

**Department:** UVM Medical Group

**Subject:** Medical Assistant/Clinical Care Associate Scope of Practice

**Purpose:** To define the Scope of Practice for Medical Assistants and Clinical Care Associates.

**Statement:** The Medical Assistant/Clinical Care Associate has a directed scope of clinical practice which includes:

- Maintaining safe and effective clinical care rendered directly
- Coordinating patient care by providing administrative and clinical support to a licensed clinician

**Procedure:** A Medical Assistant (MA)/Clinical Care Associate (CCA) functions under the direction of an advanced practice registered nurse, physician assistant or licensed physician in the performance of activities delegated by that health professional.

Under the direction means that an advanced practice registered nurse, physician assistant or licensed physician must be present on the premises when tasks are performed by a medical assistant. The degree of supervision should be appropriate to the circumstances.

For MA/CCAs to function independently within their scope of practice in the ambulatory environment there must be documentation of a successful orientation and continuing competency.

An MA/CCA in the ambulatory environment may, with appropriate education, training and demonstration of competency:

- Direct Patient Care
  - Escort patients to an exam room
  - Conduct and document patient history interviews
  - Record pain location and level
  - Review a patient's medication list
    - *Note Well:* Reconciliation must be completed by a licensed clinician.
  - Take and record vital signs
  - Prepare patient for an examination
  - Provide patient information/instruction under the direction of a licensed clinician.
  - Set up/Clean Exam Rooms
  - Provide lab results to patients, under the direction of a provider
  - Administer O2 with a provider order or by documented policy/protocol
- Documentation
  - Abstract data, which has been reviewed by a provider, into the electronic medical record

- Testing/Procedures
  - Assist with medical examinations/procedures
  - Perform venipuncture, with a provider order or documented protocol
  - Remove sutures, with a provider order or documented protocol
  - Perform clean and sterile dressing changes, with a provider order
  - Perform eye or ear irrigations with a provider order
  - Perform casting with a provider order
  - Collect and prepare laboratory specimens, with a provider order or documented protocol
  - Perform point of care testing, with a provider order or documented protocol
  - Perform EKGs, with a provider order or documented protocol
  - Perform visual acuity testing, with a provider order or by documented protocol
  - Perform spirometry with a provider order or by documented protocol
    - *Note Well:* May not administer/provide inhaled medications
  - Perform throat cultures with a provider order or by documented protocol
  - Perform sweat testing with a provider order
  - Perform photo-therapy with a provider order, following a documented protocol
  - Place PPD with a provider order or by documented protocol
  - Remove a urinary catheter, with a provider order, in a patient with an expected outcome which does not require nursing assessment or judgment.
  - Draw up medications, in the process of procedural set up, for administration by a provider.
    - May draw up multiple medications from single use vials only (may not perform this process with multi-dose vials).
- Administrative/Support
  - Pend orders in the patient EHR, with a provider order or documented protocol
  - Complete call in/mail prescription refills with a provider's order
  - Inventory supplies
  - Restock patient exam rooms
  - Perform cleaning and sterilization of equipment

**NOTE: Individual healthcare service or clinical site leaders may choose to limit some of the above tasks, as specific needs dictate.**

***It is not within the MA/CCA's scope of practice to:***

- Participate in or perform patient triage
- Reconstitute medications for administration
- Administer medications which include, but are not limited to:
  - Prescribed
  - Vaccines/Immunizations
  - Over The Counter
  - Medications/solution that may be instilled via tubes or catheters
  - Inhalers
- Perform an assessment of a patient's condition
- Perform intermittent bladder catheterization
- Place an indwelling bladder catheter
- Irrigate indwelling catheters
- Participate in any aspect of IV therapy
- Discontinue medications from a patient's medication list
- Update or maintain a patient's problem list
- Delegate patient care

See Appendix A – MA/CCA Delegation Decision Tree

**Sponsor:** Lisa Goodrich, VP Operations, Medical Group

**Reviewers:**

Dawn Godaire, Director Clinical Operations and Training, Medical Group

Fern Davignon, Clinical Operations Nurse Educator

Patient Care and Operations Committee

**Owner:** Dawn Godaire, Director Clinical Operations and Training, Medical Group

**Date Approved:** May, 2015

**Reviewed:** September 22, 2017

*\*All Protocols are to be reviewed annually from the approved date.*

# Appendix A

## MA/CCA Delegation Decision Tree

