

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 002709
Grade 15**

COMMUNITY HEALTH CLINIC TECHNICIAN

DEFINITION OF CLASS:

A Community Health Clinic Technician performs work as a member of a health clinic team in a medical clinic/office setting. Performance of this work involves contacts with patients from diverse cultural backgrounds and ages, Community Health Nurses, Physicians, and other health care support staff for the purpose of explaining and administering screening procedures, obtaining patient history and medical record information, and facilitating the provision of clinic services. Public service/assistance is provided to a large number of patients through the screening tests provided.

An employee in this class conducts a variety of health screening tests and provides assistance to Community Health Nurses and Physicians in the operation of clinics in such areas as child health, immunization, family planning, maternity, sexually transmitted disease, and specialty consultation services programs. This assistance includes setting up clinic areas with the necessary materials and instruments, preparing patients for examination, obtaining patients' medical histories, drawing blood and determining blood pressures, handing materials and instruments to Physicians, preparing cultures and samples for examination or transmission to a laboratory, and collecting and tabulating statistical data on clinic attendance/services. Performance of this work requires practical knowledge of a variety of standard health screening test procedures and technical equipment operation requiring an understanding of the meaning of technical data, test results, and relevant medical history; and knowledge of venipuncture and applicable human anatomy. Most work is performed under the general supervision of a higher level professional nursing position. A Community Health Clinic Technician initially works under very close supervision while learning to administer numerous health screening procedures. Supervision is progressively withdrawn to the point where an employee independently administers screening tests; and work is periodically checked to see that results are accurate, and procedures used are correct and in compliance with established policies and detailed written guidelines. The supervisor is frequently located away from the work site, and other professional medical staff is available for addressing unusual situations and resolving unusual problems. The employee must exercise judgment in the choice of screening procedures and techniques of administration depending on patients' age and level of ability to communicate. Properly performed work contributes to the smooth functioning of clinics, and in the detection of handicapping conditions, developmental delays, and health problems which otherwise might not be apparent. Complexity of the work is derived from the variety of screening tests administered, the methods and procedures involved, the age range of patients, and their developmental levels and ability to communicate. Employees in this class recognize the meaning of readily apparent differences and act accordingly. Work requires light physical effort involving long periods of standing and walking during clinic operation. The clinic environment regularly imposes some discomfort and unpleasantness due to the moderate noise level created by crowded waiting rooms, unsupervised children and crying babies. There is some exposure to infection and contagious diseases resulting from occasional contact with hazardous substances such as human waste and body fluids, including the drawing of blood samples for laboratory tests.

EXAMPLES OF DUTIES: (Illustrative Only)

- Administers multiple screening tests (Denver Developmental, hearing, vision, speech and language, urine collection, blood pressure, body measurements and EKG) to patients of a variety of ages and developmental levels.
- Prepares patients for examination, and assists during patient examinations by handing instruments to physicians, and collecting and preparing specimens for examination or transmission to a laboratory.
- Obtains health history information to establish patients' health profiles, records screening test results and follow-up recommendations on patients' records, and reviews records for completeness and proper patient scheduling.
- Performs finger sticks and venipuncture to obtain blood samples for a variety of laboratory tests.
- Provides post-clinic follow-up contact with patients by telephone concerning pending surgical arrangements, broken and canceled appointments; and obtains patient information concerning income level and insurance coverage.
- Collects and tabulates statistical data on clinic attendance and screening procedures, and prepares medical assistance billing forms.
- Prepares and maintains facilities for clinic services.
- Participates in post-clinic conferences to report screening results and to share observations with health clinic professionals.
- Maintains and orders clinic supplies.
- Reviews patients' medical records to determine immunizations required, and helps patients complete appropriate consent forms by answering questions and providing information concerning program procedures.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of a variety of standard health screening test procedures to include venipuncture and blood pressure determination.
- Ability to comprehend written instructions and procedures manuals for administering screening tests, and operating screening test and medical equipment.
- Ability to accurately administer a variety of screening tests, recognize questionable screening test results, and record findings.
- Ability to communicate clearly and effectively in English, both orally and in writing, and to establish and maintain effective working relationships with patients of different ages, socio-economic and cultural backgrounds, and with clinic staff.
- Ability to prepare specimens for examination utilizing such methods as wet mounts and gram stains.
- Ability to perform basic arithmetic (addition, subtraction, multiplication, division, and percentages).
- Ability to attend meetings or perform other assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of experience working in a clinical setting such as a hospital, medical office, or military medical corps.

Education: Completion of high school or High School Certificate of completion recognized in the State of Maryland. Successful completion of a phlebotomy course of training, and training in blood pressure determination.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE: None.

PROBATIONARY PERIOD:

Individuals appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Limited Core Exam.

Class Established: November, 1992

Revised: April, 2010

August, 2013

October, 2014