and practices of clinical speech pathology work; speech anatomy and the basic pathologies involved in diseases or injuries resulting in physical and language disorders; current literature in the speech pathology field; and applicable state and federal laws and regulations pertaining to the practice of speech pathology and patient confidentiality.

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***Abilities:***

Ability to effectively perform patient speech pathology evaluations and therapeutic interventions and to demonstrate techniques to students; initiate and develop quality standards and protocols to ensure accuracy in tests; effectively use equipment for evaluations and therapeutic interventions including, but not limited to, audiometers, sonographs, language masters, delayed auditory feedback, and biofeedback equipment; communicate effectively with patients, parent, faculty, and staff and write professional-level reports and correspondence; plan, organize, and coordinate clinical operational activities; supervise students; maintain patient confidentiality as required by applicable state and federal laws and regulations; maintain effective working relationships with faculty, staff, and parents; and be sensitive to and communicate effectively with diverse patients, parents, and students.

***Education and Experience:***

Incumbents must meet the educational requirements to become a licensed speech pathologist, which is a master's degree or equivalent in speech-language pathology or audiology from an educational institution approved by the California Speech-Language Pathology and Audiology Board. Sufficient experience to perform the assigned duties, which typically require two years of clinical speech pathology work.

***Licensing/Certification Requirements:***

Incumbents must possess and maintain a Certificate of Clinical Competence in Speech Pathology awarded by the American Speech and Hearing Association and a valid license from the California Speech-Language Pathology and Audiology Board.

CSU Proposal #2

December 3, 2009

Side letter of Agreement

Implementation of Health Care Support Classification Series 12/7/09

TA  
CSUEU *Beverly L. Lauer*  
12/8/2009

CSU *Shawn Obermuth*

(Unit 2, Phase 2)

This Memorandum of Understanding (MOU) constitutes the entire agreement between the California State University (CSU) and the California State University Employees' Union (CSUEU) and satisfies all bargaining obligations resulting from meeting and conferring pursuant to HEERA and Article 17 of the parties Collective Bargaining Agreement (Agreement) on the issue regarding impact of CSU's implementation of updated classification standards for the:

- Health Information Technician (former title Health Records Technician) (1140);
- Health Education Assistant (8145);
- Health Educator (8147);
- Licensed Vocational Nurse I (8134);
- Registered Nurse I (8151);
- Registered Nurse II (8154);
- Registered Nurse III (8157);
- Radiologic Technologist I (7995);
- Radiologic Technologist II (7996);
- Registered Dietitian (former title Nutritionist) (8130);
- Physical Therapist I (7980)
- Physical Therapist II (7981)
- Speech Pathologist (7976)

and the following new classifications in Unit 2:

- Phlebotomist/Clinical Laboratory Assistant
- Orthopedic Technician
- Licensed Vocational Nurse II.

The CSUEU was provided copies of the classification standards used as the subject of discussion between the parties pursuant to provision 17.14 of the Agreement.

In accordance with the foregoing the parties hereby agree as follows:

1. **Salary Schedule**

- a) The subject classifications will be implemented effective February 1, 2010. The salary ranges effective on the implementation date are attached.
- b) Twelve month, 11/12, and 10/12 pay plans will be available for the subject classifications.

2. **Implementation of the Updated Classification Standards**

- a) Implementation of the updated classification standards will not result in any adverse impact to incumbent employees and will not impact any employee's employment status (probationary, permanent, temporary), anniversary dates or seniority points.
- b) Implementation of these updated classification standards and the corresponding salary ranges will not require campuses to grant the incumbents salary increases. Campus management may elect to provide these employees with in-range progressions.

3. **Implementation of the New Classifications**

- a) Effective with the February 2010 pay period, all newly hired Phlebotomist/ Clinical Laboratory Assistant, Orthopedic Technician, or Licensed Vocational Nurse II's shall be placed into the appropriate Unit 2 classification and will follow the existing provisions of the CSUEU agreement.
- b) Licensed Vocational Nurse Is and current employees who have been identified as Phlebotomist/Laboratory Assistant or Orthopedic Technician shall be provided a website link or copies of the Classification and Qualification Standards for the relevant classifications within thirty (30) days of the execution of this agreement.
- c) If the position description of an incumbent in the classifications covered by this Agreement is not current, the Appropriate Administrator shall work with the employee to update the position description.
- d) The appropriate administrator in the Health Center shall make the initial recommendation of the appropriate classification for those employees in in-lieu classifications performing the work of Phlebotomist/Clinical Laboratory Assistant or Orthopedic Technician, as well as incumbent Licensed Vocational Nurses. Human Resources will review the recommendation following the campus classification review procedure and provisions 9.26 – 9.28.

- e) In accordance with campus classification review and approval process and consistent with the Qualification and Classification Standards and requirements, the CSU shall consider an employee's job duties, skills, experience, and competencies outlined in the classification standards and under California State law and regulations pertaining to the positions to determine his/her placement in the appropriate classification.
- f) Pursuant to provision 9.30 of the contract, any appeal of the classification decision must be made by the employee and submitted to Human Resources within thirty (30) days of the employee's receipt of the classification decision.
- g) Classification reviews under this Agreement will be completed no later than one hundred eighty (180) days after Human Resources receives the request. Any reclassification resulting from the classification review process will be retroactive to the implementation date of this Agreement.
- h) Employees whose base salary is below the new salary range minimum will automatically be moved to the applicable salary range minimum for their classifications. Pursuant to Article 20, campus management may elect to provide employees in-range progressions above their new minimum salary rates.
- i) Employees in "in-lieu" classifications who are reclassified to one of the new classifications will receive at least a 5% increase up to the salary range maximum if the salary range maximum of the new classification is at least 2.5% above the salary range maximum of the employee's current classification after being adjusted for the 60% salary range spread.
- j) In cases where an employee is in an in-lieu of classification with a higher SSI Maximum or Salary Range Maximum than that of the new classification, the employee may be grandfathered in the current classification to ensure no adverse impact; however, an employee may voluntarily elect to be reclassified. The decision by an employee to make such an election pursuant to this paragraph must be made no later than 60 days after the notice of eligibility to be reclassified.
- k) There shall be no demotion of any incumbent as a result of the implementation of this Agreement.
- l) Employees reclassified as a result of the implementation of the new classifications will not have any change to their temporary, probationary or permanent status.

m) Employee Status

- (1) Any permanent employee reclassified as Phlebotomist/Clinical Laboratory Assistant, Orthopedic Technician, or Licensed Vocational Nurse II, within six (6) months of the execution of this Agreement, shall not have to serve a new probationary period.
  - (2) Probationary employees performing the work of Phlebotomist/Clinical Laboratory Assistant, Orthopedic Technician, or Licensed Vocational Nurse II shall receive credit toward permanency in the appropriate new classification for time served in a prior classification.
  - (3) The time temporary employees have spent performing the work of Phlebotomist/Clinical Laboratory Assistant, Orthopedic Technician, or Licensed Vocational Nurse I shall be counted for the purpose of qualifying for permanent status.
- n) Seniority points for incumbents in in-lieu classifications will be transferred to the new classification. Seniority points for those employees otherwise reclassified/promoted into the new classifications will be handled according to existing provisions in the Agreement.

4. Anniversary Dates

- a) Anniversary dates for employees who do not currently have anniversary dates and who meet the following criteria will be set to the month of the employee's initial appointment into any CSU classification at the campus combined with the current fiscal year:
  1. If as of January 31, 2010 the employee's base salary is at or above the SSI Maximum; and,
  2. If on implementation of the new salary ranges effective February 1, 2010 the employee's base salary is below the new SSI Maximum.
- b) In accordance with provision 20.30 g. of the contract, employees reclassified to a classification that resulted in at least a five percent (5%) increase, will have their anniversary date reset.

Final Unit 2 Phase 2 Pay Ranges  
 Effective February 1, 2010  
 (December 8, 2009)

*David L. Laker, CSUEU*  
*12/8/2009*  
*Sharon Obermuth, CSU*  
*12/8/09*

Unit 2 - Phase 2		Final proposals			
Class	# of Incum	Proposed Salary Range Minimum	Proposed SSI Max	Proposed Salary Range Maximum	Proposed Range Spread
Phlebotomist/Clinical Laboratory Assistant (new)	n/a	31,704	47,868	50,724	60%
Orthopedic Technician (new)	n/a	31,704	47,868	50,724	60%
Health Information Technician (former title Health Records Technician)	24	36,336	54,864	58,140	60%
Health Education Assistant	15	43,860	66,228	70,176	60%
Health Educator	37	48,072	72,588	76,920	60%
Registered Dietitian (former title Nutritionist)	4	43,752	66,072	70,008	60%
Licensed Vocational Nurse I (former title Licensed Vocational Nurse)	40	34,416	51,972	55,068	60%
Licensed Vocational Nurse II (new)	n/a	40,080	60,516	64,128	60%
Registered Nurse I	3	45,144	68,160	72,228	60%
Registered Nurse II	16	48,348	72,996	77,352	60%
Registered Nurse III	6	53,040	80,088	84,864	60%
Radiologic Technologist I	4	42,024	63,456	67,236	60%
Radiologic Technologist II	8	45,084	68,076	72,132	60%
Physical Therapist I	1	47,616	71,904	76,188	60%
Physical Therapist II	3	53,844	81,300	86,148	60%
Speech Pathologist	8	59,592	89,988	95,352	60%