Medical Assistant Apprenticeship-Fairview Health Services

Job Description:

In the Medical Assistant Apprentice role; the apprentices will perform Medical Assistant duties while studying toward certification, within limits of current training; work is guided and overseen by a Patient Care Supervisor at the assigned clinic location.

The apprentice will work in a collaborative environment to deliver excellent patient care under the direction of a licensed clinical professional at the assigned clinic. Upon completion of the apprenticeship, the team member will be able to facilitate all aspects of the patient visit experience, including, but not limited to: Clinical duties: room set up and patient preparation, point of care tests, vital signs, specimen collection, blood draws, and administration of medications and immunizations. Environment: room cleaning and sterile processing, quality controls, fire and other safety precautions.

The apprentice may assist Physician and Advanced Practice Professional with procedures and treatments as trained and directed. The apprentice may perform some administrative duties including patient check in and out, scheduling referrals and follow-ups, obtaining signatures, and directing phone calls.

What is an apprenticeship?

A registered apprenticeship is an employer-driven model that combines on-the-job training with job-related instruction, which progressively increases an apprentice’s skill level and wages.

An apprenticeship program offers many advantages to apprentices. An apprenticeship often serves as entry to a long-lasting and rewarding career, provides you with marketable skills and knowledge, and allows you to continue to earn a good wage while continuing to learn skills within your health care career.

With apprenticeship training, you will sign a written agreement with Fairview Health Services that will outline the apprenticeship requirements. The agreement will specify:

- The length of time you will be in training.
- The hours of related educational training.
- A listing of the skills you will learn throughout the specified timeframe.

Apprenticeship Details:

The apprenticeship requires the individual to work at a .6 FTE as an apprentice at a Fairview clinic and be accepted into the Medical Assistant program at Rasmussen College, our education
partner for the apprenticeship. The apprentice must intend to continue employment at Fairview Health Services.

The apprenticeship is partially funded through a grant opportunity from the Department of Labor. The apprentice is responsible for all other tuition and related education expenses above the grant funding allotment.

**Job Qualifications:**

**Education**
Minimum: Interest in becoming a Medical assistant and working in the healthcare field with a team based approach. Must be eligible for admission/enrollment in the Medical Assistant program at Rasmussen College; the partner education institution selected by Fairview as described above.

**Related Experience**
Minimum: Basic business office skills, clinical skills, and computer skills.
Preferred: Knowledge of medical terminology, prior healthcare experience.