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To: CSU Presidents

From: Jackie R. McClain
Vice Chancellor
Human Resources



Subject: Health Care Support (Unit 2) – Classification and Qualification Standards

Human Resources is pleased to announce implementation of new and 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. In addition, five (5) new classifications have been developed to meet campuses' operational needs and regulatory requirements.

- Clinic Support Series:
 - Clinical Assistant (8137) – *New*
 - Medical Assistant (8148) – *New*
- Pharmacy Series:
 - Pharmacy Technician (7994) – *New*
 - Pharmacist I (7991 and 7992)
 - Pharmacist II (7993) – *New*
- Clinical Laboratory Scientist Series:
 - Clinical Laboratory Scientist I (7927)
 - Clinical Laboratory Scientist II (7926)
- Nurse Practitioner (8165 and 8166)
- Physician Assistant (8161) – *New*

Final Classification and Qualification Standards are provided in Attachment A and incorporate feedback from campus management and employees during the systemwide review process.

Pursuant to Side Letter of Agreements reached between the California State University (CSU) and the California State University Employees' Union (CSUEU), the updated classification standards are effective June 1, 2006. For details regarding implementation of the updated classification standards please refer to the Side Letter of Agreements

Distribution:

Vice Presidents, Student Affairs
Human Resources Directors
Student Health Center Directors

Chair, CSU Health Services Advisory Committee
HR Professionals

(Attachment B). Additional implementation instructions will be provided to campuses in a forthcoming technical letter. New salary schedule information (e.g., new salary ranges, class title changes) will be announced in a forthcoming pay letter, and changes to the salary schedule will be implemented in the near future.

Classification and qualification standards can be viewed and printed at Human Resources Classification Standards Web site:

<http://www.calstate.edu/HRAdm/Classification/index.shtml>.

This memorandum also is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>. Questions regarding this coded memorandum may be directed to Human Resources Administration at (562) 951-4411.

JRMcC/gc

Attachments



Clinic Support Series

Classification Title	Class Code	Date Established
Clinical Assistant	8137	06-01-06
Medical Assistant	8148	06-01-06

OVERVIEW:

The Clinic Support Series is comprised of two classifications that provide progressive levels of technical, administrative, clerical, and support services to Student Health Center operations. Most often, incumbents are assigned to nursing support, but also may be assigned to other clinical departments such as the laboratory, pharmacy, radiology, optometry, or physical therapy services. Clinical and medical support functions are performed under the supervision of physicians, nurse practitioners, physician assistants, registered nurses, or other similar licensed professionals and do not involve any assessments or treatments that only may be performed by licensed professionals. Formal training and the level of medical and technical services provided distinguishes the two classifications within the series as follows:

Clinical Assistant - Incumbents perform a variety of standard clinical assistance tasks, as well as administrative and clerical duties in support of Student Health Center operations. Work is performed under the supervision of a licensed professional, as noted above. Incumbents are not required to possess any formal training, licensing, or certification. The Clinical Assistant is distinguished from administrative support classifications in that the Clinical Assistant's work is primarily related to health care support and not clerical duties.

Medical Assistant - Incumbents are distinguished from Clinical Assistants by their formal training, which permits them to administer medication employing a variety of means, including injection, and to perform numerous technical medical services for which they have received specific training. Work is performed under the supervision of a licensed professional, as noted above, in compliance with applicable state regulations and the Medical Board of California. Formal training must be obtained, as outlined under the Typical Qualifications for Medical Assistants.

CLINICAL ASSISTANT

Under regular supervision, Clinical Assistants perform a variety of standard clinical assistance work as well as administrative and clerical duties in support of Student Health Center operations. Incumbents follow standard policies and procedures in performing clinical assistance tasks. The following examples of typical work activities are meant to illustrate the general range of work functions performed by Clinical Assistants; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities and may be focused in one or more departments within the Student Health Center.

- ◆ Coordinate patient flow, including escorting patients to clinical areas and instructing them on how to prepare for examinations or medical treatments.
- ◆ Prepare examining and treatment rooms, including changing linens, setting up treatment trays, and sterilizing and setting up instrument trays and equipment, as required by the practitioner.
- ◆ Collect, record, and monitor patient data and routine measurements, such as height, weight, and temperature, and vital signs such as blood pressure and pulse.

- ◆ Assist practitioners in the delivery of health care services. May perform some basic tests such as peak flow, vision screening, and hearing testing, as well as some limited preparatory tasks not requiring a licensed professional, but for which the incumbent has received specific training.
- ◆ Ensure health care delivery areas are fully stocked, organized, clean, and disinfected as necessary. Order supplies as necessary.
- ◆ Support the full range of clerical and administrative functions within the Student Health Center including appointment scheduling for practitioners, patient reception, and locating and distributing medical records to practitioners. May assist in the processing and filing of medical and insurance documents.
- ◆ Work with practitioners to ensure patient rights to privacy, safety, and confidentiality are maintained.
- ◆ May be assigned to support other clinical departments such as the pharmacy, optometry, radiology, clinical laboratory, or physical therapy, and perform a similar range of support duties that do not require licensing or certification.

TYPICAL QUALIFICATIONS:

Knowledge:

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

Abilities:

Incumbents must be able to learn clinical assistance methods and techniques; understand and use basic medical assistance terminology to accurately and efficiently support practitioners and follow their instructions; perform clinical assistance activities accurately and timely; handle instruments and equipment properly; read and write English at a sufficient level to support maintaining accurate records and reading medical terminology; use health center automated systems to enter and maintain data and prepare simple reports; maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with diverse patients.

Education and Experience:

Incumbents must possess a high school diploma or equivalent. In addition, familiarity with a health care setting is essential, with at least six months of related experience highly preferred.

MEDICAL ASSISTANT

Medical Assistants perform a variety of medical technical support services within their scope of practice, as defined by the Medical Board of California. Medical Assistants are distinguished from Clinical Assistants by their formal training which permits them to administer medication employing a variety of means, including injection, and perform numerous standard tests and limited procedures. Typically, this formal training is obtained through an approved and accredited medical assisting program. Medical Assistants may only perform those duties authorized by their supervising physician who, in compliance with applicable state regulations, must be present in the facility when the Medical Assistant is performing specified procedures.

The following examples of typical work activities are meant to illustrate the general range of work functions performed by Medical Assistants; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities and may be focused in one or more clinical departments within a Student Health Center. Based on their formal training, Medical Assistants typically perform the following duties within their scope of practice, but also may perform any of the duties outlined for Clinical Assistants.

- ◆ Administer medication or immunizations by intramuscular, intradermal, or subcutaneous methods, as well as by inhalation, orally, sublingually, or other methods. In all cases, a licensed professional, as listed in the series overview, must verify medication dosage.

- ◆ Perform TB skin tests, measure and describe results, and refer for interpretation.
- ◆ Perform phlebotomy, which entails drawing blood by skin puncture or venipuncture to provide samples for clinical analysis and testing. If an incumbent is performing phlebotomy outside the defined scope of practice for Medical Assistants, appropriate phlebotomy certification may be required by the State of California.
- ◆ Assist practitioners in the delivery of such health care services as examinations, clinical procedures, and medical treatments.
- ◆ Perform a variety of standard tests and medical technical services not requiring a licensed professional, but for which the incumbent has specific training, such as vision screening, audiometry and hearing tests, electrocardiograms, peak flow testing and spirometry, removal of sutures and bandages, removal of casts and splints and other external devices, nasal smears of the nasal cavity only, ear lavage, throat cultures, specimen collection by non-invasive techniques, and CLIA-waived testing ordered by a physician or other clinician.
- ◆ Keep current with the medical assisting field and maintain competencies relative to the scope of practice.
- ◆ Support clinic administrative and clerical functions and perform other related duties within their scope of practice, as defined by the Medical Board of California.

TYPICAL QUALIFICATIONS:

Knowledge:

In addition to the knowledge requirements of the Clinical Assistant, the Medical Assistant must possess a working knowledge of daily clinic operations; working knowledge of aseptic techniques and requirements; working knowledge of the uses, application, and proper operation of various medical supplies and equipment used in performing the duties described above; basic knowledge of anatomy and physiology appropriate to the duties assigned; understand the potential hazards or complications resulting from administering medications and know how to initiate emergency procedures; and possess working knowledge of California laws and regulations pertaining to medical assistants.

Abilities:

In addition to the abilities identified for the Clinical Assistant, the Medical Assistant must demonstrate the proper techniques in administering medications in a variety of manners including by intramuscular, intradermal, or subcutaneous methods and by inhalation; proper techniques in performing injections and phlebotomy; competency in performing assigned medical technical support services such as the standard tests and limited procedures described above; maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with diverse patients.

Education and Training:

A high school diploma or equivalent is required. While Medical Assistants are not certified, registered, or licensed in the State of California, the Medical Board of California does require that medical assistants complete specific types and hours of training to perform the duties outlined in their scope of practice. This training must be documented and a physician or other qualified teacher, as identified by the Medical Board of California, must certify in writing that the Medical Assistant has completed the training successfully. CSU-specific requirements are as follows:

1. Most commonly, incumbents are required to possess a certificate of completion from an accredited and approved medical assisting program through the Department of Education or Bureau of Private Postsecondary and Vocational Education within the Department of Consumer Affairs. In this case, the supervising CSU physician must verify competencies.

or

2. At the discretion of the Student Health Center director, an in-house campus-training program may be developed according to the guidelines established by the Medical Board of California. In this case, a CSU physician must document and certify in writing that the formal training and clinical practice hours required by the Medical Board of California to perform the duties of a Medical Assistant have been completed successfully.

NOTE: If a Medical Assistant is performing phlebotomy outside the regular scope of practice, appropriate phlebotomy certification may be required by the State of California.



Pharmacy Series

Classification Title	Class Code	Date Established	Date Revised
Pharmacy Technician	7994	06-01-06	
Pharmacist I - 10 month	7991	07-01-78	06-01-06
Pharmacist I - 12 month	7992	06-04-73	06-01-06
Pharmacist II	7993	06-01-06	

OVERVIEW:

The Pharmacy Series is comprised of three classifications, which provide either technical pharmacy support or perform professional pharmacy and administrative functions within a campus Student Health Center pharmacy.

Pharmacy Technician - Under supervision of a licensed pharmacist, incumbents perform a variety of technical and administrative functions in support of pharmacy operations, including the non-discretionary tasks associated with the processing and packaging of prescriptions. Incumbents must possess and maintain current registration as Pharmacy Technician through the California Board of Pharmacy.

Pharmacist I - Under the general direction of the Student Health Center director or a more senior pharmacist, incumbents perform the full range of general licensed pharmacist duties, including consulting with the prescriber and patient; identifying, evaluating, and interpreting prescriptions; acquiring, compounding, and dispensing of medications, vaccines and other therapeutic agents; and ensuring pharmacy programs and operations and the delivery of pharmacy services are in compliance with established professional standards and applicable federal and state regulations. In smaller and/or less complex Student Health Center pharmacies that require only one regular or full-time pharmacist, incumbents may be responsible for some or all aspects of pharmacy administration, which may include serving as the Pharmacist-in-Charge, as defined and required by the California Board of Pharmacy.

Pharmacist II - Working under the general direction of the Student Health Center director, the Pharmacist II is distinguished by broader and higher-level responsibility for overall pharmacy operations and administration, typically at larger and/or more complex Student Health Center pharmacies. These pharmacies are characterized by more complex and varied operations and administration in such areas as formularies, finances and budget, insurance billings, locations, and staffing requirements. Incumbents perform general licensed pharmacist work and typically serve as the Pharmacist-in-Charge, as defined and required by the California Board of Pharmacy, and provide lead work direction to other licensed pharmacists and pharmacy support staff.

PHARMACY TECHNICIAN

Under supervision of a licensed pharmacist, Pharmacy Technicians perform a variety of technical and administrative functions in support of pharmacy operations, including the non-discretionary tasks associated with the processing and packaging of prescriptions. The following examples of typical work activities are meant to illustrate the general range of work functions performed by Pharmacy Technicians; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Review incoming prescription orders for validity and student eligibility. Enter data into the pharmacy's automated system and determine billing procedures when applicable.
- ◆ Process prescriptions including the packaging and labeling of drug products. May prepare and compound simple prescriptions for Pharmacist review.
- ◆ Compile and maintain appropriate medical and medication information and records from patients or their medical records and maintain appropriate prescription records in conformance with applicable university, state and federal regulations.
- ◆ Perform inventory management duties, including the ordering, cycling of stock, and removal of out of date items according to established policies.
- ◆ Perform cashiering functions, as needed.

TYPICAL QUALIFICATIONS:

Knowledge:

Incumbents must possess a working knowledge of brand and generic drug names, prescription packaging and labeling, aseptic compounding techniques, and drug disposal protocols; general knowledge of different pharmacy operations, practices, and procedures; and familiarity with the standards, ethics, laws, and regulations governing pharmacy practice in the State of California.

Abilities:

Incumbents must be able to understand and use pharmacy and medical terms, abbreviations, and symbols commonly used in prescribing and dispensing medications; perform the record-keeping functions involved in and related to dispensing drugs and inventory management; perform packaging and labeling of drug products; perform calculations for drug dosing; effectively use and maintain the pharmacy automated system to maintain pharmacy and prescription records, produce required reports, and perform cashiering functions; establish and maintain effective working relationships with practitioners and other health center support staff; and exhibit strong customer service skills with patients.

Education and Experience:

Incumbents must possess a high school diploma or equivalent and the necessary education and training to be a registered Pharmacy Technician by the California Board of Pharmacy. Such education and training may be an associate's degree in pharmacy technology **or** completion of an accredited pharmacy technician training program **or** equivalent training and experience, as defined and required by the California State Board of Pharmacy. Additionally, incumbents must possess sufficient experience to gain a working knowledge of daily pharmacy operations, typically ranging between six months to one year of experience working in a pharmacy setting.

Registration Requirements:

Incumbents must possess and maintain current registration as a Pharmacy Technician through the California State Board of Pharmacy.

PHARMACIST I

The Pharmacist I performs the full range of general licensed pharmacist duties, including consulting with the prescriber and patient; identifying, evaluating and interpreting prescriptions; acquiring, compounding and dispensing medications, vaccines and other therapeutic agents; and ensuring pharmacy programs and operations and the delivery of pharmacy services are in compliance with established professional standards and applicable federal and state regulations. Incumbents often serve as a staff pharmacist, but may be responsible for some or all aspects of pharmacy administration in Student Health Center pharmacies that are smaller and/or have less complex operations as these pharmacies often need only one regular or full-time pharmacist. Assignment of administrative responsibilities may include serving as the Pharmacist-in-Charge, as defined and required by the California Board of Pharmacy.

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

- ◆ Interpret prescriber orders and select, compound, and dispense prescriptions. Take and maintain appropriate patient drug and health histories. Counsel students regarding proper administration and storage of prescribed and over-the-counter medications. May develop educational materials for students relative to pharmaceuticals.
- ◆ Consult with and advise physicians and other practitioners on drug selection, dosage, and administration; drug action and side effects; drug interactions; alternative drug therapies; and drug availability and cost.
- ◆ Ensure proper maintenance of detailed prescription records, as well as inventory records on drugs, narcotics, and poisons. Prepare and file necessary reports, as required by the university and applicable state and federal laws and regulations.
- ◆ Acquire, receive, and maintain pharmaceuticals and supplies.
- ◆ Assist in the accurate completion of insurance forms and related paperwork.
- ◆ Ensure pharmacy operations and programs, as well as services delivered, are in compliance with professional standards and applicable federal and state regulations. Participate in Student Health Center quality assurance, accreditation, risk management, emergency preparedness, and other related programs.
- ◆ Keep current with developments in the pharmaceutical field and in areas affecting pharmacy operations.
- ◆ May be responsible for some or all aspects of pharmacy administration including coordinating pharmacy operations, participating in the development and implementation pharmacy policies and procedures, and assisting in budget preparation and management.
- ◆ May serve as the Pharmacist-in-Charge in smaller Student Health Center pharmacies requiring only one regular or full-time pharmacist, which entails ensuring the pharmacy is in compliance with all state and federal licensing and regulatory requirements and completing necessary reports, as defined and required by the California Board of Pharmacy.
- ◆ May be assigned to provide lead work direction to technical and administrative support staff within the health center pharmacy, such as pharmacy technicians and clerks. Lead work direction involves organizing and planning work; training and orienting employees, scheduling pharmacy support staff, assigning work, reviewing work, and providing input to employee selection and performance evaluations. Also may be responsible for scheduling on-call pharmacists.

TYPICAL QUALIFICATIONS:

Knowledge:

Incumbents must possess the knowledge to work as a licensed pharmacist including, but not limited to, a thorough knowledge of all drugs, chemicals and supplies required in the operation of the Student Health Center pharmacy; a comprehensive knowledge of the laws and regulations pertaining to the dispensing, storage, and recordkeeping of drugs, narcotics and poisons; a working knowledge of automated pharmacy systems; a general knowledge of pharmacy administration and the requirements of serving as a Pharmacist-in-Charge; and a working knowledge of campus procurement and budgetary processes.

Abilities:

Incumbents must be able to independently perform the duties of a licensed pharmacist including, but not limited to, compounding and filling prescriptions; evaluating written prescription orders to determine ingredients needed and ensure proper dosages; reviewing patient profiles against prescriptions for potential drug interactions and allergies; serving as a resource to practitioners and other medical support staff in the areas of pharmacology, drug combination, drug interaction, and alternative drug therapies; participating in the development and implementation of pharmacy policies, procedures and protocols; preparing and maintaining accurate records and reports; establishing and maintaining effective working relationships with other health center staff and management; be sensitive to, communicate effectively with, and provide support to diverse patients; and providing lead work direction to pharmacy support staff.

Education and Experience:

Graduation from a recognized and accredited college of pharmacy program as defined by the California Board of Pharmacy is required. In addition, incumbents must demonstrate sufficient experience and competency as a licensed pharmacist to work independently, and if assigned, assume administrative responsibilities within the health center pharmacy. Typically, this requires a minimum of one year of experience.

License Requirements:

Incumbents must possess and maintain a valid license to practice as a registered pharmacist, as defined and required by the California Board of Pharmacy.

PHARMACIST II

The Pharmacist II is distinguished by broader and higher-level responsibility and accountability for overall pharmacy operations and administration, typically at larger and/or more complex Student Health Center pharmacies. These pharmacies are characterized by more complex and varied operations and administration in such areas as formularies, finances and budget, insurance billings, locations, and staffing requirements. In addition to performing regular licensed pharmacist work, incumbents typically serve as the Pharmacist-in-Charge and provide lead work direction to other licensed pharmacists and pharmacy support staff.

The following examples of typical work activities are meant to illustrate the general range of work functions performed by Pharmacist II; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities. In addition to the general duties of a Pharmacist I, the Pharmacist II typically performs the following:

- ◆ Administer overall pharmacy operations including planning and organizing ongoing operations, developing and monitoring the pharmacy budget, ensuring compliance with quality assurance programs, overseeing insurance billing and processing, ensuring staff are competently trained, and scheduling staff.
- ◆ Serve as the Pharmacist-in-Charge, which entails ensuring the pharmacy is in compliance with all state and federal licensing and regulatory requirements and completing necessary reports, as defined and required by the California Board of Pharmacy.
- ◆ Work with the health center management team in the development, implementation, documentation and communication of pharmacy policies, procedures, and protocols; quality assurance programs; and security measures and programs. Consult with medical and nursing staff on their needs relative to pharmacy operations.
- ◆ Develop and maintain a complex pharmacy formulary and inventory. Ensure pharmacy inventory is complete and accurate, monitor for proper utilization of pharmaceuticals, ensure timely ordering of pharmaceuticals and supplies, ensure safety of pharmaceuticals dispensed, and ensure prompt and proper disposal of expired medications.
- ◆ May be assigned to provide lead direction to other licensed pharmacists, as well as pharmacy support staff.

TYPICAL QUALIFICATIONS:**Knowledge:**

In addition to the knowledge required of a Pharmacist I, the Pharmacist II must possess a comprehensive and in-depth knowledge of all state and federal laws pertaining to pharmacy operations and the requirements of serving as the Pharmacist-in-Charge; a thorough knowledge of pharmacy operations and administration; thorough knowledge of campus budgetary processes in relation to the pharmacy; and a working knowledge of human resource processes and procedures.

Abilities:

In addition to the abilities required of a Pharmacist I, the Pharmacist II must be able to develop, implement, and communicate pharmacy policies, procedures and protocols, including those related to pharmacy security; develop a quality assurance program and ensure ongoing compliance; develop and implement a comprehensive pharmacy budget; and provide lead work direction to other licensed pharmacists, as well as pharmacy support staff.

Education and Experience:

Education requirements are the same as for the Pharmacist I. In addition to the experience of a Pharmacist I, the Pharmacist II must demonstrate sufficient experience to oversee the operations of a larger more complex pharmacy, serve as the Pharmacist-in-Charge, and provide work direction to other licensed pharmacists. Typically, three to five years of experience working as a licensed pharmacist with progressive operational and administrative responsibilities is necessary to gain the appropriate level of experience.

License Requirements:

Licensing requirements are the same as for the Pharmacist I.



Clinical Laboratory Scientist Series

Classification Title	Class Code	Date Established	Date Revised
Clinical Laboratory Scientist I	7927	06-30-80	06-01-06
Clinical Laboratory Scientist II	7926	06-30-80	06-01-06

OVERVIEW:

The Clinical Laboratory Scientist Series is comprised of two classifications with progressive responsibility for laboratory administration as well as quality control and assurance. All incumbents are responsible for performing a wide variety of clinical laboratory tests which provide the medical staff with essential data and information for the prevention, diagnosis, and treatment of illnesses, diseases, and other conditions found within the university setting. Tests include chemical, physical, microscopic, bacteriological, hematological, immunological, and related tests. Incumbents also are responsible for maintaining the laboratory in support of Student Health Center operations.

Clinical Laboratory Scientist I - Incumbents are licensed professionals responsible for the performance of a wide variety of clinical laboratory tests and examinations as well as laboratory quality control and assurance. In a smaller and/or less complex clinical laboratory performing a narrower range of tests and where only one Clinical Laboratory Scientist may be needed, incumbents also may assist in some aspects of laboratory administration. Additionally, incumbents must have access to a physician laboratory director or higher-level clinical laboratory scientist for referral of unique, extraordinary, or unexpected test results.

Clinical Laboratory Scientist II - Incumbents are distinguished by broader and higher-level responsibility for the technical administration of a Student Health Center clinical laboratory, most often in a larger laboratory characterized by more varied and complex operations with additional staffing requirements and a wider range of tests performed. Incumbents work under the general supervision of and must have access to a physician laboratory director, and typically serve as the technical supervisor for the laboratory by overseeing daily technical operations and providing lead work direction to other Clinical Laboratory Scientists and/or laboratory support staff.

CLINICAL LABORATORY SCIENTIST I

The Clinical Laboratory Scientist I is a licensed professional responsible for the performance of a wide variety of clinical laboratory tests and examinations using manual methods or applicable mechanical and electronic equipment. In most cases, testing steps are well defined and delineated; however, tests range from moderately to highly complex in nature, involving multiple steps and procedures and requiring professional judgment. Incumbents are responsible for quality assurance and control and work under the supervision of a physician laboratory director or more senior Clinical Laboratory Scientist who spot checks work and must be available for referral on unique, extraordinary, or unexpected test results.

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

- ◆ Perform clinical laboratory tests such as chemical, physical, microscopic, microbiological, bacteriological, hematological, immunological, and other laboratory diagnostic tests ordered by a physician or other licensed practitioner. Frequently performed tests include routine urinalysis, pregnancy tests, blood tests, and antibiotic sensitivity tests.
- ◆ Collect specimens to perform tests, including performing phlebotomy. Prepare solutions and reagents used in testing and analysis.
- ◆ Read test results and examine and interpret outcomes to identify abnormalities. Perform mathematical calculations related to testing and analysis. Provide results to practitioners.
- ◆ Ensure laboratory quality control and assurance, perform proficiency testing, and maintain a safe laboratory environment in accordance with established standards, protocols, and applicable federal and state regulations, such as the Clinical Laboratory Improvement Amendments (CLIA) and the Occupational Safety and Health Act (OSHA). Ensure compliance with infection control policies and blood borne pathogen safety precautions.
- ◆ Use automated and manual data and reporting systems, such as a laboratory information system, to maintain records of laboratory tests conducted, prepare and maintain patient data, and prepare reports. Assist in maintaining such systems and their interfaces to other medical information systems and ensure data accuracy.
- ◆ Prepare for licensing and related inspections, prepare laboratory and operational compliance reports, and provide data for more comprehensive state and federal regulatory compliance reports.
- ◆ Operate and maintain instruments and equipment utilizing established procedures. Conduct routine calibration and/or standardization of instruments.
- ◆ Maintain laboratory, materials, and equipment in orderly condition. Ensure supply and materials are maintained at adequate levels.
- ◆ In a smaller and/or less complex student health center clinical laboratory where only one Clinical Laboratory Scientist may be needed, incumbents may assist the physician laboratory director in some aspects of laboratory administration which may include coordinating daily operations, assisting in monitoring the budget, preparing technical and administrative reports, and participating in the development of laboratory processes and protocols.
- ◆ May be assigned to provide lead work direction to laboratory support staff. Lead work direction involves training and orienting employees, scheduling support staff, assigning and reviewing work, and providing input to employee selection and performance evaluations.

TYPICAL QUALIFICATIONS:

Knowledge:

Incumbents must possess a thorough knowledge of the theories, principles and practices of clinical laboratory science including the use and care of all applicable laboratory equipment; working knowledge of the preparation of specimens; working knowledge of various laboratory disciplines, tests and procedures including chemical, physical, microscopic, microbiological, bacteriological, serological, hematological, immunological, and other related disciplines and laboratory tests; basic knowledge of mycology, virology, and genetics; working knowledge of automated information systems used in clinical laboratory settings; general knowledge of clinical laboratory quality control and assurance procedures, protocols and standards; and general knowledge of state and federal regulations pertaining to the operation of a clinical laboratory.

Abilities:

Incumbents must be able to identify incongruities in test procedures and inconsistencies in reports of test results for a patient; demonstrate skill in the performance of a variety of laboratory analyses and evaluate information against measurable criteria; notice pertinent details of specimens under microscopic study; perform applicable mathematical calculations rapidly and accurately; keep current in developments in the field of clinical laboratory science; and if assigned, provide lead work direction to laboratory support staff.

Education and Experience:

Incumbents must possess the requisite education for licensing, which is a bachelor's degree in clinical laboratory science or equivalent from an accredited institution **or** equivalent post-secondary education, training and experience as defined by the California Division of Laboratory Science. In addition, incumbents must possess sufficient experience to demonstrate the professional and technical competencies to independently perform the duties of the position.

Licensing/Certification Requirements:

Incumbents must possess and maintain a valid California Clinical Laboratory Scientist license.

CLINICAL LABORATORY SCIENTIST II

The Clinical Laboratory Scientist II is distinguished by broader and higher-level responsibility and accountability for the technical administration of a student health center clinical laboratory, most often in a larger laboratory characterized by more varied and complex operations, staffing requirements, and a wider range of tests performed. Incumbents work under the general supervision of a physician laboratory director and typically serve as the technical laboratory consultant and supervisor by overseeing daily technical operations, including such duties as bringing new tests on-line and verifying their accuracy, ensuring quality control, establishing appropriate procedures and protocols, and performing proficiency testing and personnel competency programs. Typically, incumbents provide lead work direction to one or more clinical laboratory scientists and/or laboratory support staff, but also may be the sole person within the laboratory.

The following examples of typical work activities are meant to illustrate the general range of work functions performed by the Clinical Laboratory Scientist II; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities. In addition to the general professional duties of the Clinical Laboratory Scientist I, the Clinical Laboratory Scientist II typically performs the following:

- ◆ Perform a variety of complex and advanced, as well as standard clinical laboratory tests. Adapt, develop and introduce new test procedures and methodologies into the laboratory, including developing and documenting new protocols. Establish and/or modify quality control criteria for measuring the accuracy of results. Instruct other laboratory staff in the performance of new and modified procedures and methods.
- ◆ Collect and extrapolate data on new procedures and methods to develop test criteria and standards. Investigate procedural modifications and unexpected test results to determine reasons for nonconformance with established patterns. Consult with physicians or other practitioners on test results and explore alternative methods for verifying results.
- ◆ Set up new equipment and adapt laboratory guidelines and protocols for new or modified processes and adapt manual tests for automated processing.
- ◆ Perform a variety of administrative functions within the laboratory including coordinating daily operations, administering quality control and assurance and regulatory compliance programs, preparing laboratory operational and compliance reports, ensuring proper use of equipment and materials, developing and monitoring the laboratory budget, and procuring supplies and materials.
- ◆ Ensure the laboratory continues to meet the standards for the compliance and accreditation program under CLIA, Department of Health quality assurance standards, and OSHA regulatory requirements and prepare required compliance reports.
- ◆ May serve as the administrator for the laboratory's automated system including monitoring data and information accuracy and system upgrades.
- ◆ May be assigned to provide lead work direction to one or more Clinical Laboratory Scientists, as well as to laboratory support staff. Lead work direction involves organizing and planning work; training and orienting employees, scheduling laboratory staff; assigning work and reviewing work, and providing input to employee selection and performance evaluations.

TYPICAL QUALIFICATIONS:

Knowledge:

In addition to the knowledge required of a Clinical Laboratory Scientist I, Clinical Laboratory Scientist II incumbents must possess a comprehensive and in-depth knowledge of the theories, principles and practices of clinical laboratory science, including the use and care of applicable equipment and systems; thorough knowledge of clinical laboratory quality control procedures, protocols and standards; thorough knowledge of various laboratory disciplines, tests and procedures including chemical, physical, microscopic, microbiological, bacteriologic, serological, hematological, immunological, and other related disciplines and laboratory tests; thorough knowledge of automated computer systems used in clinical laboratory settings; and thorough knowledge of federal and state regulations pertaining to clinical laboratories.

Abilities:

In addition to the abilities outlined for the Clinical Laboratory Scientist I, the Clinical Laboratory Scientist II must be able to serve as a technical consultant within the laboratory regarding methodologies, protocols, and established laboratory procedures; identify and locate sources of information about various new tests and uses of new equipment; demonstrate competency in the performance of complex and advanced laboratory analyses; adapt and introduce new and modified tests into the laboratory; evaluate tests results and data against measurable criteria; extrapolate data to develop new test criteria and standards; identify incongruities in test procedures and inconsistencies in reports of test results for patients; develop procedures, quality control checks and instructions necessary for new or modified tests; plan, schedule and carry out laboratory activities to meet administrative guidelines and medical needs; perform quality assurance studies and compile statistical information required to meet state and federal licensing standards, requirements, and accreditation programs; keep records and prepare various administrative and laboratory analysis reports; and provide lead work direction to professional and support laboratory staff.

Education and Training:

Incumbents must possess the same educational requirements as the Clinical Laboratory Scientist I. In addition, incumbents must possess sufficient experience to demonstrate the professional and technical competencies to independently perform the administrative and technical duties of a Clinical Laboratory Scientist II, which typically would be two years of increasing responsibility within a clinical laboratory.

Licensing/Certification Requirements:

Incumbents must possess and maintain a valid California Clinical Laboratory Scientist license. National licensing from the American Society for Clinical Pathology and/or a specialty certification in such areas as hematology or microbiology are desirable, but not required.



Nurse Practitioner

Class Code: 8165 - 10 month

Class Code: 8166 - 12 month

Date Established: 11-19-76

Date Revised: 06-01-06

OVERVIEW:

The Nurse Practitioner is a licensed, highly skilled health care practitioner who provides a wide range of primary health care services within a Student Health Center including assessment, diagnostic, and preventive and health maintenance services. Incumbents work under the supervision of a physician using established standardized procedures and/or process protocols. Nurse Practitioners are licensed registered nurses, but are distinguished by additional advanced education and training and a certificate to practice as a Nurse Practitioner in a specialty area.

Nurse Practitioners and Physician Assistants perform comparable duties, but are distinguished by how incumbents obtain their preparatory education and training and by the agency governing licensing and certification. Nurse Practitioners must complete a training program approved by and possess a certificate from the California Board of Registered Nursing, while Physician Assistants must complete an approved Physician Assistant program and be licensed by the Medical Board of California.

TYPICAL ACTIVITIES:

Nurse Practitioners collaborate with the Student Health Center director and their supervising physicians to develop standardized procedures and/or process protocols particular to the campus and scope of practice for their positions. Incumbents provide a wide range of primary health care services, such as conducting physical examinations; diagnosing, treating, and managing illnesses and injuries; ordering tests and interpreting the results; and counseling patients on preventive care. The following examples of typical work activities are meant to illustrate the general range of work functions performed by Nurse Practitioners; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Perform complete physical examinations, including obtaining detailed medical histories, using applicable clinical techniques and diagnostic tools.
- ◆ Diagnose common acute and chronic illnesses and injuries and develop treatment plans based upon an evaluation of a patient's medical history, physical examination, and test results.
- ◆ Order, interpret, and evaluate common laboratory and other standard diagnostic tests and procedures. May perform CLIA-waived testing.
- ◆ Establish and document the health care treatment plans and prognoses for patients treated, including referrals to specialists in such areas as, but not limited to, dermatology, ENT, OB/GYN, or physical or occupational therapy or social services. Maintain records, progress notes, and provisions for continuity of care for each case that are sufficiently complete for any physician and peer review group to evaluate the effectiveness of the plan.
- ◆ Furnish medication to patients, provided the supervising physician has delegated the authority to do so and the incumbent possesses a valid furnishing number and certificate. If the incumbent's furnishing procedures also include furnishing specific controlled substances, the incumbent also must possess a valid DEA number and certificate.

- ◆ Instruct and counsel patients regarding medical problems, use of medications, and compliance with prescribed therapeutic regimens, family planning, emotional problems, preventive health care, and health maintenance.
- ◆ May perform procedures and minor surgeries such as injections, immunizations, skin biopsies, suturing and wound care, minor orthopedic procedures, and incisions and draining. Perform therapeutic procedures in response to life threatening situations according to protocols.
- ◆ Collaborate and consult with physicians and other health care team professionals on more complicated health problems and referrals.
- ◆ Maintain compliance with established university policies, procedures, and protocols for quality assurance and infection control.
- ◆ Keep current with developments in nurse practitioner and medical fields applicable to the population served within the Student Health Center.
- ◆ May be assigned to provide lead work direction to specified 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.

TYPICAL QUALIFICATIONS:

Knowledge:

Incumbents must possess the knowledge to work as a Nurse Practitioner including, but not limited to, a comprehensive knowledge of advanced nursing and primary care principles, methods and procedures; a thorough knowledge of medical theories, practices and protocols relative to the scope of practice; a thorough knowledge of subject areas such as growth and development, pathophysiology, psychosocial assessment, pharmacology, nutrition, disease management, and the principles of health maintenance; a thorough knowledge of the applicable state and federal laws and regulations pertaining to practice as a Nurse Practitioner; and general knowledge of effective supervisory principles and practices, if assigned lead work direction.

Abilities:

Incumbents must possess the abilities and clinical competence required to work as a Nurse Practitioner including, but not limited to, the ability to work independently in assigned areas of practice established by the supervising physician; demonstrate clinical competence in eliciting patient histories, conducting examinations, diagnosing and treating acute and chronic illnesses and injuries, assessing patient needs and making appropriate referrals; use clinical techniques and diagnostic tools; interpret laboratory and other test results; keep current with developments in the medical field pertinent to the incumbent's scope of practice; establish and maintain effective working relationships with other health center staff; be sensitive to and communicate effectively with diverse patients; and, if assigned, provide lead work direction to specified health center support staff.

Education and Experience:

Nurse Practitioners must possess an academic degree or certificate from an approved college or university-based Nurse Practitioner program **or** possess equivalent training and experience as outlined by the California Board of Registered Nursing (BRN). Incumbents must be clinically competent in a medical specialty applicable to their position and must possess sufficient experience to independently perform the duties of a Nurse Practitioner within that specialty.

Licensing and Certification Requirements:

Incumbents must possess and maintain a valid California license as a Registered Nurse **and** a BRN certificate evidencing that the individual is qualified to use the title of Nurse Practitioner, as required by the California Board of Registered Nursing. National certification is preferred, but not required. In addition, if the incumbent is delegated the authority to furnish medications, the incumbent must possess and maintain a valid BRN Furnishing Certificate. If the furnishing procedures include the delegated authority to furnish specific controlled substances, incumbents also must possess and maintain a valid DEA number and certificate.



Physician Assistant

Class Code: 8161

Date Established: 06-01-06

OVERVIEW:

The Physician Assistant is a licensed, highly skilled health care practitioner who provides a wide range of primary health care services within a Student Health Center, including assessment, diagnostic, and preventive and health maintenance services. The scope of practice for each incumbent is established in writing by the supervising physician and is limited to those functions that the physician determines an incumbent is competent to perform. Competency is determined based on the supervising physician's assessment of the incumbent's capabilities and education, training and experience.

Physician Assistants and Nurse Practitioners perform comparable duties, but are distinguished by how incumbents obtain their preparatory education and training and the agencies governing licensing and certification. Physician Assistants are licensed by the Medical Board of California and must have completed an approved Physician Assistant program, while the California Board of Registered Nursing oversees the training programs and licensing of Nurse Practitioners.

TYPICAL ACTIVITIES:

Under the supervision of a physician, Physician Assistants work within their established scope of practice to provide a wide range of primary health care services, such as conducting physical examinations, diagnosing, treating and managing illnesses and injuries, ordering tests and interpreting the results, and counseling patients on preventive care. The following examples of typical work activities are meant to illustrate the general range of work functions performed by Physician Assistants; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Perform complete physical examinations, including obtaining detailed medical histories, using applicable clinical techniques and diagnostic tools.
- ◆ Diagnose common acute and chronic illnesses and injuries and develop treatment plans based upon an evaluation of a patient's medical history, physical examination, and test results.
- ◆ Order, interpret, and evaluate common laboratory and other standard diagnostic tests and procedures. May perform CLIA-waived testing.
- ◆ Establish and document the health care treatment plans and prognoses for patients treated, including referrals to specialists in such areas as, but not limited to, dermatology, ENT, OB/GYN, or physical or occupational therapy or social services. Maintain records, progress notes, and provisions for continuity of care for each case that are sufficiently complete for any physician and peer review group to evaluate the effectiveness of the plan.
- ◆ Transmit medication to patients, provided the supervising physician has delegated the authority to do so and the incumbent possesses a valid transmitting number. In some cases, incumbents also may be required to possess and maintain a valid DEA number and certificate to transmit specific controlled substances.
- ◆ Instruct and counsel patients regarding medical problems, use of medications, and compliance with prescribed therapeutic regimens, family planning, emotional problems, preventive health care, and health maintenance.

- ◆ May perform procedures and minor surgeries such as injections, immunizations, skin biopsies, suturing and wound care, minor orthopedic procedures, and incisions and draining. Perform therapeutic procedures in response to life threatening situations according to established protocols.
- ◆ Collaborate and consult with physicians and other health care professionals on more complicated health problems and referrals.
- ◆ Maintain compliance with established university policies, procedures, and protocols for quality assurance and infection control.
- ◆ Keep current with developments in physician assistant and medical field pertinent to the scope of practice.
- ◆ May be assigned to provide lead work direction to specified 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.

TYPICAL QUALIFICATIONS:

Knowledge:

Incumbents must possess the knowledge to work as a licensed Physician Assistant including, but not limited to, a thorough knowledge of medical theories, practices and protocols relative to the scope of practice; a thorough knowledge of subject areas such as growth and development, pathophysiology, psychosocial assessment, pharmacology, nutrition, disease management, and the principles of health maintenance; a thorough knowledge of the applicable state and federal laws and regulations pertaining to practice as a Physician Assistant; and, if assigned lead work direction, general knowledge of effective supervisory principles and practices.

Abilities:

Incumbents must possess the abilities and clinical competence required to work as a licensed Physician Assistant including, but not limited to, the ability to work independently in assigned areas of practice established by the supervising physician; demonstrate clinical competence in eliciting patient histories, conducting examinations, diagnosing and treating acute and chronic illnesses and injuries, assessing patient needs, and making appropriate referrals; use clinical techniques and diagnostic tools; interpret laboratory and other test results; keep current with developments in the medical field pertinent to the incumbent's scope of practice; establish and maintain effective working relationships with other health center staff; be sensitive to and communicate effectively with diverse patients; and, if assigned, provide lead work direction to specified health center support staff.

Education and Experience:

Physician Assistants must possess an academic degree or certificate from an approved college or university-based physician assistant medical training program. Incumbents must possess sufficient experience to independently perform the scope of practice identified for the position.

Licensing and Certification Requirements:

Incumbents must possess and maintain a valid license to practice as a Physician Assistant in the State of California. Licensing by the Medical Board of California requires passing the Physician Assistant National Certifying Examination. If delegated the authority to transmit medications, incumbents must possess and maintain a valid California transmitting number. In addition, incumbents who have been delegated the authority to transmit specific controlled substances also must possess and maintain a valid DEA number and certificate.

Final June 15, 2006
Clinic Support Series - Implementation Side Letter of Agreement

Side Letter of Agreement – Clinic Support Series Implementation
Effective June 1, 2006

This Memorandum of Understanding constitutes the entire agreement between the California State University (CSU) and the California State University Employees' Union (CSUEU) relating to the implementation of the Clinic Support Classification Series, which includes the new Clinical Assistant (class code 8137) and Medical Assistant (class code 8148) classifications. This agreement satisfies the meet and confer and all other bargaining obligations pursuant to HEERA and Article 17 of the parties Collective Bargaining Agreement (Agreement) on the issue of the impact of the implementation of the Clinic Support Series. CSU provided copies of the new classification standards to CSUEU as the basis for discussions between the parties pursuant to provision 17.12 of the Agreement.

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

General Implementation Provisions

- The Clinic Support series which includes the new Clinical Assistant (class code 8137) and Medical Assistant (class code 8148) classifications will be implemented effective June 1, 2006.
- The salary ranges established for these new classifications are attached.

Clinical Assistant Implementation (Class Code 8137)

- The conversion of employees from the Clinical Aid I (class code 8135) and Clinical Aid II (class code 8136) classifications to the new Clinical Assistant classification (class code 8137) will be considered a lateral transfer pursuant to 9.23 and the implementation of a new classification structure. Employees will carry over their anniversary date, seniority points and employment status (probationary, permanent, temporary) to the new Clinical Assistant classification.
- An employee whose base salary is below the new salary range minimums will automatically be moved to the applicable salary range minimum for their classification. Pursuant to Article 20, campus management may elect to provide these employees an in-range progression above their new minimum salary rate.
- Anniversary dates for employees who meet the following criteria will be set to August 2006:
 - If as of May 31, 2006, the employee's base salary is at or above the SSI Maximum, and,
 - If on implementation of the new salary ranges effective June 1, 2006, the employee's base salary is below the new SSI Maximum.
- The Clinical Aid I and II classifications (class codes 8135 and 8136) will be abolished once all incumbents have been reclassified to the Clinical Assistant classification.

Final June 15, 2006
Clinic Support Series - Implementation Side Letter of Agreement

Medical Assistant Implementation (Class Code 8148)

- If campus management determines the need for Medical Assistants at their campus, campus management will have nine months from the date of implementation noted above to conduct a classification review to determine if an employee in the new Clinical Assistant or other in-lieu of classification is eligible to be reclassified to the new Medical Assistant. This review must include a verification of all competencies as outlined in the classification standard and under California State law and regulations pertaining to Medical Assistants. Eligible employees will be reclassified to the Medical Assistant classification no later than April 1, 2007.
- If an employee does not possess the essential competencies for reclassification to the Medical Assistant classification during the nine-month review period, then the timeline specified above for reclassification is not applicable.
- For employees who currently possess a certificate of completion from a medical assisting school, it is still essential for the campus to verify competencies. It is up to campus management to determine when an employee is eligible to be reclassified based on the employee's background, experience and verified competencies. Campuses will have 180 days from the date of implementation to verify competencies and employees found to be competent will be reclassified no later than December 1, 2006.
- The reclassification provisions as outlined in Article 9 and Anniversary Date provisions as outlined in Article 20 of the Agreement will apply for employees reclassified to the new Medical Assistant classification.
- There will be no adverse impact for employees as a result of the implementation of the new classifications. 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 Medical Assistant 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.
- Those incumbents in in-lieu of classifications who, as a result of this agreement, transferred into the new Medical Assistant classification will not have any change to their probationary, permanent or temporary status. Incumbents who are serving a probationary period in an in-lieu of classification will continue serving the remainder of the probationary period in the Medical Assistant classification. The probationary period provisions outlines in Article 9 will apply to employees who are otherwise reclassified or promoted to this classification.
- Seniority points for incumbents in in-lieu of classifications will be transferred to the new Medical Assistant classification. Seniority points for those employees otherwise

Final -- June 15, 2006
Pharmacy Series - Implementation Side Letter of Agreement

Side Letter of Agreement – Pharmacy Series Implementation
Effective June 1, 2006

This Memorandum of Understanding constitutes the entire agreement between the California State University (CSU) and the California State University Employees' Union (CSUEU) relating to the implementation and impact of the Pharmacy Series which includes new Pharmacy Technician (class code 7994), Pharmacist I (class cods 7991 and 7992) and the new Pharmacist II (class code 7993) classifications. This agreement satisfies meet and confer and all other bargaining obligations pursuant to HEERA and Article 17 of the parties Collective Bargaining Agreement (Agreement) on this issue. CSU provided copies of these new classification standards to the CSUEU as the basis for discussions between the parties pursuant to provision 17.12 of the Agreement.

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

- The Pharmacy Series which includes the new Pharmacy Technician (class code 7994), Pharmacist I (class code 7991 and 7992) and the new Pharmacist II (class code 7993) classifications will be implemented effective June 1, 2006.
- The salary ranges effective on the implementation date for the above classifications are attached.
- An employee whose base salary is below the new salary range minimums will automatically be moved to the applicable salary range minimum for their classification. Pursuant to Article 20, campus management may elect to provide these employees an in-range progression above their new minimum salary rate.

Pharmacy Technician (class code 7994)

- The reclassification provisions as outlined in Article 9 and Anniversary Date provisions as outlined in Article 20 of the Agreement will apply for employees reclassified to the new Pharmacy Technician classification. Employees eligible for reclassification to the new Pharmacy Technician classification must be identified and reclassified within 60 days of the implementation date of this Agreement.
- 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 Pharmacy Technician 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.
- Those incumbents in in-lieu of classifications who, as a result of this agreement, transferred into the new Pharmacy Technician classification will not have any change to

Final – June 15, 2006

Pharmacy Series - Implementation Side Letter of Agreement

their probationary, permanent or temporary status. Incumbents who are serving a probationary period in an in-lieu of classification will continue serving the remainder of the probationary period in the Pharmacy Technician classification. The probationary period provisions outlines in Article 9 will apply to employees who are otherwise reclassified or promoted to this classification.

- Seniority points for incumbents in in-lieu of classifications will be transferred to the new Pharmacy Technician classification. Seniority points for those employees otherwise reclassified/promoted into the new classifications will be handled according to existing provisions in the Agreement.

Pharmacist I (class codes 7991 and 7992)

- The classification titles were changed from Pharmacist to Pharmacist I in order to incorporate the new Pharmacist II classification (class code 7993) into a Pharmacy Series.
- Anniversary dates for employees who meet the following criteria will be set to August 2006:
 - If as of May 31, 2006, the employee's base salary is at or above the SSI Maximum; and,
 - If on implementation of the new salary ranges effective June 1, 2006, the employee's base salary is below the new SSI Maximum.

Pharmacist II (class code 7993)

- If campus management determines the need for a Pharmacist II at their campus, campus management will have 180 days from the date of implementation noted above to conduct a classification review to determine if an employee is eligible to be reclassified to the new Pharmacist II classification. Eligible employees will be reclassified to the Pharmacist II classification no later than December 1, 2006.
- The reclassification provisions as outlined in Article 9 and Anniversary Date provisions as outlined in Article 20 of the Agreement will apply for employees reclassified to the new Pharmacist II classification.
- There will be no adverse impact for employees as a result of the implementation of the new classification. 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 Pharmacist II 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.
- Those incumbents in in-lieu of classifications who, as a result of this agreement, transferred into the new Pharmacist II classification will not have any change to their

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Pharmacy Series - Implementation Side Letter of Agreement

probationary, permanent or temporary status. Incumbents who are serving a probationary period in an in-lieu of classification will continue serving the remainder of the probationary period in the Pharmacist II classification. The probationary period provisions outlines in Article 9 will apply to employees who are otherwise reclassified or promoted to this classification.

- Seniority points for incumbents in in-lieu of classifications will be transferred to the Pharmacist II classification. Seniority points for those employees otherwise reclassified/promoted into the new classifications will be handled according to existing provisions in the Agreement.

/s/ P. A. Varella 6/16/06
For CSU Date

/s/ Devon E. Laxer 6/15/06
For CSUEU Date

Final -- June 15, 2006
Clinical Laboratory Scientist - Implementation Side Letter of Agreement

Side Letter of Agreement
Clinical Laboratory Scientist Series Implementation
Effective June 1, 2006

This Memorandum of Understanding constitutes the entire agreement between the California State University (CSU) and the California State University Employees' Union (CSUEU) relating to the implementation and impact of the updated Clinical Laboratory Scientist I (class code 7927) and Clinical Laboratory Scientist II (class code 7926) classifications. This agreement satisfies the meet and confer and all other bargaining obligations pursuant to HEERA and Article 17 of the parties Collective Bargaining Agreement (Agreement) on this issue. CSU provided copies of the new classification standards to CSUEU for the basis of discussions between the parties pursuant to provision 17.12 of the Agreement.

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

- The updated Clinical Laboratory Scientist I (class code 7927) and Clinical Laboratory Scientist II (class code 7926) classifications will be implemented effective June 1, 2006.
- The salary ranges effective on the implementation date are attached.
- Anniversary dates for employees who meet the following criteria will be set to August 2006:
 - If as of May 31, 2006, the employee's base salary is at or above the SSI Maximum; and,
 - If on implementation of the new salary ranges effective June 1, 2006, the employee's base salary is below the new SSI Maximum.
- An employee whose base salary is below the new salary range minimum will be moved to the salary range minimum.
- The classification titles were changed from Clinical Laboratory Technologist to Clinical Laboratory Scientist to reflect the standard nomenclature currently used in health care for this work.
- The 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, or temporary), anniversary dates or seniority points.
- Campuses are encouraged to review all incumbents in these two classifications to ensure that they are properly classified given the updates to these standards.

/s/ P. A. Walker 6/16/06
For CSU Date

/s/ Devin L. Lipp 6/15/06
For CSUEU Date

Final – June 15, 2006
Nurse Practitioner and Physician Assistant – Implementation Side Letter of Agreement

Side Letter of Agreement
Nurse Practitioner and Physician Assistant Implementation
Effective June 1, 2006

This Memorandum of Understanding constitutes the entire agreement between the California State University (CSU) and the California State University Employees' Union (CSUEU) relating to the implementation and impact of the updated Nurse Practitioner classification (class codes 8165 and 8166) and new Physician Assistant classification (class code 8161). This agreement satisfies meet and confer and all other bargaining obligations pursuant to HEERA and Article 17 of the parties Collective Bargaining Agreement (Agreement) on this issue. CSU provided copies of these new classification standards to CSUEU as the basis for discussions between the parties pursuant to provision 17.12 of the Agreement.

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

- The updated Nurse Practitioner (class codes 8165 and 8166) and new Physician Assistant (class code 8161) classifications will be implemented effective June 1, 2006.
- The salary ranges effective on the implementation date for these classifications are attached.

Nurse Practitioner Implementation (Class Codes 8165 and 8166)

- The 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.
- Anniversary dates for employees who meet the following criteria will be set to August 2006:
 - If as of May 31, 2006 the employee's base salary is at or above the SSI Maximum; and,
 - If on implementation of the new salary ranges effective June 1, 2006, the employee's base salary is below the new SSI Maximum.
- An employee whose base salary is below the new salary range minimums will automatically be moved to the applicable salary range minimum for their classification. Pursuant to Article 20, campus management may elect to provide these employees an in-range progression above their new minimum salary rate.

Physician Assistant Implementation (Class Code 8161)

- Employees identified as Physician Assistants who are currently classified as Nurse Practitioners will be laterally reclassified to the Physician Assistant classification

Final - June 15, 2006

Nurse Practitioner and Physician Assistant - Implementation Side Letter of Agreement

effective June 1, 2006. Campuses must convert Physician Assistants to the new classification no later than July 31, 2006. Employees in other in-lieu of classifications must be identified and reclassified within 60 days of the implementation date of this Agreement.

- The 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, or temporary), anniversary dates or seniority points.
- 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 Physician Assistant 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.
- The reclassification provisions as outlined in Article 9 and Anniversary Date provisions as outlined in Article 20 of the Agreement will apply for employees promoted/reclassified to the new Physician Assistant classification from an in-lieu of classification with a lower salary range in effect as of June 1, 2006.
- Those incumbents in in-lieu of classifications who, as a result of this agreement, transferred into the new Physician Assistant classification will not have any change to their probationary, permanent or temporary status. Incumbents who are serving a probationary period in an in-lieu of classification will continue serving the remainder of the probationary period in the Physician Assistant classification. The probationary period provisions outlines in Article 9 will apply to employees who are otherwise reclassified or promoted to this classification.
- Seniority points for incumbents in in-lieu of classifications will be transferred to the new Physician Assistant classification. Seniority points for those employees otherwise reclassified/promoted into the new classifications will be handled according to existing provisions in the Agreement.

/s/ P. A. Vetter 6/16/06
For CSU Date

/s/ Debra E. Lauer 6/15/06
For CSUEU Date

UNIT 2 - PHASE I CLASSIFICATION IMPLEMENTATION:
Salary Ranges

Class	As of January 1, 2006				As of June 1, 2006			
	Current Salary Range Minimum	Current SSI Max	Current Salary Range Maximum	Current Range Spread	New Salary Range Minimum	New SSI Max	New Salary Range Maximum	New Range Spread
Clinical Assistant (class code 8137)					27,072	36,749	43,200	60%
<i>monthly</i>					2,256	3,062	3,600	60%
Clinical Aid I	26,076	33,900	39,120	50%				
<i>monthly</i>	2,173	2,825	3,260	50%				
Clinical Aid II	27,072	35,196	40,608	50%				
<i>monthly</i>	2,256	2,933	3,384	50%				
Medical Assistant (class code 8148)	n/a	n/a	n/a	n/a	28,500	38,760	45,600	60%
<i>monthly</i>					2,375	3,230	3,800	60%
Pharmacy Technician (class code 7994)	n/a	n/a	n/a	n/a	28,500	38,760	45,600	60%
<i>monthly</i>					2,375	3,230	3,800	60%
Pharmacist I (class code 7992) NOTE: 7991 updated based on final 7992 rates	64,416	83,724	96,612	50%	64,800	88,128	103,680	60%
<i>monthly</i>	5,368	6,977	8,051		5,400	7,344	8,640	60%
Pharmacist II (class code 7993)	n/a	n/a	n/a	n/a	70,800	96,288	113,280	60%
<i>monthly</i>					5,900	8,024	9,440	60%
Clinical Laboratory Scientist I (class code 7927)	47,772	62,100	71,664	50%	48,000	65,280	76,800	60%
<i>monthly</i>	3,981	5,175	5,972	50%	4,000	5,440	6,400	60%
Clinical Laboratory Scientist II (class code 7926)	50,040	65,040	75,060	50%	51,600	70,176	82,560	60%
<i>monthly</i>	4,170	5,420	6,255	50%	4,300	5,848	6,880	60%
Nurse Practitioner (class code 8166) NOTE: 8165 updated based on final 8166 rates	61,908	80,484	92,868	50%	62,400	84,864	99,840	60%
<i>monthly</i>	5,159	6,707	7,739	50%	5,200	7,072	8,320	60%
Physician Assistant (class code 8161)	n/a	n/a	n/a	n/a	62,400	84,864	99,840	60%
<i>monthly</i>					5,200	7,072	8,320	60%

Debra L. Carter
LSUEU
6/15/06

P. B. Venetta
CSU
6/16/06