

THE CALIFORNIA STATE UNIVERSITY
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Date: May 8, 2006

Code: TECHNICAL LETTER
HR/PCOS 2006-02

To: Human Resources Directors
Student Health Center Directors

From: Gina Caywood
Interim Senior Director 
Human Resources Administration

RESPONSE REQUIRED BY
Friday, May 26, 2006

Subject: Health Care Support and Physician Classification Study

Human Resources Administration is updating classification standards for the specified health center support (Unit 2) classifications and the Physician classification (Unit 1), as well as providing a new classification for proposed placement in Unit 2 (subject to collective bargaining). This memorandum provides a project overview with draft classification standards attached, and requests your review and feedback of the proposed drafts. **Your input is critical to the development of the final classification standards and assists us in ensuring that the new standards meet campuses' operational needs.** For your reference, the updated and new draft classification standards are provided as an attachment.

Project Overview

This study involved a review and update of the **Physician standard (Unit 1) and specified Unit 2 classifications**, as well as the development of a potential new classification requested by campuses to meet operational needs. For existing classifications, the scope of practice and licensing/certification requirements were updated to meet current applicable State of California laws and regulations. In addition, the new/revised classification standards reflect consistent campus feedback gathered through the recent campus management needs assessment survey. They also reflect the results of external data collection with governing state agencies and other universities, as well as review by health services management experts.

Based on the results of the campus needs assessment survey, **the Sanitarian and Radiation Protection Specialist classifications will be recommended for deletion** (subject to collective bargaining). These classifications currently do not have any incumbents and the content is outdated. Campuses have moved this work into positions that more broadly cover today's needs in the area of environmental health and safety.

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Student Affairs
Chair, CSU Health Services Advisory Committee

The following chart provides a list of classifications in the study with the key changes noted. Where applicable, we have included critical sources for scope of practice, licensing and certification information for your reference.

Current Classifications (Unit 2)	Key Revisions and Comments
Licensed Vocational Nurse	Updated to clarify the scope of practice and to more clearly differentiate the LVN from RN's and the new Medical Assistant classification. Infirmiry references were removed. www.bvnpt.ca.gov/
Registered Nurse I, II, III	The series was reorganized into a format more consistent with other Unit 2 classification standards and updated to include more current scope of practice language. In addition the requirements regarding campus size and level of RN were eliminated to provide more campus flexibility. www.rn.ca.gov/
Health Record Technician Proposed new title: Health Information Technician	Updated to reflect the growth in automated health information records and systems, including the title. www.calmis.ca.gov/file/occguides/MEDRECOR.HTM
Health Education Assistant and Health Educator	Combined into a series and updated to reflect the use of electronic and web-based media for education purposes and references to national standards and certifications.
Nutritionist	Updated and now requires that incumbents be registered dietitians.
Radiologic Technologist Series	Updated to reflect the growth of digital technology in the field.
Physical Therapist I and II	Updated to include more current physical therapy methods. www.ptb.ca.gov/
Speech Pathologist	Updated the educational requirements. www.slpab.ca.gov/licensing/index.html
New Classification – Unit 2 (Subject to approval by PERB)	Classification Summary
Clinical Laboratory Assistant	This is an entry-level Clinical Laboratory Assistant classification which requires phlebotomy certification.
Unit 1	Key Revisions and Comments
Physician	Updated to be consistent with Executive Order.

Campus Review: As you review the attached drafts, please consider the following¹:

- *Do the proposed classification standards provide an umbrella under which you can equitably classify your positions?*
- *Are the different classifications within a series properly defined? Are the distinctions between classifications clear?*
- *Do the standards adequately cover the breadth of work performed by incumbents today? In the next few years?*
- *Is the language related to scope of practice and licensing and certification flexible enough to not be quickly outdated?*
- *Are the education, licensing/certification, knowledge and abilities requirements in the Typical Qualifications section appropriately defined?*
- *Are any critical work functions or abilities missing? If yes, please provide.*
- *Are the classifications flexible enough to meet the needs of all 23 campuses?*

Sending in Feedback: Thank you in advance for your time and effort in reviewing these drafts. We look forward to hearing from you by **Friday, May 26, 2006**. Please provide written comments to Rachel Caracoza via e-mail (preferred) to rcaracoza@calstate.edu or fax to (562) 951-4954.

Next Steps: Campus feedback will be reviewed in June 2006 and revisions will be made, as appropriate, and reviewed with subject experts. The standards will be finalized during the summer months. After the draft classification standards are finalized, CSU will submit a Unit Modification Petition to the Public Employment Relations Board (PERB), requesting placement of the newly developed classification in Unit 2. Once PERB assigns the proposed classification to a bargaining unit, impact bargaining (e.g., salary ranges and employee conversion) will begin with the appropriate bargaining representatives.

If you have any questions regarding this technical letter, please contact Rachel Caracoza in Human Resources Administration at (562) 951-4411. This document is available on Human Resources' Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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Attachments

¹ Important Note: HR understands that there may be questions regarding salary ranges, individual salaries, and impact to employees. HR does not have answers to these questions at this time because these topics are subject to collective bargaining and will be addressed after the classification standards are finalized.

Licensed Vocational Nurse
Draft Classification Standard – May 2006

Class Code: 8134
Date Established: 06-04-73
Date Revised: XX-XX-XX

Classification Overview

Licensed Vocational Nurses (LVNs) perform a wide range of skilled and paraprofessional nursing duties and patient care activities under the direction of a registered nurse, physician, nurse practitioner, or physician assistant and according to established protocols. LVNs are considered entry-level health care providers responsible for providing nursing care to patients in the Student Health Center or infirmary. LVNs are trained and licensed to administer intravenous and oral medications and perform a variety of other technical, skilled, and specialized paraprofessional nursing duties.

Though incumbents may perform some duties similar to those of a Medical Assistant, they are distinguished by the possession of a vocational nursing license which allows them to perform skilled nursing duties which require specialized training, judgment and skill. However, LVNs are limited in their 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. Additionally, the LVN's role in patient assessment is more limited and decisions are based on established protocols. In contrast, a Registered Nurse is unrestricted in terms of the scope of nursing practice and is distinguished by the amount of scientific knowledge and technical skills need to perform the full range of nursing care and assessment.

Typical Activities

Under the direct supervision of a registered nurse, physician, nurse practitioner, or physician assistant, LVNs perform a wide range of technical, skilled, and specialized paraprofessional nursing duties and patient care activities. The following examples of typical work activities are meant to illustrate the general range of work functions performed by License Vocational Nurses; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Conduct basic patient assessment making decisions based on established protocols. Assessment involves interviewing a patient to ascertain 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 physician, physician assistant, nurse practitioner, or registered nurse and assist in the examination when appropriate. Take vital signs including temperature, pulse, blood pressure, respiration readings, height and weight, and make appropriate entries on medical charts.

- ◆ Participate in planning and executing patient care interventions related to the treatment plan prepared by practitioners, including teaching patient self-care. Perform follow-up treatments as requested and interpret or explain treatments to patients.
- ◆ Under the direction of a physician, may administer medications by various means, including hypothermic injection; perform phlebotomy; start and superimpose IV fluids, provided appropriate training has been verified and according to established standardized procedures as defined under California state regulations.
- ◆ Perform a wide range of nursing services and patient care activities for which the incumbent has specific training and have been ordered by a practitioner such as, but not limited to, performing TB and histoplasmin skins tests; performing electrocardiograms; conducting irrigations and catheterizations; suctioning tracheotomies; observing and recording drug reactions; applying and changing dressings; measuring, fitting, and training for crutches; ear lavage; and similar treatments and procedures.
- ◆ 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 activities such as cleaning and sterilizing equipment and instruments, setting up treatment trays, changing linen in examination and treatment rooms, stocking supplies, and assisting in maintaining and filing medical records.
- ◆ May assist other medical or technical personnel in other clinical departments such as the laboratory, pharmacy, 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 field and requirements. Maintain competencies relative to the scope of practice.

Typical Qualifications

- **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.
- **License Requirements** – Possession of a valid license as a Vocational Nurse issued by the State of California.
- **Knowledge** – Thorough knowledge of nursing care principles and practices pertaining 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 practice; demonstrate proper techniques and skills, competency in performing assigned nursing duties and patient care activities described above; quickly learn related clinic procedures and handle equipment required for patient care in a Student Health Center;

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Licensed Vocational Nurse

understand basic medical terminology; make accurate observations and exercise correct judgment within the areas of assigned responsibility; follow detailed oral and written instructions; maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with diverse patients.

Registered Nurse Series

Draft Classification Standards – May 2006

Series 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 signs of and symptoms of illness and injury, reaction to treatments, abnormal characteristics, and general physical condition, as well as the implementation of and reporting to the physician 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 an entry-level registered nursing position requiring only limited experience and administrative responsibilities. Unlike the Licensed Vocational Nurse, the Registered Nurse I (RN I) is unrestricted in terms of the scope of nursing practice and is able to perform the full range of assessment and nursing care.
- **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 general direction, 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, 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 medical officers 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 – 8151 (8150 = 10 month)
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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.

- ◆ Conduct patient assessment and formulate 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 histoplasmin skins tests; performing electrocardiograms; conducting irrigations and catheterizations; suctioning tracheotomies; observing and recording drug reactions; applying and changing dressings; measuring, fitting, and training for crutches; ear lavage; and similar treatments and procedures. Decisions regarding treatment of patients' illnesses and development of health programs primarily are made by other medical authorities.
- ◆ Administer inoculations, vaccinations, and treatments; start and superimpose IV fluids; dispense medications; and perform phlebotomy ordered by a physician or similar practitioner.
- ◆ 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 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, stocking supplies; assisting in maintaining and filing medical records.
- ◆ 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

- ***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 Requirements*** – Must possess and maintain a valid license as a Registered Nurse in the State of California.
- ***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 California 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; keep records and prepare reports; gain the cooperation of patients; analyze emergency situations and take prompt action; maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with diverse patients.

Registered Nurse II – 8154 (8153 = 10 month)

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 approved and/or specified by a physician. They exercise 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.

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 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.
- ◆ Formulate and implement a nursing care plan for more complex cases requiring higher levels or more specialized skills and knowledge.
- ◆ Counsel patients and conduct group sessions for students in matters related to the specialty area, which may include nutrition or family planning. Coordinate activities and needs of the specialty area with community agencies or other campus units such as the food service.
- ◆ May staff a nurse clinic for patient assessment and treatment under established protocols 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

- **Education and Experience** – Same education requirements as for the RN 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 Requirements** – Same as for the Registered Nurse I.

- **Knowledge** – In addition to the knowledge 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 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.

Registered Nurse III – 8157 (8156 = 10 month)
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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

- **Education and Experience** – Same education requirements as for the RN 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 year of progressively responsible professional nursing experience.
- **Licensing Requirements** – Same as for the Registered Nurse I.
- **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; plan and implement a nursing program including one or more specialties.

Health Information Technician

Draft Classification Standard – May 2006

Class Code: 1140

Date Established: 01-01-78

Date Revised: XX-XX-XX

Classification Overview

Health Information Technicians serve as the health information and medical record librarian for paper and electronic files. They assemble, verify, and manage the establishment, amendment, retrieval, and storage of paper 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 training. This classification should only be used when the position serves as the primary resource for the technical and legal aspects of health information and medical records management. A position that is primarily administrative or clerical in nature, and not fully engaged in the organization, analysis and evaluation of health information and medical records, is not appropriate for this classification.

Typical Activities

Under general supervision, Health Information Technicians are responsible for assembling, evaluating, verifying and filing health record information to document health examinations, diagnoses and services for student health center patients. 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 files in and out of medical records library and automated health information systems.
- ◆ Organize, analyze, and evaluate paper medical records including such items as records of medical observations, patient interviews and histories, test results, diagnoses, treatment plans, surgical interventions, and treatment outcomes. Prepare case files.
- ◆ Ensure accuracy and completeness of health information and records, ensuring all necessary forms are completed, identified and signed, and all appropriate information has been transferred to the automated health information system. Communicate with physicians and other practitioners to clarify information and obtain necessary additional information.
- ◆ Maintain confidentiality of information and ensure that health information and records are only available to legitimate users.
- ◆ Complete forms and reproduce copies of designated records or portions of records for legitimate purposes, including insurance companies and other legal purposes.
- ◆ Compile health care, census, and other statistical data, such as the types of diseases treated and procedures performed, for reporting purposes.
- ◆ Keep current with developments and practices in health information management.

- ◆ 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

- **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 will vary based on the educational preparation.
- **Certifications** – Certification from the American Health Information Management Association (AHIMA) as an Accredited Records Technician (ARTS) or certification as a Registered Health Information Technician (RHIT) are preferred, but not required.
- **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; health insurance reimbursement regulations and payment procedures; and industry professional ethics and standards.
- **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; 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 confidentiality of medical records and information.

Health Education Series

Draft Classification Standards – May 2006

Series 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 field or possess equivalent post-secondary coursework, training, and experience.

Health Education Assistant – 8145

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, and slide-sound series. Review pamphlets, films or other health education materials to determine their suitability for use with specific

groups. Evaluate the use of and degree 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

- **Education and Experience** – Incumbents must possess a high school diploma or equivalent and sufficient experience to perform the assigned duties. Some post-secondary course work or training in health education is preferred.
- **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.

Health Educator – 8147

Under general direction, the Health Educator provides leadership in identifying goals for and developing educational 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 generally 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. 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.
- ◆ Plan health educational and consultative functions that reflect the needs of campus population. Consult and coordinate with other health professionals in the 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 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 and 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.
- ◆ Keep current with practices and trends in health education, especially those pertaining to a setting in higher education.

Typical Qualifications

- **Education** – Incumbents must possess a bachelor’s degree in an approved program in health education, nursing 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 preferred.
- **Experience** – 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.
- **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.

- **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; and establish and maintain effective working relationships with peers, students, medical, and other health professionals, representatives of the news media, and other community groups.

Nutritionist

Draft Classification Standard – May 2006

Class Code: 8130

Date Established: 06-30-80

Date Revised: XX-XX-XX

Classification Overview

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

Typical Activities

Nutritionists 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 Nutritionist; 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.
- ◆ Consult with other student health center staff on food and nutrition concerns and the nutritional care for specific medical conditions. Coordinate nutrition programs with others promoting health and wellness in the student health center.
- ◆ 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.
- ◆ Participate in the orientation program for new students.
- ◆ Keep current with developments in nutrition and diet applicable to the population served in the student health center.

Typical Qualifications

- ***Education and Experience*** – A bachelor's degree in an approved and accredited program by the American Dietetic Association in nutrition, food management, dietetics, health sciences, or a related field or equivalent education, training, and experience in nursing or a related health sciences field. Sufficient experience to perform the assigned duties, which typically require one to two years or related experience. A master's degree in nutrition or public health nutrition is preferred.

- **Certification** – Certification as a Registered Dietician is required.
- **Knowledge** – Thorough knowledge of the principles of nutrition, dietary needs and weight control, and working knowledge of nutritional care for specific medical conditions. General knowledge of principles, methods, materials, and channels of nutrition education and public information.
- **Abilities** – Ability to communicate effectively in writing and verbally; assess needs and evaluate the effectiveness of 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 nutrition needs; keep current with developments in health care related to nutrition; 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.

Radiologic Technologist Series

Draft Classification Standards – May 2006

Series Overview

The Radiologic Technologist series is comprised of two classifications providing diagnostic radiographic services with increasing levels of operational and administrative responsibilities. 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 optimum radiographic quality. Incumbents also critique film in order to determine whether it should be repeated or extended and to be alert to patient crises requiring notification of a physician.

Incumbents in both the Radiologic Technologist I and II classifications are expected to work independently in accordance with administrative and technical guidelines. The distinction between the Radiologic Technologist I and II is primarily one of scope and level. Incumbents work under licentiates within the Student Health Center or may receive direction from a consulting radiologist or other qualified professional.

- ***Radiologic Technologist I*** – Incumbents work independently or with another technologist and perform standard diagnostic radiographic procedures. The Radiologic Technologist I is distinguished from the Radiologic Technologist II by the scope and content of assignments. Although both classifications may function as the sole technologist, the Radiologic Technologist I usually interprets radiographs under standard conditions and does not have complex technical responsibilities or substantial administrative responsibilities.
- ***Radiologic Technologist II*** – The Radiologic Technologist II is distinguished from the Radiologic Technologist I by the responsibility for the full scope of technical duties including overall quality of roentgenograms and unusual X-ray studies in the absence of the consulting radiologist. In addition, the Radiologic Technologist II is distinguished by the administrative operation of the X-ray department which includes the responsibility for safety, maintenance of equipment and supplies, recordkeeping, reporting procedures, and other administrative details such as scheduling, developing basic information for the budget, and making assignments to part-time or relief aids or technologists.

Radiologic Technologist I – 7995

The Radiologic Technologist I works independently or with another technologist to perform standard diagnostic radiographic procedures. The following examples of typical work activities are meant to illustrate the generally 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.

- ◆ Instruct and prepare patients for radiographic and similar examinations. Position and operate stationary or portable X-ray machines and takes radiographs for a variety of examinations of all body structure.
- ◆ Operate standard and digital radiographic equipment. Produce radiographs including determining the most suitable anatomical posture, providing immobilization devices as needed, and positioning and shielding patients appropriately. Process and develop X-ray films.
- ◆ Maintain basic records and files, equipment and working area.
- ◆ May provide support to other clinical departments within the Student Health Center.
- ◆ Maintain appropriate safety precautions.

Typical Qualifications

- ***Education and Experience*** – Incumbents must possess a high school diploma or equivalent plus the requisite postsecondary education to obtain a Certificate of Radiologic Technology.
- ***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.
- ***Knowledge*** – Thorough knowledge of radiographic equipment and techniques, including digital technologies; regional and gross anatomy of the human body; standardized radiological clinical procedures; and hazards of radiologic materials and the safety precautions required.
- ***Abilities*** – Ability to perform general diagnostic radiographic procedures; operate and perform simple maintenance of X-ray equipment; read and write at a level required for successful job performance; administer emergency aid for shock; establish and maintain appropriate safety precautions to prepare solutions used in processing X-ray film and process film; maintain standard records; file film correctly; compile reports; follow oral and written directions; and maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with diverse patients.

Radiologic Technologist II – 7996

In addition to the full range of duties performed by the Radiologic Technologist I, the Radiologic Technologist II is responsible for the full scope of technical duties including overall quality of roentgenograms and unusual X-ray studies in the absence of the consulting radiologist. In addition, the Radiologic Technologist II is distinguished by the administrative operation of the X-ray department. The following examples of typical work activities are meant to illustrate the generally 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.

- ◆ Prepare patients for roentgenograms and fluoroscopy examinations.
- ◆ Perform a wide variety of diagnostic and radiographic procedures where a high level of skill is needed such as when applying prescribed ionizing radiation for radiologic diagnosis or

obtaining a high quality roentgenogram of unique, precise and difficult body structures examinations including, but not limited to, skull series, lumbar spine, ribs, and the extremities. Process and develop X-ray films.

- ◆ Responsible for the overall quality of roentgenograms and unusual X-ray studies in the absence of the consulting radiologist.
- ◆ Represent the radiology department on management planning issues at Student Health Center or campus meetings; is responsible for recommending revisions of 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 of the radiographic department including providing lead work direction to other professionals and/or support staff including orienting, training, and providing input to employee performance evaluations. Ensure safety measures are in place in the department and maintain equipment and supplies.
- ◆ Perform administrative functions such as preparing reports, maintaining records, scheduling, developing basic information for the budget, and making assignments to part-time or relief aids or technologists.

Typical Qualifications

- **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 involves two years of experience.
- **Licensing Requirements** – The licensing requirements are the same as for the Radiologic Technologist I.
- **Knowledge** – In addition to the knowledge requirements of the Radiologic Technologist I, the Radiologic Technologist II must possess a more comprehensive knowledge of anatomy. General knowledge of 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 more complex diagnostic radiographic procedures of all body structures with high quality results; evaluate quality of radiographs and retake, if necessary; operate a variety of film making and processing equipment; 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 revise or recommend revisions to departmental procedures in order to increase the effectiveness of the operation.

Physical Therapy Series

Draft Classification Standards – May 2006

Series 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 on student athletes and are not involved in attending team practices and events.

Physical Therapist I – 7980

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 generally 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.
- ◆ Conduct actual treatments using various modalities, including administering active, passive, and resistive therapeutic exercises, local or general massage, muscle training and re-education, corrective exercises, and neuromuscular coordination.
- ◆ 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 and assist Athletic Trainers 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

- ***Education and Experience*** – Incumbents must possess the requisite education to hold out as a Physical Therapist 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 Requirements*** – Incumbents must possess and maintain a valid license as a Registered Physical Therapist issued by the Physical Therapy Board of California.
- ***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; and operation of various therapeutic devices and machines. 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; prepare reports and keep records and case histories; analyze situations accurately and take prompt emergency

action; maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with diverse patients.

Physical Therapist II – 7981

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.
- ◆ 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.
- ◆ Serve as a member of the Student Health Center management team and represents 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

- **Education and Experience** – The same education requirements as the Physical Therapist I, plus progressively responsible professional physical therapy experience, usually in the range of one to two years, which includes some experience with therapy related to fractures, muscle training and education, and also in sports medicine and rehabilitation.
- **Licensing Requirements** – The same as for Physical Therapist I.
- **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 outline 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 take prompt emergency action; 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.

Speech Pathologist

Draft Classification Standard – May 2006

Class Code: 7976

Date Established: 06-30-78

Date Revised: XX-XX-XX

Classification 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

- **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 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.
- **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; and the current literature in the speech pathology field.
- **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 effective working relationships with faculty, staff, and parents; and be sensitive to and communicate effectively with diverse patients, parents, and students.

Clinical Laboratory Assistant

Draft Classification Standard - May 2006

Class Code: TBD

Date Established: XX-XX-XX

Classification Overview

Under the supervision of a Clinical Laboratory Scientist or Physician, the 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 an entry-level laboratory classification requiring some formal and on-the-job training to perform the work activities outlined below.

The 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 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. The following examples of typical work activities are meant to illustrate the general range of work functions performed by 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.
- ◆ 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 refrigeration equipment is operating at required temperatures.
- ◆ May also perform and record vital signs and perform electrocardiograms and other related tests for which the incumbent has specific training.

Typical Qualifications

- **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, 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.

- **Certifications** – 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 Health Services.

- **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 laws and regulations pertaining to laboratory operations.

- **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; perform and record vital sign measurements and recognize and report abnormal values; use applicable automated systems for maintaining and tracking laboratory and patient records; maintain effective working relationships with practitioners and other health center support staff; and be sensitive to and communicate effectively with diverse patients.

Physician

Draft Classification Standard – May 2006

Class Code: 7737

Date Established: 06-06-89

Date Revised: XX-XX-XX

Classification Overview

Under general administrative medical direction, Physicians have primary responsibility for primary care and/or specialized clinical duties that require licensing and certification in a medical specialty appropriate to their assigned duties. Physicians also supervise the delivery of medical care by other health care professionals and practitioners in the Student Health Center.

Typical Activities

Physicians perform medical diagnostic and treatment activities appropriate to their specialty and training, and within the scope of the program established by the CSU Board of Trustees. The following examples are meant to illustrate the general range of work functions performed by a Physician within the Student Health Center; they are not meant to be all-inclusive or restrictive. Work assignments may vary and involve related activities to support Student Health Center operations.

- ◆ Examine patients; diagnose illnesses and injuries; develop treatment plans, including prescribing and administering medical treatments and referring to other health care professionals as needed; perform emergency procedures as necessary; counsel and educate patients on related medical/personal problems and health measures; and follow-up on treatment to ensure the appropriate resolution of illness or injury. May perform minor surgeries not requiring general anesthesia.
- ◆ Consult with private physicians and public agencies in securing treatment for patients requiring services beyond those available in the student health center. Coordinate with campus counseling staff in presenting mental health problems.
- ◆ Serve as physician consultant resource or preceptor to Nurse Practitioners and Physician Assistants and provide medical instruction and supervision to assigned student health center staff including, but not limited to, Medical Assistants, laboratory and nursing staff.
- ◆ Collaborate with management on how best to meet the health care needs of the campus population. Provide leadership and consultation as needed in such areas as preventive medicine, health education, environmental health and safety, and emergency preparedness.
- ◆ May be assigned to direct and oversee specific departments within the student health center, such as the laboratory, and participate in specialty clinics, student health center or campus committees, and the campus health and safety program.

Typical Qualifications

- ***License and Certification Requirements*** – Incumbents must possess and maintain the legal requirements for the practice of medicine in the State of California, including the following.
 - Possess and maintain a valid and relevant State of California license to practice medicine.

- Possess and maintain current American Board of Medical Specialties (ABMS) or American Osteopathic Association (AOA) medical board certification appropriate for the assigned duties. See note below.
- Possess and maintain a valid Drug Enforcement Agency (DEA) certificate and number for prescribing controlled substances.
- Current cardiopulmonary resuscitation and automated external defibrillator (CPR/AED) certification as appropriate for the assigned duties.

Note: A physician can be given clinical privileges pending initial certification, but must be board certified as soon as possible, but no later than two years after the date of hire. If a physician loses certification thereafter, then the physician may be allowed to continue to provide health care for up to one year while recertification is obtained. If the physician is not recertified within the one-year grace period, then the physician's clinical privileges and employment in the Student Health Center will be suspended immediately.

- **Education and Experience** – Graduation from a medical school recognized by the Medical Board of California. Completion of one or more residency programs in a specialty appropriate to the assigned duties with increasingly responsible experience in the practice of that specialty. Prior or current affiliation with a hospital or outpatient clinic is preferred.
- **Knowledge and Abilities** – Thorough knowledge of and the ability to effectively apply the principles and methods essential to the assigned medical specialty, and in the diagnosis and treatment of common medical disorders, and in the assessment and response to emergency situations; thorough knowledge of community resources in medical treatment and public health practices; thorough knowledge of local, state, and national laws and regulations pertaining the medical field and specialty; thorough knowledge of applicable professional ethics and standards; ability to serve as a mentor and resource consultant for other health center personnel; and the ability to establish and maintain effective working relationships with a variety of medical practitioners and specialists, as well as students, administrators, and faculty.