# PPPSW Medical Assistant Training

## **Program Overview**

The MA onboarding training program prepares new Medical Assistants to develop and perform basic medical procedures and practices as required by PPPSW.

## In This Together–Everyone has a role

The success of the new MA's onboarding relies on several staff members throughout the organization. The following defines each position's responsibilities that help guide and

#### impact the MA's journey.

## ≽ New MA

#### Expected to:

- \* Attend and participate in all components of the onboarding program
- \* Ask questions, monitor their progress through the MA Training Record, and share any concerns about their progress, skills, or training content with the MA Supervisor/ Center Manager or Peer Trainer.

## >>> MA Supervisor/Center Manager

- First point of contact with the new MA on their first day in the health center
- \* Ultimate responsibility for monitoring training progress, providing feedback, and managing performance

## Peer Trainer

- \* An experienced MA who works in the new MA's health center
- You will be partnered with your Peer Trainer throughout the duration of your in-clinic training
- \* Assesses and signs-off on all tasks, skills, and competencies during in-clinic learning

#### ≫ MA Training Specialist

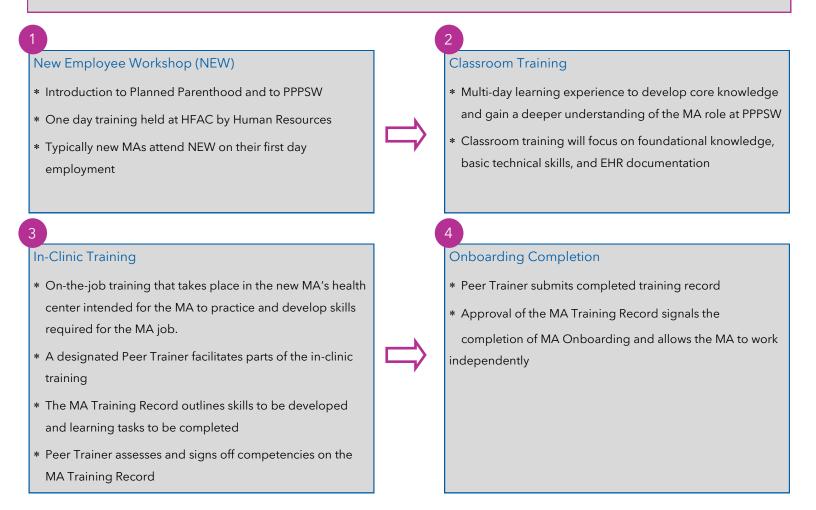
- \* A PPPSW employee with expert MA skills who serves the agency in a training capacity
- \* Facilitates the MA Onboarding classroom training.
- Check-in with you and your Peer Trainer throughout your in-clinic training to ensure progress is being made and provide support.





## **Onboarding Components**

The onboarding training program contains several components that new MA's must attend, complete, and perform. Listed are the components of onboarding with a brief description.



## **Onboarding Schedule**

	Mon	Tues	Wed	Thurs	Fri
Week 1		Day 1: NEW	Classroom Training		
Week 2	Classroom Tr	aining	<b>,</b>	In-Clinic Train Competency	
Week 3-5					

