

Medical Assistant Extern Expectations

This checklist is intended to guide preceptors and clinic staff on appropriate tasks and expectations for MA externs. Progression may vary based on competency and comfort level of both the extern and preceptor.

Important Epic Training Note for Preceptors

MA externs receive an introductory Epic course during onboarding for their externship. While this provides foundational knowledge, externs will require hands-on demonstration and real-time guidance by clinic staff to understand site-specific workflows, documentation standards, and best practices.

Week 1: Orientation, Observation, and Supported Participation

- Shadow Medical Assistants and clinical staff
- Learn clinic layout, flow, and daily routines
- Observe patient flow from check-in through discharge
- Review Epic navigation and documentation standards
- Assist with entering vitals, medications, allergies, and histories into Epic (as directed)
- Observe and assist with room setup, stocking, and supply management
- Assist with room turnover between patients
- Observe patient rooming and provider interactions
- Observe clinical procedures and testing (observation only)
- Observe patient communication techniques and approved verbiage

Independence Note: Some externs may begin performing tasks independently during Week 1 if both the preceptor and extern feel comfortable.

Week 2 and Beyond: Independent Clinic Support (Non-Testing Tasks)

- Prepare and stock exam rooms independently
- Turn over rooms between patients
- Room patients according to clinic standards
- Obtain and document vital signs (height, weight, blood pressure, temperature, pulse, respirations)
- Document pain score and tobacco status
- Enter medications, allergies, and histories into Epic
- Support clinic flow and assist providers as directed

- Administer injections
 - An extern **must** observe a minimum of 5 injections by RN/MA/LPN in order to complete competency. Once competency is completed, MA extern may give injections **under direct supervision**. Preceptor must remain in room from point of Medication preparation through final documentation.
- Independently communicate with patients using approved verbiage (e.g., wait-time updates)
- Demonstrate professional, empathetic patient communication

Important Note: Progression is not strictly time-based. Tasks may be performed independently earlier or later based on demonstrated competency and comfort level, as determined by the preceptor.

Scope Reminder ⓧ

- Point of Care Testing (POCT)
 - Externs are **not** permitted to perform any Point of Care Testing (POCT). Externs may observe POCT being performed by authorized staff but may not perform testing. If hired after graduation, POCT training and competency will occur during onboarding.
- Complete tasks outside of MA Scope