



**Los Angeles County Department of Health Services**

<b>Policy &amp; Procedure Title:</b>		Supervision of Certified Medical Assistants	
<b>Category:</b>	300-399 Operation Policy	<b>Policy No.:</b>	310.202
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<b>DHS Division/Unit of Origin:</b>	DHS Office of Nursing Affairs		
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<b>Distribution: DHS-wide</b> <input checked="" type="checkbox"/>	<b>If not DHS-wide, other distribution:</b>		

**PURPOSE:**

The purpose of this policy is to delineate responsibility for the clinical and administrative oversight and supervision of Certified Medical Assistants (CMA) at Department of Health Services (DHS) Ambulatory Care Network (ACN) clinics and hospital based outpatient clinics.

**DEFINITION(S):**

**Administrative Tasks:**

Administrative tasks performed by CMAs may include, but are not limited to, performing registration functions, making telephone calls, scheduling appointments, and using electronic patient management systems (e.g. Affinity, i2i). Administrative tasks exclude those components related to the provision of direct, hands-on, patient care.

**Clinical Tasks:**

Clinical tasks refers to the CMAs performance of technical supportive services related to the provision of direct, hands-on, patient care as outlined in the Business and Professions Code, the Health and Safety Code, and the California Code of Regulations, relating to the scope of practice of CMAs in the State of California.

Clinical tasks performed by CMAs may include, but are not limited to, taking vital signs, placing patients into the exam room in a timely manner, administering medication allowed within their scope of practice and performing ancillary clinical procedures (e.g. electrocardiograms, applying and removing bandages, and point of care testing).

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*The mission of the Los Angeles County Department of Health Services is to ensure access to high-quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners.*

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**POLICY:**

- CMAs will only be utilized at ACN clinics and hospital based outpatient clinics.
- CMAs may only perform tasks and procedures as outlined in Business and Professions Code Sections 2069 and 2070, and California Code of Regulations Title 16, Section 1366.
- Overall supervision of day-to-day job performance is designated to the local facility Chief Medical Officer, Medical Director, or supervising physician. The Supervising Physician may, at his or her discretion, delegate the supervisory function to a Nurse Practitioner, Nurse Midwife, or Physician Assistant.
- The supervising physician may provide written instruction to be followed by a CMA in the performance of tasks and additional supportive services. Such written instruction may provide that a registered nurse may assign tasks authorized by a physician coordinating the delivery of day-to-day patient care. The supervising physician authorizes the CMA to perform services within scope, and shall be responsible for the patient's treatment and care.

**PROCEDURE:****Training, Orientation, and Competency**

- The administration of training and orientation, on-site training, area orientation, and competency validation is provided by local clinic leads under direction of the supervising physician, who shall be responsible for determining the content of the training and the proficiency of the CMA.
- CMAs are required to complete and pass the Annual DHS system-wide core competency testing coordinated by the Office of Nursing Affairs.

**Performance Evaluations**

Performance evaluations will be approved by the Chief Medical Officer, Medical Director and/or their designee, with appropriate input from nursing and medical staff.

**REFERENCE(S)/AUTHORITY:**

California Business and Professions Code 2069 and 2070  
Los Angeles County Department of Health Services  
Title 16 California Code of Regulations (CCR) Section 1366