

# PROFESSIONAL HEALTH CAREERS - MEDICAL ASSISTING

## Skills Indicators

Student: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_



FREDERICK COUNTY PUBLIC SCHOOLS



Career & Technology Center

7922 Opossumtown Pike

Frederick, MD 21702

301-694-6920

### COMPETENCY CERTIFICATION RATINGS GUIDE

- Mastered** - Independently meets the industry level standard for knowledge or performance  
**Assist** - Requires some assistance to meet the industry level standard for knowledge or performance  
**Attempt** - Unable to meet the industry standard standard for knowledge or performance without significant assistance  
**Blank** - No exposure or experience to date
- \*Skills documented in red indicate that the student performed the skill in a clinical situation.  
 \*\*Skills documented in black indicate that the student performed the skill in a classroom setting.

Mastered initials/date	Assist date	Attempt date	<b>A: CLINICAL ASEPSIS</b>
/			1. Hand washing
/			2. Put on PPE
/			3. Remove PPE
/			4. Transfer sterile item
/			5. Wrapping & loading items for autoclave
/			6. Universal precautions
/			7. Reportable diseases
/			8. Disinfecting examination room
/			9. Making examination room safe for impaired patients
/			10. Disposing of biohazardous waste

Mastered	Assist	Attempt	<b>B: PATIENT POSITIONING</b>
/			1. Lithotomy position
/			2. Fowler's position
/			3. Knee-chest position
/			4. Sim's position
/			5. Prone position
/			6. Supine position

Mastered initials/date	Assist date	Attempt date	<b>C. PATIENT MOBILITY</b>
/			1. Apply a gait belt
/			2. Assist patient to ambulate
/			3. Assist patient with a cane
/			4. Assist patient with a walker
/			5. Assist patient with crutches
/			6. Assist falling patient
/			7. Range-of-motion
/			8. Body Mechanics
/			9. Transfer patient in wheelchair/chair

Mastered	Assist	Attempt	<b>D. CRYOTHERAPY &amp; THERMOTHERAPY</b>
/			1. Administering cryotherapy
/			2. Administering thermotherapy

Mastered	Assist	Attempt	<b>E. ASSIST WITH PHYSICAL EXAMINATIONS</b>
/			1. Assist with sigmoidoscopy
/			2. Assit with gynecological exam
/			3. Assist with cervical biopsy

Mastered	Assist	Attempt
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/		
/		
/		

- E: BODY TEMPERATURE**
1. Measure temperature and record
  2. Oral
  3. Tympanic
  4. Axillary
  5. Rectal

Mastered	Assist	Attempt
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- F: PULSE AND RESPIRATION**
1. Count the radial pulse and record
  2. Count the apical pulse & record
  3. Count respirations and record
  4. Use pulse oximeter

Mastered	Assist	Attempt
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/		

- G: BLOOD PRESSURE**
1. Take blood pressure manually and record
  2. Take blood pressure with electric apparatus

Mastered	Assist	Attempt
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/		
/		

- H: MEASURE HEIGHT AND WEIGHT**
1. Weigh and measure patient using an upright scale
  2. Weigh infant & graph results
  3. Measure length of an infant & graph results

Mastered	Assist	Attempt
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/		

- I: NUTRITIONAL NEEDS**
1. Educating patients re: water requirements
  2. Assisting patients with food allergies
  3. Reading food labels

Mastered	Assist	Attempt
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/		
/		

- J: SCREENINGS**
1. Vision Screening
  2. Chronic Fatigue Syndrome screening
  3. Scoliosis
  4. Breast Exam

Mastered	Assist	Attempt
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- MICROBIOLOGY**
- 1 Obtaining throat culture
  - 2 Preparing microbiology specimens for transport
  - 3 Preparing microbiological specimen smear
  - 4 Performing Gram's Stain
  - 5 Inoculating a culture plate
  - 6 Incubating culture plate
  - 7 Determining antimicrobial sensitivity

Mastered	Assist	Attempt
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- M URINE SPECIMENS**
- 1 Collecting clean-catch midstream specimen
  - 2 Collecting urine from pediatric patient
  - 3 Establishing Chain of Custody for specimen
  - 4 Measuring specific gravity
  - 5 Performing reagent strip test
  - 6 Pregnancy testing using EIA method
  - 7 Processing specimen for microscopic exam

Mastered	Assist	Attempt
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- DENTAL ASSISTING**
- 1 Identify teeth & surfaces
  - 2 Make rubber base impression
  - 3 Pour stone model
  - 4 Prepare amalgam
  - 5 Prepare a dental tray

Mastered	Assist	Attempt
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- N ASSISTING WITH MINOR SURGERY**
- 1 Assisting with needle biopsy
  - 2 Creating a sterile field
  - 3 Surgical scrub
  - 4 Donning sterile gloves
  - 5 General assisting procedures
  - 6 Suture removal
  - 7 Sterile dressing change

Mastered	Assist	Attempt
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/		

**O CARDIORESPIRATORY SYSTEM**

1. Obtaining ECG
2. Measure pulmonary function

Mastered	Assist	Attempt
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/		
/		

**P LEGAL AND ETHICAL**

1. Scope of Practice
2. OSHA regulations
3. HIPAA

Mastered	Assist	Attempt
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**Q MEDICATION ADMINISTRATION**

1. Comply with Controlled Substances Act
2. Reviewing MD's DEA Registration
3. Administering oral medications
4. Reconstituting & drawing an injectable drug
5. Intradermal injection
6. Subcutaneous injection
7. Intramuscular injection
8. Administering eye medications
9. Administering ear medications

Mastered	Assist	Attempt
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**R PROCESSING HEALTHCARE CLAIMS**

1. Completing CMS-1500 claim form
2. Locating an ICD-9-CM code
3. Locating a CPT code
4. Using a superbill

Mastered	Assist	Attempt
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/		
/		
/		

**S MEASUREMENT/MATH**

1. Convert Fahrenheit to Celsius
2. Use military time
3. Convert standard to metric

Mastered	Assist	Attempt
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/		
/		

**T INTERPERSONAL RELATIONS**

1. Communicates effectively with others
2. Follows chain of command
3. Follows directions

Mastered	Assist	Attempt
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/		
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**U CAREER DEVELOPMENT**

1. Prepare a resume
2. Complete a job application
3. Participates in a job interview
4. Applies computer skills

Mastered	Assist	Attempt
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**V MEDICAL EMERGENCIES & 1ST AID**

1. Stocking the crash cart
2. Performing an emergency assessment
3. Perform adult, child, and infant CPR
4. Manage obstructed airways
5. Assisting with emergency childbirth
6. Performing Triage
7. Caring for vomiting patient

Mastered	Assist	Attempt
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**W BLOOD SPECIMENS**

1. Performing venipuncture
2. Performing capillary puncture
3. Preparing blood smear slide
4. Measuring hematocrit
5. Measuring hemoglobin
6. Measuring blood glucose

Mastered	Assist	Attempt
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**X WORK MATURITY SKILLS**

1. Attendance
2. Task preparation
3. Use of time/task completion
4. Accepts supervision
5. Human relations

Mastered	Assist	Attempt
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**Y COMMUNICATION**

1. Interviewing patient
2. Communicate with culturally diverse patients
3. Communicating with anxious patient
4. Creating letter
5. Answering telephone
6. Retrieving messages

MASTERY OF CONTENT	
	# of skills mastered
129	# of total skills
%	MASTERY

**INTERNSHIPS/WORK STUDY**

Employer:	
Address:	
Contact/Supervisor:	
Phone #:	
Employment Dates:	
Job title/description:	

Employer:	
Address:	
Contact/Supervisor:	
Phone #:	:
Employment Dates:	
Job title/description:	

Employer:	
Address:	
Contact/Supervisor:	
Phone #:	
Employment Dates:	
Job title/description:	

Employer:	
Address:	
Contact/Supervisor:	
Phone #:	:
Employment Dates:	
Job title/description:	

**ATTENDANCE & EMPLOYABILITY SKILLS**

Dates of enrollment:  
Attendance:

**Ratings Scale**

- 3 - Exemplary
- 2 - Good
- 1 - Fair
- 0 - Poor

**RELATIONS WITH OTHERS**

(effectiveness in working with students, instructors, and others: cooperation:show of respect)

**DEPENDABILITY**

(attendance, punctuality, adherence to schedules and deadlines consistency and results, pe perseverance

**WORK ATTITUDES**

(willingness to learn, willingness to accept and profit from evaluation, enthusiasm, initiative, commitment, pride in work)

**COMMUNICATIONS**

(listening, speaking, and nonverbal skills; effectiveness in communicating with students, teachers, and others

**SAFETY**

(follows safety guidelines for standard precautions)

**Additional Comments:**

**RELATED STUDENT ACHEIVEMENT INFORMATION**

Participation in SkillsUSA VICA (Activities/Events/Offices):

\_\_\_\_\_

\_\_\_\_\_

Articulation Credits with FCC

\_\_\_\_\_ Medical Terminology (3 credits)

\_\_\_\_\_ Medical Assisting I & II (4 credits)

American Safety and Health Institute (ASHI) Certifications:

\_\_\_\_\_ Professional CPR

\_\_\_\_\_ First Aid

I certify that the ratings on this performance profile for **student name** are the result of personal observations and evaluations and further certify that **student name** has mastered **X** of the **Y** skills that were covered in the Fundamentals of Nursing program.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Instructors Name \_\_\_\_\_ Date \_\_\_\_\_

I certify that the ratings included in this competency profile were completed by my Fundamentals of Nursing instructor.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Student's Name \_\_\_\_\_ Date \_\_\_\_\_