

## **MEDICAL STAFF ASSISTANT TITLE DEFINITION**

### **I. DEFINITION**

#### **MEDICAL STAFF ASSISTANT**

Positions allocated to this title definition provide advanced paraprofessional staff assistance for a 1) complex clinical practice that encompasses multiple specialty areas (i.e., transplantation and organ procurement organizations, orthopedics and sports medicine programs including professional athletic team associations, etc.) or 2) a health profession education program. Positions develop new approaches, methods, or techniques to respond independently to new, unexpected or complex situations and serve as a liaison to outside professionals, administrators, physicians, scientists, and the media. Work is performed under general supervision.

- 1) Positions that manage a complex clinical practice receive patient referrals from health care professionals nationally and internationally and serve a unique patient population, such as transplant, sports medicine, etc., and are responsible for representing the physician in specific complex situations such as consulting with and developing strategies to provide service among several individuals, organizations, or resources nationally and/or internationally; establish guidelines to meet program goals and missions; serve as a public relations representative for a physician with responsibility for coordinating multiple local and national media requests for information; develop approaches for responding to inquiries on emerging health care issues; respond to questions and inquiries from internal and external sources; compose reports for referring and consulting physicians; document patient and/or family or student questions and concerns outside the scope of knowledge and experience, research answers, and communicate to patient, family members or students; screen and prioritize communications, bringing important and urgent matters to the attention of the physician; and may also serve as a resource to Medical Program Assistants, providing guidance or training, overseeing work performed, providing up-to-date information and direction, etc.
- 2) Positions that coordinate health profession education programs and activities are responsible for evaluating the practice management needs of residents; soliciting and coordinating trainers; reviewing programs and recommending content; managing medical student clerkships, rotations, or training; determining student clinical assignments and conducting student orientations; recruiting and orientating preceptors, mentors, orientation leaders; and securing teaching sites.

### **II. RELATED TITLES**

Medical Program Assistant  
Program Assistant-Confidential  
Program Assistant Advanced-Confidential  
University Services Program Associate