

UW HEALTH JOB DESCRIPTION

Medical Assistant Program Instructor

Job Code: 540055	FLSA Status: Non-exempt	Mgt. Approval: B. Willey	Date: February 2023
Department: HR – Career Pathways		HR Approval: S. Whitlock	Date: February 2023

JOB SUMMARY

Under the direction of the MA Program Manager, the Medical Assistant Instructor will provide instruction within the Medical Assistant Program at UW Health.

The instructor must be current and competent in the Medical Assistant Scope of Practice and core curriculum objectives included in all courses. The courses taught will be assigned by the MA Program Manager.

The position requires a high level of organizational skills. The MA Instructor is responsible for instructing courses and correlating laboratory exercises for each course they teach, as assigned by the Program Manager. The Instructor's responsibilities include didactic and clinical instruction and evaluation.

Excellent communication skills are essential. The incumbent must be able to motivate and inspire students.

While the Program Manager monitors the overall program direction and performance, the MA Instructor ensures that course and clinical laboratory exercises meet course objectives, for each course or lab they teach.

MAJOR RESPONSIBILITIES

The program instructor must direct student learning and assess student progress in achieving the requirements of the program in the appropriate learning domains.

1. Prepare and update course syllabi for each course taught. Provide instruction that covers the curriculum for assigned classes.
2. Assure compliance with program expectations and support program outcomes.
3. Perform student evaluation and use continuous quality improvement techniques to determine the effectiveness of instruction and student achievement. Maintain accurate student records. Identify students needing assistance and refer/aid as needed.
4. Create a classroom environment that is respectful of diversity and demonstrates a commitment to multiculturalism.
5. Create reports as requested by the Program Manager and the organization.
6. Participate in program development activities.
7. Attend and participate in program meetings and organization meetings as needed.
8. Assist in the enforcement of program regulations and report student conduct violations.
9. Cultivate a personal interest in communities served by the program and participate when possible in community activities.
10. Other duties as assigned to meet student, employer and program needs.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High school diploma or equivalent
	Preferred	MA, LPN, RN, Lab professional
Work Experience	Minimum	Two (2) years of experience as a CMA, RMA, CCMA or LPN in an ambulatory setting or other healthcare related experience.
	Preferred	<ul style="list-style-type: none"> • Five (5) years of experience as a CMA, RMA, CCMA or LPN in an ambulatory setting. • Experience as a lab professional for CLIA-Waived POL setting. • Teaching experience.
Licenses & Certifications	Minimum	• CMA, RMA, CCMA or LPN and current CPR
	Preferred	• CMA, RMA, CCMA, or LPN and current CPR and RN
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Medical assisting faculty must be current and competent in the MA Core Curriculum objectives included in their assigned teaching, as evidenced by education and/or experience, and have instruction in educational theory and techniques.

UW HEALTH JOB DESCRIPTION

	<ul style="list-style-type: none"> • Teaching experience. • Ability to comply with UW Health employee requirements. • Ability to teach and assist in any area of the MA Program as needed. • Possess strong MA Clinical and Laboratory skills. • Ability to supervise and motivate students. • Ability to teach to a variety of learners and abilities. 		
AGE SPECIFIC COMPETENCY (Clinical jobs only) Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
X	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
X	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
X	School Age (6 – 12 years)	X	Older Adult (Over 65 years)
JOB FUNCTIONS Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time
		Constant 67%-100% of the time	
x	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.