

# TECHNICAL STANDARDS FOR MEDICAL ASSISTING

Our program technical standards have been developed to help students understand nonacademic standards, skills, and performance requirements expected of a student to complete this curriculum.

If an accommodation is necessary to participate in the program, it is imperative to identify reasonable accommodations for those students who qualify under the Americans with Disabilities Act (ADA). Reasonableness is determined by the Disability Services Office (DSO) and the program on a case-by-case basis utilizing the program’s technical standards. The accommodation needs to be in place prior to the start of the program, or it may delay your ability to start the program. It is the student’s responsibility to contact the DSO and request accommodations.

Skills	Description	Specific Examples
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective patient care. Physical abilities sufficient to maneuver in small spaces and reach or lift needed equipment/supplies.	<p>Move, calibrate, pass/hand-off or exchange equipment and supplies, including sharp instruments and treatment modalities.</p> <p>Lift and transfer patients up to six inches (6”) from a stooped position, then push or pull the weight up to three feet.</p> <p>Occasionally lift or carry up to 50 pounds, frequently lift 25 pounds and constantly lift 10 pounds.</p> <p>Move around and within an exam room.</p> <p>Physically apply up to ten pounds (10#) of pressure to bleeding sites, or in performing CPR.</p> <p>Lift and transfer patients from a stooped to an upright position</p>

Skills	Description	Specific Examples
		to accomplish exam table-to-chair and chair-to-exam table.
Mobility	Physical abilities sufficient to move in one's environment with ease and without restriction or breach of safety to patient or breach of chaperone to the provider.	<p>Move in small exam areas for specific exams and position of patients. Move freely without breach of sterility when required with specific exams and procedures.</p> <p>Frequently work in a standing position and do frequent walking.</p> <p>Examples: Preparation for specific examination and treatments; Assisting the provider with minor surgical procedures and other physical exams for collection of labs and sterile specimens. Monitoring the patient encounter for integrity of all involved.</p>
Vision	Visual ability sufficient for physical assessment, performance of medical office/clinical procedures, and maintenance of environmental safety.	<p>Observe client responses such as skin color and facial and/or body expression with respect to non-verbal communication.</p> <p>Monitor vital signs.</p> <p>Assess records, a scale of measurement and/or a dial of measurement.</p> <p>Lab specimens are correctly read for color and clarity per</p>

Skills	Description	Specific Examples
		<p>Clinical Laboratory standards.</p> <p>Examine medications for administration, examples: mixed consistently and thoroughly, proper color and no bubbles in syringe for administration of intramuscular meds.</p>
Hearing	Auditory ability sufficient to monitor and assess health needs.	<p>Acknowledge and respond to cries of distress and sounds of instruments and equipment with proper utilization; monitor vital signs.</p> <p>Hear and interpret physician and provider verbal orders and/or instructions to deliver service or convey treatment ordered by provider.</p> <p>Example: accurately measure blood pressures by auscultation, assess breath sounds, and respond to a cry for help and receive/translate/repeat physician orders in correct language for completion of task and delivery of medical care within the scope of practice.</p>

<b>Skills</b>	<b>Description</b>	<b>Specific Examples</b>
Sensory	Tactile ability and olfactory sufficient for assessment and performance of medical office/clinical procedures	<p>Detect pulsation; palpate an artery or vein for the performance of vital sign techniques and venipuncture.</p> <p>Detect changes in the skin such as raised tissue, temperature warm, cold, hot, or wet.</p> <p>Detect the flow of air, such as breathing.</p> <p>Detect smells related to various drugs, liquids and chemicals used in the clinic setting and/or in relationship to patient observation and interview.</p>
Communication	Abilities sufficient for interaction with others in verbal and written form.	<p>Receive, organize, prioritize, and transmit information; explain treatment procedures; interview patients effectively; document procedures and patient responses, verbally, written and electronically; adapt communication to individuals' abilities to understand.</p> <p>Communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, word usage, and interpersonal skills.</p> <p>Maintain Health Insurance Portability Accountability Act privacy and security guides with respect of patient rights</p>

<b>Skills</b>	<b>Description</b>	<b>Specific Examples</b>
Critical Thinking/ Problem Solving	Critical thinking ability sufficient for clinical judgment.	Identify cause and effect relationships in clinical situations.  Apply knowledge from lecture, laboratory, and clinical areas. Perform mathematical calculations for medication preparation and administration.
Interpersonal Skills	Abilities sufficient to interact with individuals, co-workers, families and groups from a variety of social,	Establish rapport with patients and staff that projects a positive attitude. treat all patients with empathy and
	emotional, cultural, and intellectual backgrounds.	impartiality: identify specific means and aids to deliver provider care plans with respect to patient's personal requirements for patient understanding and compliance.
Environmental Tolerance	Emotional stability and mental alertness in performing in the medical assisting role.	Maintain a calm and efficient manner in high stress/pressure situations with patients, staff, and supervisors, and colleagues.
Technological	Utilize computers and digital platforms for correct effective, and professional delivery and documentation of business and medical data for the required communication and exchange of electronic health records and general information.	Demonstrate HIPAA compliance.  Demonstrate all patient rights with respect to electronic data documentation, release of technical data and inclusion of all cover entities.  Demonstrate professional communication via email, telephone exchange and  Utilize the internet to collect current information from appropriate sources to provide appropriate patient care.

This document is intended to serve as a guide regarding the physical, emotional, intellectual, and psychosocial expectations placed on a student. This document cannot include every conceivable action, task, ability, or behavior that may be expected of a student. Meeting these technical standards does not guarantee employment in this field upon graduation. Ability to meet the program's technical standards does not guarantee a student's eligibility for any licensure, certification exam, or successful completion of the degree program. Applicants to the Medical Assisting Program are responsible for determining their own eligibility considering these qualifications, for informing the college of any potential problem areas, and for identifying the Medical Assisting Program of any accommodations they may need. Students with disabilities are encouraged to register with the Disability services office to determine appropriate accommodations. Students with disabilities who enter the program do so with the understanding that they will be expected to meet course requirements with any REASONABLE accommodation that may be provided by the college