

MEDICAL ASSISTANT (500 Hours)

Course No.: 77-40-50

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signature verifies completion of course competencies)

A. INTRODUCTION (14 hrs)

- _____ 1. Qualities needed for medical assistants
- _____ 2. Role of medical assistant on health team
- _____ 3. Identify practitioners of 36 specialties
- _____ 4. Legal differences of licensure & certification
- _____ 5. Laws/ethics in practice of medical assistants
- _____ 6. Legal situations
- _____ 7. Importance of confidentiality
- _____ 8. Ownership of records & rights to information
- _____ 9. Stress causes/symptoms/management
- _____ 10. Duties and job specifications
- _____ 11. Attendance and course requirements
- _____ 12. Organizations for clinical medical assistant

B. COMMUNICATIONS (28 hrs)

- _____ 1. Define communication
- _____ 2. Verbal/non-verbal communication & barriers
- _____ 3. Techniques to promote good relations
- _____ 4. Language limitations & religious/cultural beliefs
- _____ 5. Communicate w/staff, patients, and visitors
- _____ 6. Taking and relaying messages
- _____ 7. Telephone etiquette
- _____ 8. Reporting observations to the physician
- _____ 9. Meanings of medical prefixes and suffixes
- _____ 10. Medical abbreviations and symbols
- _____ 11. Pronounce and spell medical words correctly
- _____ 12. Record-keeping necessary to provide info
- _____ 13. Preventing unauthorized disclosure of info
- _____ 14. Read doctor's orders
- _____ 15. Verbal and written consent
- _____ 16. Written consent for special procedures
- _____ 17. Obtaining written consent for care of minors
- _____ 18. Laboratory and x-ray forms
- _____ 19. Referral forms for x-rays & consultations

C. ANATOMY, PHYSIOLOGY, & DISORDERS (112 hrs)

- _____ 1. Define anatomy and physiology
- _____ 2. Identify body planes
- _____ 3. Body cavities and organs they contain
- _____ 4. Identify body directions
- _____ 5. Process of body formation
- _____ 6. Four main types of tissue
- _____ 7. Main function of bones in body
- _____ 8. Locate four types of bones
- _____ 9. Main types of joints
- _____ 10. Main types of joint motion
- _____ 11. Formation of bones
- _____ 12. Relate bone changes to body growth
- _____ 13. Two main parts of human skeleton
- _____ 14. Four types of bone fractures
- _____ 15. Common bone and joint injuries
- _____ 16. Common bone and joint disorders
- _____ 17. Functions of muscles
- _____ 18. Three muscles types
- _____ 19. Important skeletal body muscles
- _____ 20. Describe the function of these muscles
- _____ 21. Cardiovascular system
- _____ 22. Components of cardiovascular system
- _____ 23. Describe parts of heart
- _____ 24. Identify parts of heart using a model
- _____ 25. Trace listed circulations
- _____ 26. Route of pulmonary circulation
- _____ 27. Function of pulmonary circulation
- _____ 28. Various blood types
- _____ 29. Lymphatic system
- _____ 30. Components of lymphatic system
- _____ 31. Function of lymph nodes
- _____ 32. Disorders of cardiovascular system/treatments
- _____ 33. Functions of respiratory system
- _____ 34. Functions of parts of respiratory system

- ___ 35. Respiratory disorders related to infection
 - ___ 36. Treatments for respiratory problems
 - ___ 37. General function of digestive system
 - ___ 38. Structures of digestive system & functions
 - ___ 39. Action of gastric juice
 - ___ 40. Work of various enzymes in digestion
 - ___ 41. Function of liver in digestion
 - ___ 42. Function of gall bladder in digestion
 - ___ 43. Locate the large intestine
 - ___ 44. Functions of large intestine
 - ___ 45. List foods that aid in function of colon
 - ___ 46. Common digestive disorders
 - ___ 47. Basic food requirements to maintain health
 - ___ 48. Describe a well balanced diet
 - ___ 49. Need for water in body
 - ___ 50. Diet for age groups/pregnancy & lactation
 - ___ 51. Function of excretory system
 - ___ 52. Parts of the body involved in elimination
 - ___ 53. Relate type of waste to channel of excretion
 - ___ 54. Organs that make up urinary system
 - ___ 55. Function of kidneys in excretion
 - ___ 56. How kidneys regulate water balance
 - ___ 57. Function of skin
 - ___ 58. Structures found in two skin layers
 - ___ 59. Function of the skin as a channel of excretion
 - ___ 60. Action of sweat glands
 - ___ 61. Common skin disorders
 - ___ 62. Reproduction of simple & complex life forms
 - ___ 63. Process of fertilization
 - ___ 64. How physical traits are determined
 - ___ 65. Organs of female reproductive system
 - ___ 66. Organs of male reproductive system
 - ___ 67. Functions of reproductive system
 - ___ 68. Common disorders of reproductive system
 - ___ 69. Symptoms of some common disorders
 - ___ 70. Glands that make up endocrine system
 - ___ 71. Locate endocrine glands in body
 - ___ 72. How each endocrine gland affects body
 - ___ 73. Locate pituitary gland
 - ___ 74. Principal secretions of pituitary gland
 - ___ 75. Functions of the pituitary gland
 - ___ 76. Locate thyroid, parathyroid, & thymus gland
 - ___ 77. Function of thyroid gland
 - ___ 78. Function of parathyroid & thymus gland
 - ___ 79. Locate adrenal glands & gonads
 - ___ 80. Function of adrenal glands & gonads
 - ___ 81. Secretions of adrenals & gonads
 - ___ 82. Endocrine function of the pancreas
 - ___ 83. Body's need for insulin
 - ___ 84. Causative factors of endocrine disorders
 - ___ 85. How disorders interfere with body function
 - ___ 86. Treatment of common glandular disorders
 - ___ 87. Main parts of nervous system
 - ___ 88. Functions of nervous system
 - ___ 89. Three types of neurons
 - ___ 90. Characteristics of nerve cells
 - ___ 91. Parts of brain
 - ___ 92. Functions of various parts of brain
 - ___ 93. Structure of brain and spinal cord
 - ___ 94. Sympathetic/parasympathetic nervous system
 - ___ 95. Terms associated with reflex action
 - ___ 96. Simple reflex carried out by nervous system
 - ___ 97. Stimulation of sense organ results in sensation
 - ___ 98. Parts of eye and their related functions
 - ___ 99. Parts of ear and their related functions
 - ___ 100. Symptoms of ailments of nervous system
 - ___ 101. Common nervous system disease treatment
 - ___ 102. Common ear/eye disorders & treatment
 - ___ 103. Meanings of medical words – 9 body systems
- D. SAFETY (8 hrs)**
- ___ 1. General rules of environment safety
 - ___ 2. Demo body mechanics to prevent injury
 - ___ 3. Using wheelchairs, gurneys & safety belts
 - ___ 4. Procedures in event of fire & earthquakes
 - ___ 5. Handling and disposal of sharp objects
 - ___ 6. Handling infectious wastes
 - ___ 7. Electrical safety
 - ___ 8. OSHA
 - ___ 9. Pass safety test with 100% accuracy
- E. FIRST AID (6 hrs)**
- ___ 1. Rescue breathing for adult victim
 - ___ 2. Rescue of conscious/unconscious adults
 - ___ 3. Priorities to control bleeding
 - ___ 4. Bleeding control using pressure points
 - ___ 5. Bleeding control using a tourniquet
 - ___ 6. Apply various bandages
 - ___ 7. Apply arm sling
 - ___ 8. Apply splints to upper arm and forearm
 - ___ 9. Apply splints to ankle and knee
 - ___ 10. Demonstrate drag by shoulders & blanket drag
 - ___ 11. Demonstrate two-person carry & extremities
 - ___ 12. Demonstrate three-person hammock carry
 - ___ 13. Demonstrate little carry
 - ___ 14. Know how to use EMS system
 - ___ 15. Obese & pregnant victim w/airway obstruction
 - ___ 16. Signs between heart attack and stroke
 - ___ 17. Victim positions for various injuries
 - ___ 18. First aid for conscious/unconscious poisoning
 - ___ 19. Severity of burns by depth, size and location
 - ___ 20. First aid treatment for thermal/chemical burns
 - ___ 21. First aid treatment for suspected head injury

- ___ 22. Signs of heat stroke vs. heat exhaustion
- ___ 23. Treatment of heat stroke & heat exhaustion
- ___ 24. First aid treatment of frostbite
- ___ 25. Escaping from a fire
- ___ 26. Fractures needing immobilization
- ___ 27. Assess need for moving an accident victim

F. PATIENT CARE (10 hrs)

- ___ 1. Specific physical needs
- ___ 2. Patient feeling an invasion of privacy
- ___ 3. Process of terminal illness and death
- ___ 4. Adjusting to patients with terminal illness
- ___ 5. Acknowledge patient's spiritual needs
- ___ 6. Meaning of total health as given by WHO
- ___ 7. Prepare exam room for patient examinations
- ___ 8. Clean and replenish exam room w/supplies
- ___ 9. Body positions used for examinations
- ___ 10. Drape the patient for examination
- ___ 11. Importance of emotional support
- ___ 12. Adjust environment for comfort

G. INFECTION CONTROL (11 hrs)

- ___ 1. Identify groupings of bacteria
- ___ 2. Spores: control and destruction of bacteria
- ___ 3. Growth factors of bacteria
- ___ 4. Importance of infection control
- ___ 5. Define asepsis and sepsis
- ___ 6. Medical and surgical asepsis
- ___ 7. List portals of entry into body
- ___ 8. Methods of sterilization
- ___ 9. Disinfection vs. sterilization
- ___ 10. Importance of hand washing
- ___ 11. Hand washing technique/cleaning agents
- ___ 12. Operation of autoclave
- ___ 13. Gauges on autoclave
- ___ 14. Eliminating pathogenic organisms
- ___ 15. Purpose of chemical sterilization
- ___ 16. Chemicals used for chemical sterilization
- ___ 17. Body defenses
- ___ 18. Active immunity: shots vs. having disease
- ___ 19. Passive immunity
- ___ 20. Working from clean to dirty
- ___ 21. Universal precautions
- ___ 22. Prevent spread of Hepatitis and AIDS
- ___ 23. Transmission of Hepatitis
- ___ 24. Transmission of AIDS
- ___ 25. Use of gloves, gown, mask and PPE
- ___ 26. Handling contaminated supplies

H. BASIC NURSING SKILLS (50 hrs)

- ___ 1. Define vital signs

- ___ 2. Equipment necessary for measuring vital signs
- ___ 3. Methods for taking body temperatures
- ___ 4. Obtaining oral temperature
- ___ 5. Respiration and its importance
- ___ 6. Measurement of respiration
- ___ 7. Methods of taking blood pressure
- ___ 8. Aneroid methods to measure blood pressure
- ___ 9. Cleaning techniques for thermometer
- ___ 10. Reporting of abnormal vital signs
- ___ 11. Recording of vital signs
- ___ 12. Purposes of measuring height and weight
- ___ 13. Charting accuracy
- ___ 14. Accurate charting and graphing
- ___ 15. Methods of weighing infant/child/adult
- ___ 16. Purpose of accurate medical records
- ___ 17. Rules of charting
- ___ 18. Common abbreviations, signs, and symbols
- ___ 19. Charting specific information accurately
- ___ 20. Correcting error made in charting
- ___ 21. Set up a sterile field using sterile techniques
- ___ 22. Instruments used for examination
- ___ 23. Don/remove sterile gloves w/o contamination
- ___ 24. Three ways a sterile field can be contaminated
- ___ 25. Wrapping a pack for sterilization
- ___ 26. Preparation of a patient for minor surgery
- ___ 27. Provide emotional support to a patient's family
- ___ 28. Responsibilities for room preparation
- ___ 29. Medical assistant's duty to anticipate doctor
- ___ 30. A dressing vs. a bandage
- ___ 31. Four purposes of bandages with examples
- ___ 32. Two types of dressing and purposes of each
- ___ 33. Instruments /supplies specific to minor surgery
- ___ 34. Application of a dressing and a bandage
- ___ 35. Setting up tray for various types of compresses
- ___ 36. Equipment used in application of cold & heat
- ___ 37. Screening test for visual activity
- ___ 38. Methods of testing hearing
- ___ 39. Items required for eye and ear irrigation
- ___ 40. Removing foreign objects from eye/nose/ear
- ___ 41. Method of removing insect from ear
- ___ 42. Medical assistant's responsibility in removal
- ___ 43. Purposes and types of enemas
- ___ 44. Assisting patients in collecting urine specimens
- ___ 45. Laboratory requisitions for ordered lab tests
- ___ 46. Patient preparation prior to lab procedures
- ___ 47. Demo clinitest and acetest and record
- ___ 48. Urine testing for albumin and specific gravity
- ___ 49. Obtaining stool specimen including hemocult
- ___ 50. Obtaining sputum specimens
- ___ 51. Obtain a throat culture
- ___ 52. Obtaining a wound culture

- ___ 53. Preparing tissue sample for pathology
- ___ 54. Finger stick method for obtaining blood
- ___ 55. Normal values for blood readings
- ___ 56. Antigens /antibodies in A, B, AB, O, & Rh+
- ___ 57. Venipuncture procedure using vacuum tube
- ___ 58. Identify common site for obtaining blood
- ___ 59. Universal precautions in obtaining blood
- ___ 60. Obtain wet smears for trichomonas/candida
- ___ 61. Lab request for diseases requiring reporting
- ___ 62. Law of confidentiality about AIDS & STDs

I. ADMINISTRATION OF MEDICATIONS (40 hrs)

- ___ 1. Review use of fractions
- ___ 2. Decimals and whole numbers
- ___ 3. Converting fractions/decimals/percentages
- ___ 4. Compute dosage if same as dose on hand
- ___ 5. Compute medicine dosage ordered
- ___ 6. Use of equivalent charts of measurement
- ___ 7. Three reasons to learn metric system
- ___ 8. Equivalents for the meter, gram, and liter
- ___ 9. Abbreviations for the nine metric units
- ___ 10. Converting metric measurements
- ___ 11. Abbreviations/signs/symbols used in meds
- ___ 12. Action of each classification of drugs
- ___ 13. Example of each drug classification
- ___ 14. Law governing giving prescribed medication
- ___ 15. Use of resources for drug information
- ___ 16. Responsibilities of all in drug therapy
- ___ 17. Info needed for narcotics & controlled drugs
- ___ 18. Rules/precautions for administering meds
- ___ 19. Methods of administration and reasons
- ___ 20. Types of injections and purposes
- ___ 21. Sites for each type of injection for adults
- ___ 22. Sites for each type of injection for infants
- ___ 23. State dangers when giving injections
- ___ 24. Needle length/gauge for each injection type
- ___ 25. Construction of syringes and needles
- ___ 26. Syringes for various amounts of solutions
- ___ 27. 6 rights in prepping/administering medicines
- ___ 28. Demo withdrawal of medication from vial
- ___ 29. Administering various types of injections
- ___ 30. Procedure for administering a tuberculin test
- ___ 31. Pouring of liquids and dispensing of tablets
- ___ 32. Direct application of medication
- ___ 33. Diabetes mellitus, hyper-/hypoglycemia
- ___ 34. Assemble a tubex
- ___ 35. Recording of medications

J. ELECTRO-CARDIOGRAPHY (10 hrs)

- ___ 1. Reasons for performing an EKG
- ___ 2. Electrical conduction system of heart
- ___ 3. Application of limb and chest leads

- ___ 4. Procedure of measuring an EKG
- ___ 5. Define artifacts and list their causes
- ___ 6. Identify P, Q, R, S, & T patterns on EKG graph
- ___ 7. Limitation of EKG in diagnosis
- ___ 8. Handling of EKG equipment

K. DIAGNOSTIC EXAMS (6 hrs)

- ___ 1. Functions of diagnostic & therapeutic X-rays
- ___ 2. Prep for radiological exam w/written instruction
- ___ 3. Prevent overexposure to radiation from X-rays
- ___ 4. Nuclear medicine diagnostic test/patient prep
- ___ 5. Role in patient scheduling mammography
- ___ 6. Preparation required for a sonogram
- ___ 7. Teaching methods for procedures/tests
- ___ 8. Skills needed/duties in various types of clinics

L. CLINICAL EXPERIENCE (200 hrs)

- ___ 1. Processing patient to be seen by doctor
- ___ 2. Measure vital signs per clinic procedure
- ___ 3. Record vital signs & observations on record
- ___ 4. Use medical terminology in chart
- ___ 5. Use abbreviations & legible writing on chart
- ___ 6. Invasion of privacy/need for emotional support
- ___ 7. Prepare examination room for patient exam
- ___ 8. Prepare patient for exam with draping
- ___ 9. Measure weight and height & record in chart
- ___ 10. Adjust the exam room for comfort and privacy
- ___ 11. Hand washing techniques before/after care
- ___ 12. Donning & removing clean gloves
- ___ 13. Principle of working from clean to dirty
- ___ 14. Use of standard precautions
- ___ 15. Don/remove sterile gloves w/o contamination
- ___ 16. Handling contaminated instruments/supplies
- ___ 17. Setting up a sterile field using sterile technique
- ___ 18. Communicating w/physician while assisting
- ___ 19. Application of dressings and bandages
- ___ 20. Setting up a dressing tray
- ___ 21. Application of heat and cold
- ___ 22. Screening tests for visual acuity
- ___ 23. Filling out consent forms
- ___ 24. Answer telephone, take and deliver messages
- ___ 25. Record patient history on appropriate forms
- ___ 26. Prepare patients by explaining procedures
- ___ 27. Clean and restock examination rooms
- ___ 28. Prepare patient & equipment for ear irrigation
- ___ 29. Instructing patients to obtain specimens
- ___ 30. Urine testing for sugar/albumin using dipstick
- ___ 31. Obtaining a throat culture and wound culture
- ___ 32. Assisting physician in preparing a biopsy
- ___ 33. Finger sticks for hematocrit & blood sugar test
- ___ 34. Venipuncture procedure using vacuum tube
- ___ 35. Assist physician to obtain smears/specimens

- ___ 36. Requisitions for laboratory tests/specimens
- ___ 37. Procedure for recording special information
- ___ 38. Physicians' Desk Reference for drug info
- ___ 39. Doctors' orders to identify medication info
- ___ 40. 6 rights in preparing /administering meds
- ___ 41. Syringes, needles, & gauge for injection
- ___ 42. Withdrawing medicine from vials/ampoules
- ___ 43. Procedure for administering injections
- ___ 44. Selecting injection sites: adult/child/infant
- ___ 45. Appropriate disposal of syringes/needles
- ___ 46. Charting of medications
- ___ 47. Explain side effects before administration
- ___ 48. Preparation of patient for EKG
- ___ 49. Applying limb and chest leads for EKG
- ___ 50. Label EKG w/patient info before dispensing
- ___ 51. Cleaning and replacing EKG equipment
- ___ 52. Observe & assist w/24-hr Holter monitoring
- ___ 53. General assessment of electrocardiogram
- ___ 54. Diagnostic exams with written instructions
- ___ 55. Professional courtesy to patient's family
- ___ 56. Observe and assist with special procedures
- ___ 57. Perform clinic duties of cleaning as required
- ___ 58. Perform audiometer test
- ___ 59. Perform clinic routing noting schedule/chart
- ___ 60. Fire alarm procedures w/appropriate action
- ___ 61. Knowledge of CPR
- ___ 62. Perform supportive service of filing records
- ___ 63. Observe & assist with listed equipment
- ___ 64. Observe & assist with special procedures
- ___ 65. Observe & assist with listed procedures
- ___ 66. Anaphylactic shock and allergic systems
- ___ 67. Incident report for any unusual occurrences

M. EMPLOYABILITY SKILLS (5 hrs)

- ___ 1. Sites to obtain employment info
- ___ 2. Application/resume requirements
- ___ 3. Prepare resume & cover letter
- ___ 4. Complete a sample application form
- ___ 5. Grooming for an interview
- ___ 6. Interview techniques for employment
- ___ 7. Resigning from position