

TITLE: <u>Registered Medical Assistant</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA551</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>7</u>	EEO CODE: <u>50</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>SA</u>

POSITION PURPOSE

Perform routine technical nursing duties to ensure primary care for study patients is in accordance with established research protocols in the Department of Internal Medicine, School of Medicine. Provide vocational medical assistance utilizing scientific equipment in support of endocrine and diabetes research study.

ESSENTIAL JOB FUNCTIONS

- Perform routine medical procedures in accordance with the training and certification of a Registered Medical Technologist. Take vital signs and measurements, e.g. height, weight, blood pressure, temperature, etc. Obtain blood samples via venipuncture and fingerstick procedures. Perform medical diagnostic tests, e.g. electrocardiogram (EKG).
- Interview study patients to obtain medical history. Perform physical assessment. Maintain appropriate records pertaining to patient health, medical examination and pharmaceuticals dispensed. Prepare reports and analysis for research protocols.
- Collect and prepare blood and urine specimens in accordance with standard laboratory practices and techniques. Process and separate blood samples; prepare smears for differential count. Process urine samples for analyses of protein, ketose and glucose levels. Contact and resolve problems with laboratories which may affect research study. Prepare necessary laboratory reports for research protocols.
- Assist primary care physician in providing medical treatment. Administer and dispense medications following research protocols. Review patient medical history and screen physician prescribed medications for contraindication. Monitor drug reactions and report any abnormal findings and/or problems to appropriate physician.
- Coordinate and monitor patient schedules. Prepare and maintain necessary patient files, case books and other reports to ensure adherence to research protocols and to evaluate study progress. Monitor and order medical supplies, drugs and equipment. Interface with appropriate research and medical professionals regarding study projects.

- Participate in outreach and public relations initiatives to promote and advance endocrine research, principally diabetes research. Attend meetings, conferences and seminars related to current technological practices in the study of Endocrinology.
- Provide functional supervision to a small number (1-3) of clerical and technical support personnel. Schedule and assign work; review for accuracy and completeness. Train in appropriate methods and procedures.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to perform vocational medical procedures in support of endocrine research and study. Work activities involve the operation of specialized medical equipment, i.e. electrocardiogram, glucose monitor, centrifuge, etc. The incumbent is expected to hold certification with American Medical Technologists (AMT). Work activities necessitate independence of action, keen attention to detail, and strong organizational skills. Functional supervision is exercised over a small number (1-3) of clerical and technical support personnel. This classification is generally assigned to the Department of Internal Medical, Endocrinology, in the School of Medicine. This classification reports to and receives work direction from research and medical professionals.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience; certification with American Medical Technologists (AMT).
- Considerable knowledge of and experience performing various medical procedures, e.g. taking vital signs, operating diagnostic equipment, etc.
- Certified in advanced cardiopulmonary resuscitation (CPR) techniques.
- Ability to communicate effectively with others.
- Strong organizational skills; keen attention to detail.
- Ability to work independently.
- Typically, incumbents have held positions in either a hospital or medical practice and/or facility.