



# Medical Assistant

Youth Apprenticeship

## MEDICAL ASSISTANT

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Medical assistant youth apprentices are oriented to both the administrative and clinical duties of a physician's office from general office procedures to the technical phases of examining room assisting and elementary medical laboratory techniques.

**Length of Apprenticeship:** One year

## OCCUPATIONAL COMPETENCIES

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Youth apprentices must complete a **total of 14** competencies. **Thirteen** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment.

Occupational Competencies
1. Apply infection prevention controls
2. Apply standard precautions
3. Respond to patient inquiries professionally
4. Schedule patient appointments using electronic and/or paper-based systems
5. Maintain the patient record
6. Perform administrative tasks
7. Set up area for exam/procedures
8. Room patient
9. Maintain inventory
10. Clean and prepare supplies and instruments
11. Instruct patients in collection of specimens
12. Assist in performing testing
13. Obtain vital signs
14. Assist physician with patient care for routine examinations

## REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES

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The following Registered Apprenticeship is available in this area:

- Medical Assistant

## POST-SECONDARY PATHWAY OPPORTUNITIES

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There are several post-secondary pathway opportunities in this area. The following is a partial list.

- Medical Assistant
- Medical Coding
- Nursing