



PATHWAYS to HEALTHCARE: **A Clinical Practicum in Student Wellness Services**

(Formerly - MEDICAL ASSISTING: A Practical Approach)

2017-18

Position Description

Position: Student Medical Assistant

Location: Student Wellness Services

Organization: Health and Counseling Services

Reports to: Medical Assistant Program Director

Position Purpose: The Student Medical Assistants are part of an interdisciplinary team of health professionals in Student Wellness Services which provide medical services to currently enrolled students. The Health Center works collaboratively with the Counseling Center to promote the physical and emotional well-being of Evergreen Students.

Nature and Scope: As part of the training program the student will be licensed in the State of Washington as a Medical Assistant-*Registered*. Upon successful completion of the program the student will be eligible to take the national exam to become a Medical Assistant - *Certified*. Under the supervision of the professional medical staff, the Student Medical Assistants (SMAs) work in the front and back offices. SMAs are required to participate in a two-week training prior to the first day of fall quarter and weekly in-service trainings throughout the academic year. The Public Health aspect of the position requires SMAs to develop and provide health education and outreach to the campus community throughout the academic year.

Essential Duties:

1. Perform the duties of the front office including checking-in patients, answering the phones, faxing, scheduling appointments, preparing charts and maintaining medical records.
2. Follow clinic Triage Protocol to perform medical triage for students requesting appointments.
3. Perform the duties of the back office, including bringing patients from the waiting room to the exam room, taking vital signs and recording a brief medical history.
4. Assist with procedures; perform blood draws, injections, urinalysis, strep and mono tests.
5. Clean rooms, stocks supplies and provide other support functions.
6. Attend all mandatory training. Training includes, but is not limited to, two weeks in September prior to the start of school and 1-2 weekly in-services.
7. Work 16 hours per week, four - 4 hour shifts.
8. Provide health education to the campus community through Peer Health Projects.
9. Other duties as assigned.

Knowledge, Skills and Abilities:

1. Must have a strong interest in the helping professions, including health care.
2. Ability to maintain strict confidentiality regarding all work in the Student Health Center at all times.
3. Must be willing to take on all aspects of the position.
4. Ability to work effectively with a community of people who are diverse in age, class, race, ethnicity, lifestyle, physical and mental challenges, sexual orientation, gender identity, political values etc.
5. One year (15 credits) each of college level math and English (composition/literature) is required.
6. Student Wellness Services relies heavily on the skill and commitment of the Student Medical Assistants. For this reason, if accepted it is necessary to make a full academic year commitment to this position.