BULLETIN 2018-52 June 15, 2018

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| U.S. Department of Labor  Employment and Training Administration, Office of  Apprenticeship (OA)  Washington, D.C. 20210 | Distribution:  A-541 Hdqtrs  A-544 All Field Tech  A-547 SD+RD+SAA+; Lab.Com | Subject: The Occupation of Medical Assistant CBOF  Code: 200.1 | |
| Symbols: DPQSP/LNS | Action: Immediate | |
| **PURPOSE:** To inform the staff of OA, State Apprenticeship Agencies (SAA), Registered Apprenticeship program sponsors, and other Registered Apprenticeship partners of the approval of the Competency-Based Occupational Framework for the occupation of Medical Assistant:    Medical Assistant  O\*NET-SOC Code: 31-9092.00  RAPIDS Code: 1085CB  Type of Training: Competency-based  **BACKGROUND:** The National Office has approved a set of ten (10) national, Competency-Based Occupational Frameworks (CBOFs), developed in partnership with the Urban Institute. These CBOFs have met industry standards and approval; they cover job titles and occupational pathways, related functions and performance criteria, as well as academic, workplace and personal competencies for job success. While use of these CBOFs in developing competency-based standards is voluntary, no additional vetting of a Work Process Schedule utilizing the CBOFs should be required where a program aligns to the occupational framework described in a CBOF beyond the basic requirements set forth in 29 CFR Part 29.  Included among the ten initially approved CBOFs, is Medical Assistant. Medical assistants work in medical offices and outpatient care centers, including urgent care centers and surgical centers. They work with licensed health care and allied health care providers, including doctors, optometrists, podiatrists, chiropractors, nurse practitioners, physician’s assistants, nurses, radiology technicians, respiratory therapists, and office support staff (e.g., clerical office staff). Some medical assistants work in small medical practices that employ only a physician and a single medical assistant, and others work in larger medical practices and outpatient care centers (including those affiliated with hospitals).  Medical assistants work with licensed medical care providers in medical offices or other outpatient centers to maintain office records and equipment, schedule and participate in the examination and treatment of patients, perform basic diagnostic tests or medical procedures, and provide patient education and follow-up support.  Within certain limits, the sponsors of CBOF-based apprenticeship programs are permitted to customize the job functions or competencies contained in a CBOF for Medical Assistant. However, OA encourages the use of all core competencies to be included in the approved WPS.  **ACTION:** OA staff should familiarize themselves with this bulletin and the attached CBOF as a source for developing apprenticeship standards and/or providing technical assistance.  If you have any questions, please contact Natalie Linton, Program Analyst, Division of Program Quality, Standards and Policy at (202) 693-3592.  **NOTE:** This bulletin is being sent via electronic mail.    Attachment | | |