

San Diego Community College District

NANC JOB DESCRIPTION

Title: Health Services Technician

Unit: Non-Academic/Non-Classified Service

Page: 1 of 1

Job Code: N1400

Original Date: 08/2008

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

FUNCTION:

Under the direction of the Director of Student Health Services, College Nurse, and/or Nurse Associate, perform the duties of front medical office receptionist and nursing assistant.

DESIRABLE QUALIFICATIONS:

Knowledge of modern office practices, procedures, and equipment, including computer hardware and software; medical terminology; cardiopulmonary resuscitation (CPR) and first aid; laboratory specimen collection procedures (venipuncture); medical aseptic principles; use and maintenance of medical supplies and equipment; and patient teaching and reinforcement of nursing and medical regimen. Ability to perform venipuncture procedures and collect other laboratory specimens; communicate effectively both orally and in writing, and establish and maintain effective working relationships with others. Formal class work or on the job training in office receptionist duties, preferably medical office work. This training can be on-going, such as a student in a Medical Assistant/ Medical Office Assistant/ Licensed vocational nursing or nursing program.

Current certification in CPR, First Aid and Phlebotomy.

TYPICAL DUTIES INCLUDE:

- Perform venipuncture (phlebotomy) procedure on patients for ordered tests; collect other laboratory specimens as directed.
- Take patient vital signs to include weight, height, B/P, pulse oximetry, peak flow, body temperature, pulse and respirations.
- Perform urine analysis by chemical strip method and document.
- Complete laboratory request forms and prepare specimens to be sent to the laboratory.
- Explain treatment procedures, medications, diets, or physicians' instructions to patients.
- Greet patients/students at the reception desk and prepare charts (medical records) as necessary.
- Answer telephones; schedule and confirm appointments.
- Provide forms, assistance and information to students, faculty and the general public.
- Prepare and maintain medical records and reports.
- Organize and clean exam rooms.
- Assist RN, NP or MD as needed.