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.

<u>**Minimum Requirements**</u>:

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.

<u>**Fair Labor Standards Act Status**</u>:

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.