# Competency Task List – Secondary Component

# Medical/Clinical Assistant CIP 51.0801

# High School Graduation Years 2022, 2023, 2024

## 100 Introduction to Health Care

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 101 | Identify the roles and educational/credentialing requirements of various health care practitioners. |  |  |
| 102 | Describe the professional qualities of a Medical/Clinical Assistant. |  |  |
| 103 | RESERVED |  |  |
| 104 | RESERVED |  |  |
| 105 | Discuss health care law and ethics including HIPAA and Act 13 of 2012. |  |  |
| 106 | RESERVED |  |  |
| 107 | RESERVED |  |  |
| 108 | RESERVED |  |  |
| 109 | RESERVED |  |  |
| 110 | RESERVED |  |  |
| 111 | RESERVED |  |  |
| 112 | RESERVED |  |  |
| 113 | Identify cost containment and perform an inventory of supplies. |  |  |
| 114 | RESERVED |  |  |
| 115 | List alternative/complementary health care practices. |  |  |
| 116 | Discuss how psychosocial and socioeconomic factors can impact a client's health. |  |  |

## 200 Medical Assistant Administrative Skills

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 201 | Complete administrative responsibilities of the medical assistant, including client scheduling. |  |  | |
| 202 | RESERVED |  |  | |
| 203 | Compose and format all forms of written correspondence, e.g., emails, letters, memos. |  |  | |
| 204 | Establish and maintain hard copy and electronic medical records (EMR) for a client. |  |  | |
| 205 | Complete a demographic form for a client. |  |  | |
| 206 | Perform basic office accounting procedures. |  |  | |
| 207 | RESERVED |  |  | |
| 208 | Complete appropriate medical office forms, including Notice of Privacy Practices (NPP), medical release and others. |  |  | |
| 209 | RESERVED |  |  | |
| 210 | Demonstrate effective telephone techniques used in a healthcare facility. |  |  | |
| 211 | Perform basic computer applications, including spreadsheet, PowerPoint, and publishing. |  |  | |

## 300 Pharmacology

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 301 | RESERVED |  |  | |
| 302 | Verbalize correct technique to administer medications using the prescribed route, e.g., vaginal, rectal, transdermal, inhalation. |  |  | |
| 303 | RESERVED |  |  | |
| 304 | Utilize a Physician’s Desk Reference (PDR) and online resources. |  |  | |
| 305 | RESERVED |  |  | |
| 306 | RESERVED |  |  | |
| 307 | Perform patient education on prescribed medications and document in patient record. |  |  | |
| 308 | RESERVED |  |  | |
| 309 | Interpret and use written medication orders and abbreviations. |  |  | |
| 310 | RESERVED |  |  | |
| 311 | RESERVED |  |  | |
| 312 | Identify the major drug classifications. |  |  | |
| 313 | Utilize dosage forms, doses, and dosing calculations. |  |  | |
| 314 | RESERVED |  |  | |
| 315 | Simulate the administration of oral medications. |  |  | |
| 316 | Simulate the administration of eye medications. |  |  | |
| 317 | Simulate the administration of ear medications. |  |  | |
| 318 | Simulate the administration of intradermal injections. |  |  | |
| 319 | Simulate the administration of subcutaneous injections. |  |  | |
| 320 | Simulate the administration of intramuscular injections using ampules and vials. |  |  | |
| 321 | Discuss the usage of an aerosol treatment. |  |  | |

## 400 Infection Control

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 401 | Complete a unit of instruction on blood borne pathogens and list the standard precautions that meet the current requirements of the OSHA Bloodborne Pathogens Standard. |  |  | |
| 402 | Identify the chain of infection. |  |  | |
| 403 | Perform a sterile dressing on a wound. |  |  | |
| 404 | Perform medical asepsis and hand hygiene techniques. |  |  | |
| 405 | Perform universal precautions. |  |  | |
| 406 | Apply and remove sterile gloves. |  |  | |
| 407 | Utilize the correct techniques in dealing with patients requiring isolation when applying and removing personal protective equipment (PPE). |  |  | |
| 408 | RESERVED |  |  | |
| 409 | Demonstrate techniques in sanitizing, disinfecting and sterilizing instruments. |  |  | |
| 410 | Prepare instruments for the autoclave and operate appropriately. |  |  | |
| 411 | Prepare a sterile field. |  |  | |
| 412 | Describe the inflammation process and signs and symptoms of infection. |  |  | |

## 500 Laboratory Procedures

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 501 | Apply principles of quality assurance and laboratory safety in all aspects of laboratory testing. |  |  | |
| 502 | RESERVED |  |  | |
| 503 | RESERVED |  |  | |
| 504 | Obtain a routine urine specimen and perform a urinalysis using a reagent strip. |  |  | |
| 505 | Obtain a clean catch urine and process for lab analysis. |  |  | |
| 506 | Perform a capillary puncture for testing. |  |  | |
| 507 | RESERVED |  |  | |
| 508 | Utilize and describe the standard blood collection tube order of draw and additives. |  |  | |
| 509 | Perform venipuncture using a straight needle and process. |  |  | |
| 510 | Perform venipuncture using a butterfly needle and process. |  |  | |
| 511 | Collect a throat culture using sterile supplies and process. |  |  | |
| 512 | Perform a fecal occult blood specimen, educate the client, and process. |  |  | |
| 513 | Complete a laboratory requisition form. |  |  | |

## 600 Reserved

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 601 | RESERVED |  |  | |
| 602 | RESERVED |  |  | |
| 603 | RESERVED |  |  | |
| 604 | RESERVED |  |  | |
| 605 | RESERVED |  |  | |
| 606 | RESERVED |  |  | |
| 607 | RESERVED |  |  | |
| 608 | RESERVED |  |  | |
| 609 | RESERVED |  |  | |
| 610 | RESERVED |  |  | |
| 611 | RESERVED |  |  | |

## 700 Healthcare Law and Ethics

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 701 | Identify how the Americans with Disabilities Act (ADA) applies to the medical assisting profession. |  |  | |
| 702 | RESERVED |  |  | |
| 703 | RESERVED |  |  | |
| 704 | Describe the implications of HIPAA and client confidentiality in various health settings. |  |  | |
| 705 | Identify where and how to report illegal and unsafe activities and behaviors that affect health, safety, and welfare of others. |  |  | |
| 706 | RESERVED |  |  | |
| 707 | RESERVED |  |  | |
| 708 | Discuss major legal principles and practices that apply to health care situations. |  |  | |
| 709 | RESERVED |  |  | |
| 710 | Discuss client rights and advance directives. |  |  | |
| 711 | RESERVED |  |  | |
| 712 | Discuss the appropriate scope of practice for a medical assistant. |  |  | |

## 800 Introduction to Medical Insurance and Managed Care

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 801 | Explain a third-party reimbursement system, including deductibles and co-payments. |  |  | |
| 802 | RESERVED |  |  | |
| 803 | RESERVED |  |  | |
| 804 | Identify state and federal mandates of insurance programs. |  |  | |
| 805 | Define basic and specific terminologies common to all insurance programs. |  |  | |
| 806 | RESERVED |  |  | |
| 807 | Identify various types of insurance plans. |  |  | |
| 808 | RESERVED |  |  | |
| 809 | RESERVED |  |  | |
| 810 | RESERVED |  |  | |
| 811 | Discuss utilization review principles. |  |  | |
| 812 | Discuss referral process for clients. |  |  | |
| 813 | Process an insurance claim. |  |  | |
| 814 | RESERVED |  |  | |
| 815 | RESERVED |  |  | |
| 816 | Use the most recent medical codes in the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT). |  |  | |

## 900 Concepts of Effective Communication

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| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 901 | RESERVED |  |  | |
| 902 | RESERVED |  |  | |
| 903 | Use effective means of therapeutic communication. |  |  | |
| 904 | Combine prefixes, suffixes, and word roots to form and define complex medical terms. |  |  | |
| 905 | Identify global standard medical, diagnostic, and laboratory abbreviations. |  |  | |
| 906 | RESERVED |  |  | |
| 907 | Demonstrate education to a patient and their family for a specific condition or health concern. |  |  | |
| 908 | Produce a patient education tool. |  |  | |
| 909 | Discuss communication alternatives for patients with various communication barriers. |  |  | |
| 910 | Demonstrate cultural diversity when communicating with clients and families. |  |  | |

## 1000 Introduction to Basic Anatomy and Physiology

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| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1001 | Identify body planes and cavities and directional terms of the human body. |  |  | |
| 1002 | RESERVED |  |  | |
| 1003 | Describe the structural parts and the basic chemistry of the cell. |  |  | |
| 1004 | Describe how heredity and genetics influence a client's medical condition. |  |  | |
| 1005 | List the basic structure and functions of the body systems. |  |  | |
| 1006 | Explain the anatomy and physiology of specific disorders of the body. |  |  | |
| 1007 | RESERVED |  |  | |
| 1008 | Describe how the aging process physically effects the client over their lifespan. |  |  | |
| 1009 | Identify nutritional needs of patients with various diseases and conditions. |  |  | |

## 1100 Reserved

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| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1101 | RESERVED |  |  | |
| 1102 | RESERVED |  |  | |
| 1103 | RESERVED |  |  | |
| 1104 | RESERVED |  |  | |
| 1105 | RESERVED |  |  | |

## 1200 Medical Assistant Clinical Laboratory Procedures

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| --- | --- | --- | --- |
| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1201 | Follow procedures that prepare a client for examinations and treatments. |  |  | |
| 1202 | Perform electrocardiograms (ECG) using an electrocardiograph (EKG) and abnormal tracing. |  |  | |
| 1203 | Document a client's condition, along with the chief complaint and progress note. |  |  | |
| 1204 | Perform a vision screening test using a Snellen chart. |  |  | |
| 1205 | Obtain a client's medical history. |  |  | |
| 1206 | RESERVED |  |  | |
| 1207 | RESERVED |  |  | |
| 1208 | Perform pulse oximeter readings on a client. |  |  | |
| 1209 | RESERVED |  |  | |
| 1210 | Perform a peak flow measurement on a client. |  |  | |
| 1211 | RESERVED |  |  | |
| 1212 | RESERVED |  |  | |
| 1213 | RESERVED |  |  | |
| 1214 | RESERVED |  |  | |
| 1215 | RESERVED |  |  | |
| 1216 | RESERVED |  |  | |
| 1217 | RESERVED |  |  | |
| 1218 | Perform a vision screening test using Ishihara test. |  |  | |
| 1219 | Perform a vision screening test using a near vision screening. |  |  | |
| 1220 | Perform an auditory screening test. |  |  | |
| 1221 | Perform and record measurements on a client for height. |  |  | |
| 1222 | Perform and record measurements on a client for weight. |  |  | |
| 1223 | Perform and record measurements on a client for blood pressure. |  |  | |
| 1224 | Perform and record measurements on a client for pulse using radial pulse. |  |  | |
| 1225 | Perform and record measurements on a client for pulse using apical pulse. |  |  | |
| 1226 | Perform and record measurements on a client for respirations. |  |  | |
| 1227 | Perform and record measurements on a client for temperature using oral. |  |  | |
| 1228 | Perform and record measurements on a client for temperature using tympanic. |  |  | |
| 1229 | Perform and record measurements on a client for temperature using temporal. |  |  | |
| 1230 | Perform and record measurements on an infant for weight. |  |  | |
| 1231 | Perform and record measurements on an infant for length. |  |  | |
| 1232 | Perform and record measurements on an infant for head circumference. |  |  | |
| 1233 | Discuss eye irrigation. |  |  | |
| 1234 | Discuss ear irrigation. |  |  | |
| 1235 | Perform positions and draping for medical examinations. |  |  | |
| 1236 | Perform wheelchair transfer using proper body mechanics. |  |  | |
| 1237 | Discuss usage of assistive devices such as canes, crutches, and walkers. |  |  | |
| 1238 | Perform suture and/or staple removal. |  |  | |

## 1300 Safety and Emergency Practices

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1301 | RESERVED |  |  | |
| 1302 | RESERVED |  |  | |
| 1303 | RESERVED |  |  | |
| 1304 | RESERVED |  |  | |
| 1305 | RESERVED |  |  | |
| 1306 | Obtain basic principles of basic first aid. |  |  | |
| 1307 | Simulate evacuation of a health care center. |  |  | |
| 1308 | Discuss fire safety issues and prevention methods in a health care facility. |  |  | |
| 1309 | RESERVED |  |  | |
| 1310 | RESERVED |  |  | |
| 1311 | RESERVED |  |  | |
| 1312 | Identify emergency preparedness plans in your community and research available resources. |  |  | |
| 1313 | RESERVED |  |  | |
| 1314 | Identify safety signs, symbols and labels used in a health care facility. |  |  | |
| 1315 | Evaluate the work environment and distinguish between safe versus unsafe working conditions. |  |  | |
| 1316 | Develop a personal safety plan to follow in case of various emergencies. |  |  | |
| 1317 | RESERVED |  |  | |
| 1318 | RESERVED |  |  | |
| 1319 | Develop an evacuation plan for a physician's office. |  |  | |
| 1320 | RESERVED |  |  | |
| 1321 | Obtain and maintain CPR and AED certification. |  |  | |
| 1322 | RESERVED |  |  | |
| 1323 | RESERVED |  |  | |
| 1324 | RESERVED |  |  | |
| 1325 | RESERVED |  |  | |
| 1326 | RESERVED |  |  | |
| 1327 | Recognize allergic reactions and signs and symptoms of anaphylaxis. |  |  | |
| 1328 | Discuss the proper response to a fire, including the use of a fire extinguisher. |  |  | |

## 1400 Psychology

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1401 | Discuss the developmental stages of the life span. |  |  | |
| 1402 | Discuss effective strategies for dealing with stress in the workplace and emergency situations. |  |  | |
| 1403 | RESERVED |  |  | |
| 1404 | Discuss the dying process and stages of grief. |  |  | |
| 1405 | Use defense mechanisms and conflict resolution methods. |  |  | |

## 1500 Complete a Medical Assistant Externship

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| Item | Task | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1500 | Complete a medical assistant externship prior to taking and passing the examination to receive a medical assistant credential. |  |  | |

1 Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

Secondary CTE Instructor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_