



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: October 18, 2016

Subject: Add and cancel positions in the Health Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21971 to add one (1) permanent full time Clerk-Senior Level (JWXC) at salary level 3RX-1033 (\$3,087-\$3,942) and cancel one (1) vacant permanent full time Medical Transcriber (J9WD) position #12520 at salary level 3RX-1088 (\$3,260-\$4,163) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an annual cost savings of approximately \$3,732.

BACKGROUND:

The Diagnostic Imaging unit at Contra Costa Regional Medical Center is requesting to convert the one full time Medical Transcriber position into one full time Clerk-Senior Level position to address recommendations from a Root Cause Analysis Corrective Action Plan (RCA). The RCA plan states that the position Clerk-Senior Level would serve to mitigate delays in diagnostic imaging positive cancer screening results, track internal and external critical results and coordinate the necessary communication for follow-up. Additionally, with Diagnostic Imaging increased utilization of outside imaging facilities, this position will track these results to facilitate timely

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **10/18/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 18, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Shelanda Adams,
925-957-5263

cc:

BACKGROUND: (CONT'D)

patient care. Routine monitoring, review and updates on where a patient is in the overall follow-up care continuum will help assure patients with critical and/or urgent imaging results are addressed in a timely fashion. This type of detailed clerical tracking and communication enables the clinician staff to take appropriate action/care for the patient.

CONSEQUENCE OF NEGATIVE ACTION:

If this action not approved, the department will not be have the appropriate staff, which will impact patient's treatments by delaying notifications of diagnostic imaging positive cancer screening results.

ATTACHMENTS

P300 No. 21971 HSD