

FACULTY QUALIFICATIONS FOR OCCUPATIONAL PROGRAMS	
<i>Instructional Area:</i>	509 Medical Assistant
<i>Educational Requirements:</i>	Technical Diploma –medical assistant, Certified with AAMA or RMA, Bachelor’s degree in Health Sciences or related field.
<i>Occupational Requirements:</i>	Three-year’s (6,000 hours) minimum of verified work experience as a medical assistant/RN/LPN is required. Experience must be in clinic environment, and occupational experience must include one-year (2,000 hours) within the past five years.
<i>Working titles which provide the occupational experience necessary to function as an instructor:</i>	<ul style="list-style-type: none"> • Certified Medical Assistant (CMA) • Registered Medical Assistant (RMA) • Registered Nurse in Ambulatory Care Clinic • Licensed Practical Nurse in Ambulatory Care Clinic • Medical Clinic Manager
<i>Relevant job duties an individual should have performed:</i>	<p><u>In a medical office environment:</u></p> <ul style="list-style-type: none"> • Process billing • Maintain equipment • Inventory control • Schedule medical appointments • Record medical history • Assist provider • Coding procedures • File medical records • Sterilize instruments/Infection Control • Obtain vital signs • Administer medications • Instruct/educate patients • Medical records control • Assist with surgical procedures • Assist with insurance claims • Participate in community health programs • Assist with examination and treatments • Collect specimens • Basic laboratory testing procedures • Perform electrocardiogram (ECG) and spirometry
<i>Requirements from other governmental agencies, associations, or other significant groups:</i>	Must meet current CAAHEP and MAERB requirements to teach.
<i>Other:</i>	