



Bonner General Health Medical Assistant Apprenticeship Program

Program Coordinator: Michelle Berger, NCMA and Clinic Support Manager

Thank you for your interest in the Medical Assistant Apprenticeship Program at Bonner General Health. We are excited to offer CNA's the career pathway of becoming a Certified Medical Assistant by gaining knowledge and certification while being employed at BGH. There is an increasing need for CMAs in the workforce and we would like to support training individuals who want to further their careers to meet this demand. The educational method is hands on, although some independent study time is required. You will be given an interactive study guide and have support coaches along the way. You can obtain certification through experience at \$0 to you.

Phase 1: Application process

- Visit Bonner General Health's career page to apply. The position is CNA to CMA on-the-job training. Applicants must currently be a Certified Nursing Assistant.
- Current employee's application must include a recommendation from a fellow CNA, ER Tech, MA, RN, LPN, PA, MD, NP, or supervisor that you have worked with in a clinical setting

Phase 2: Gain the experience needed by working in a clinic setting including training for 1-2 years full time within 5 years depending on experience.

Phase 3: Ongoing training and evaluations for competency

Final Phase: Exam and Certification

- Once you have completed the program while working within our organization, you will be eligible to sit for the national test and will become a Certified Medical Assistant.

Medical Assistant Apprentice Position Summary: Primary responsibilities include providing care at the direction of a licensed physician or nurse practitioner, assisting the provider in all phases of care, and maintaining a safe environment for patients. Additional responsibilities include escorting patients to examination rooms and recording patient history and vital signs. Candidates will function in a CMA Apprentice role while providing care at the delegation of the provider, while working within the MA Apprentice Scope of Practice.

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Essential Functions of a Medical Assistant Apprentice:

- Provides care at the direction of a licensed physician or Nurse Practitioner
- Assists Provider in all phases of patient care, including assisting in surgical procedures
- Escorts patients to examination rooms
- Records patient history and vital signs
- Prepares and stocks rooms daily
- Obtain knowledge of ordering medical supplies within BGH clinics
- Demonstrates safe and efficient use of all clinical equipment
- Accepts new tasks
- Maintains a safe environment for patients; uses safety precautions appropriately
- Demonstrates understanding and utilization of Standard Precautions, asepsis, and infection control procedures
- Demonstrates ability to respond quickly and effectively in an emergency
- Demonstrates the ability to communicate and receive constructive feedback in a positive manner
- Maintains strict confidentiality regarding knowledge of all patient information (HIPAA), staff, clinic, and hospital confidential business
- Create NCCT account and register for the interactive study guide. Study all sections and stay within your timeline according to your placement in MA Apprentice program.
- Meet and discuss accountability for study materials, training on a weekly, monthly, or quarterly basis as directed by program coordinator.
- Communicate with MA Apprentice Coordinator and/or coaches for additional training, study materials or struggles you may be experiencing preparing for the national exam
- MA Apprentice will be given opportunities at the direction of the MA Apprentice Program Coordinator to begin training in the following areas under close supervision of the CMA/LPN/RN/LAB Tech, Cardiopulmonary Tech, or ER Tech to begin performing and providing the following:
 - Providing patient education in office visits or by telephone as directed by supervising CMA/PN/RN/Provider
 - Calls in prescriptions as ordered to pharmacy under the direction of Supervising CMA/PN/RN/Provider
 - Practice and gain knowledge in Phlebotomy, accu-check, urinalysis drug screenings, basic lab testing, and finger sticks under supervision of Lab and/or supervising CMA/PN/RN/Provider
 - Practice and gain knowledge in performing EKGs