Summary of Duties: Under a physician's supervision, performs medical examinations and does related work.

Distinguishing Features: An employee of this class acts in place of a physician in performing routine patient screenings, administering physical examinations, evaluating patient histories, and making assessments and diagnoses. Assignments normally are given verbally and in writing, but performed independently. A physician will normally review assessments and determinations made by the Clinical Assistant.

Examples of Duties: A Clinical Assistant:

Discusses with patients their medical histories and evaluates their general health record in regard to specific injury, hospitalization, drug use, exercise regimen or pre-existing conditions;
Reviews a variety of test results such as audiometry, vision, blood-pressure, pulmonary function, body fat, and cardiac stress tests to determine whether they fall within normal ranges;
Conducts physical examinations of candidates for employment, which may include the following:
  Checks corneas of eyes and performs fundoscopic examinations when poor vision or diabetes is indicated;
  Visually inspects head, neck, and scalp;
  Observes range of motion for musculoskeletal/spine function;
  Notes differentiating marks, irregularities, scars, etc.;
  May order additional tests and laboratory procedures;
  May request additional medical records from private physician or workers' compensation information in order to complete evaluation;
  Makes medical determinations based upon the physical examination and additional medical information as to whether candidates are medically qualified to perform the full range of duties of the class;
  Specifically details the work limitations of candidates whose medical condition prevents them from performing the full range of duties of the class;

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:
Professional medical theories and practices;
Techniques for taking medical histories and conducting physical examinations;
Safety principles and practices;
Knowledge of problems, procedures, and techniques in the field of occupational health, OSHA regulations, and fair employment law is desired, but not required.

The ability to:

Act independently in conformance with established medical practices;
Deal tactfully and effectively with applicants, City employees, and other medical practitioners and the public;
Evaluate technical medical data and make diagnoses;

The physical ability to:

Communicate effectively and efficiently with applicants, City employees, other medical practitioners, and the public;
Conduct physical examinations, including medical tests and measures of employees, which require operating and positioning equipment and adjusting instruments;
Review charts, test results, and other documents;
Record information, such as medical histories;

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

Minimum Requirements:

1. Must be licensed as a Physician Assistant by the Physician Assistant Examining Committee of the Medical Board of California; or
2. Must be licensed as a Nurse Practitioner by the California Board of Registered Nursing.

Fair Labor Standards Act Status:

All of the positions in this class qualify for a professional exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and
responsibilities of any position shall be.