

# Medical Assistant Clinical Ladder

## The Clinical Ladder Contains Two Levels

### MA II AND MA III

A minimum of ONE year of employment is required per progression for each level of the ladder

## Eligibility Requirements

### ALL OF THE FOLLOWING MUST BE MET TO APPLY

Employed at VUMC for ONE year as an MA

Performed as Meets Expectations on the performance evaluation in all areas

Completed all competencies and in-service required by VUMC and department on or before deadline

Has no documented progressive discipline on file within the rolling year of application

## What Roles are Eligible

### MEDICAL ASSISTANTS CARE TEAM MEDICAL ASSISTANTS

Medical Assistants in both a Medical Assistant job code and a Care Team Medical Assistant job code are able to apply for and advance in the Medical Assistant Clinical Ladder

# Medical Assistant Clinical Ladder

## How to apply

### GO TO:

<HTTPS://REDCAP.LINK/MALADDERAPPLICATION>

The leader will complete the "Manager / Designated Leader Section" to ensure eligibility requirements are met for the MA

Next, the Medical Assistant will complete the "Applicant Portion" including submitting all required documents requested

To save the application and return at a later time, select "Save and Return Later" and enter MA's email address. MA will then use this unique link, sent via email, to access the same application again, rather than starting a new application.

It is best to access this application from a computer rather than a smartphone in order to submit all required documents

## What happens after application

### THE MA LADDER COMMITTEE REVIEWS THE APPLICATION

A review committee comprised of frontline staff and leaders reviews all applications and approves advancement or provides feedback on additional steps to take to prior to advancement

### QUESTIONS?

[MALADDER@VUMC.ORG](mailto:MALADDER@VUMC.ORG)

<HTTPS://WWW.VUMC.ORG/MEDICAL-ASSISTING/VANDERBILT-MEDICAL-ASSISTANT-CLINICAL-LADDER>