



Medical Assistant Apprenticeship Functional Timeline

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During month...	The apprentice should be watching & practicing...	The apprentice should be independently...
1	<p>The scope of work for a certified MA Shadowing MA coach - get a sense of a typical day as a MA Using appropriate PPE Disinfecting, stocking, & turning over rooms Medical Record & EHR system procedures Rooming procedures Vital signs</p>	<p>Demonstrating professionalism Interacting appropriately with patients & staff Using appropriate PPE Following OSHA standards Perform medical aseptic techniques Rooming (including all vitals) all assigned patients</p>
After the first month, the MA should be able to work independently at a low level for much of a typical day.		
2	<p>Preparing a patient for physical exam Assisting provider with physical exam of a patient Procedure setup including equipment used Ear irrigation and instillation procedures</p>	<p>Rooming all assigned patients Transferring patients and positioning them for physical exam Entering data into the medical record Sterilization</p>
3	<p>Well child visits Rooming and vitals for pediatric patients Newborn screening tests Phlebotomy and venipuncture procedures Gynecological exam Prenatal exam and testing Postpartum visit <i>if applicable</i> Bandaging Suturing/Stapling Wound care Casting/Splinting</p>	<p>Primary assist for all procedures – including equipment set-up, provider assist, record keeping, follow-up instructions Setup and patient instruction for gynecological exam Setup and patient instruction for prenatal exam and testing</p>
By end of Quarter 1, MA can do all of the set-up, patient prep, and background work to keep patients and rooms turning over and do basic procedural assisting.		
4	<p>Preparing sterile field, surgical scrub and sterile gloving Colon procedures and testing Medication reconciliation Injections, immunizations, and vaccines Pediatric immunizations</p>	<p>Identifying instruments and completing equipment setup for minor office surgeries Assisting patients with braces, crutches, transferring, etc.</p>
5	<p>Collection of infectious disease specimens Performance of infectious disease tests Examine specimen collection with microscopes <i>if applicable</i> General purpose laboratory tests Laboratory form/request procedures Specimen collection and handling procedures All additional testing procedures (tuberculin, allergy, etc.) ECG setup and equipment placement</p>	<p>ECG procedures and patient instruction Administer injections, immunizations, and vaccines</p>
6	<p>Phlebotomy and venipuncture procedures OSHA policies for phlebotomy collection and handling Testing involving phlebotomy collection</p>	<p>Instruct patients on procedures involving all phlebotomy collection tests Instructing patient on specimen collection for infectious disease testing Specimen collection and documentation</p>



During month...	The apprentice should be watching & practicing...	The apprentice should be independently...
By end of Quarter 2, MA is functioning independently at a MA-R level with mastery of MA-C level skills completed during months 7–9. Depending on the clinic setting, MA may rotate to a variety of specialty practices and develop skills in different areas as opportunities naturally arise to complete the remaining skills required.		
7	Equipment setup and sterilization techniques of required instruments	Phlebotomy and venipuncture procedures
8	Medical emergency role/procedures Patient consultations Appropriate written and verbal communication skills	Practicing technical MA-C level skills Communicating health information to patients with limited abilities
9	Disease prevention programs Continuing to assist with complex specialty procedures whenever possible	Practicing technical MA-C level skills
By end of Quarter 3, MA is working independently in clinic at the MA-C Level. Months 10 – 12 are spent perfecting advanced skills and learning principles of patient-centered care.		
10	Continuing to practice technical MA skills Focusing on meaningful engagement with patients & provision of high-quality, patient-centered care	Practicing technical MA-C level skills
11	Continuing to practice technical MA skills Focusing on meaningful engagement with patients & provision of high-quality, patient-centered care	Practicing technical MA-C level skills
12	Continuing to practice technical MA skills Focusing on meaningful engagement with patients & provision of high-quality, patient-centered care	Practicing technical MA-C level skills
By end of Quarter 4, MA is comfortable with all technical and interpersonal skills of the job and is functioning independently to the top of their scope (MA-C Level). Skills and learnings are verified by the coach/provider and by the instructor prior to taking their National Certification Exam 6 weeks post-graduation		