

Community Health Partners Procedure		 Community Health Partners	
Procedure:	Medical Assistant Career Ladder	Updated Date:	11/30/2022

Purpose of procedure (why is it important to CHP to have this procedure?):

To provide professional growth for Medical Assistants committed to CHP’s mission, vision, and values, by supporting them in furthering their education and medical knowledge. To support CHP as an organization in fulfilling staffing needs.

Time frame of procedure (when does this procedure occur?):

Medical Assistants are eligible for the career ladder after 6 months of employment or after a conversation with HR and their supervisors if entry into the career ladder is desired prior to their 1 year anniversary. Medical Assistants are also eligible to enter the accelerated career ladder with support from two licensed coworkers. *

Staff responsible (who normally does this procedure?):

Clinic Manager/Nurse Supervisor
 Clinical Quality Director
 Human Resource Department

Resources needed to complete procedure (things needed before completing procedure):

MA Apprenticeship Agreement- if applicable. Two licensed coworker sponsorship- if applicable. Training resources

*The accelerated schedule is dependent on clinic staffing needs and the availability of two licensed coworker sponsors.

Procedure

- At any point a Medical Assistant can express interest in the LPN program (see procedure for LPN apprentice).
- Sites which experience critical nursing shortages may use an MA III as a pod nurse.
 - The accelerated MA career ladder can be used to support this
- **The MA apprenticeship program is currently grant funded. If this funding becomes unavailable to CHP we will review the option to challenge the MA certification cost or support the MA apprenticeship.
- If choosing to challenge the certification test and not complete an apprenticeship there is one 4% increase after certification
- Employees who take the MA Certification and do not pass or have not tested within the timeframe outlined by their agreement will be eligible to attempt certification again after completion of 12 months of employment from the end of their agreement
- Each site supports one MA Lead which is the MA trainer. This position is an EPIC superuser (this position does not require MA certification although it is preferred).

Core Competencies and Scope of Practice for MA levels

- All require appropriate training and competency sign off.

MA I: Patient Rooming, Diabetic Foot Exams, Venipuncture, EKG, Vital Signs, CLIA Waived testing

Certified MA I: MA I, plus flu and COVID vaccines to patients age 12 and older

Certified MA II: MA I, plus all vaccines to patients age 12 and older

Certified MA III: MA I, plus all vaccines to all ages, medication administration, PPD administration and reads with any induration confirmed by licensed nurse, medication refills per protocol, normal result notification as directed by provider.

- Additional tasks to be approved by Nurse Supervisor and Clinical Quality Director following any additional training that has provided appropriate knowledge, skill, and experience

Standard MA Career Ladder				
	Core Competencies	MA Commitment	CHP Commitment	Eligibility
MA I	Patient Rooming Diabetic Foot Exams Venipuncture EKG Vital Signs CLIA Waived testing			Training provided by CHP staff
Certified MA I	Above, plus administering flu vaccines to patients age 12 and up	Challenge the certified MA test	4 % increase when certification is complete	6 months of employment In good standing Completion of core competencies for MA I As outlined by organization offering certification test
Alternate track to Certified MA I		Complete MA Apprenticeship	4 % increase when certification is complete 4% increase when apprenticeship is completed	12 months of employment In good standing Completion of core competencies for MA I
Certified MA II	Above plus: Administering vaccines to patients age 12-18 Administering vaccines to patients age 18 and older	Maintains MA Certification	4% increase	12 months of work as a certified MA I. Completion of core competencies for MA I and certified MA I

	Successful completion of 7s project			
Certified MA III	Above plus: Medication administration under the supervision of licensed provider Administration of vaccines to patients of all ages. Refills prescriptions per provider directive Result notification per provider directive	Maintains MA Certification	4 % increase	12 months of work as a certified MA II. Completion of core competencies for MA I and certified MA I and MA II
MA Lead • one per site	Epic super user Primary MA Trainer Supply inventory and ordering	Maintain core competencies of MAI	4% increase	Apply when posted 12 months of employment Completion of core competencies for MA I

Accelerated MA Career Ladder*				
	Core Competencies	MA Commitment	CHP Commitment	Eligibility
Certified MA I	MA I, plus administering flu vaccines to patients age 12 and up	Challenge the certified MA test	4 % increase when certification is complete	Two licensed sponsors In good standing Completion of core competencies for MA I As outlined by organization offering certification test
Alternate track to Certified MA I		Complete MA Apprenticeship	4 % increase when certification is complete 4% increase when apprenticeship is completed	Two licensed sponsors In good standing Completion of core competencies for MA I
Certified MA II	Above plus: Administering vaccines to patients age 12-18 Administering vaccines to patients age 18 and older	Maintains MA Certification	4% increase	Two licensed sponsors Training and sign off Completion of core competencies for MA I and certified MA I

	Successful completion of 7s project			
Certified MA III	Above plus: Medication administration under the supervision of licensed provider Administration of vaccines to patients of all ages. Refills prescriptions per provider directive Result notification per provider directive	Maintains MA Certification	4 % increase	Two licensed sponsors Training and sign off Completion of core competencies for MA I and certified MA I and MA II

* The accelerated schedule is dependent on clinic staffing needs and the availability of two licensed coworker sponsors.