

NORTEC JOB SPECIFIC SKILLS COMPETENCY

CHIROPRACTOR ASSISTANT

DOT: 079.364-010/O*NET-SOC: 31-9092.00 SVP 6

Job Description: Performs administrative and certain clinical duties under the direction of a Chiropractor. *Physical Demands* - Medium lifting, carrying, or moving (up to 50 lbs); *General Education Development* - R4 M3 L4; *Aptitudes* - Above Average Motor Coordination - Average General Learning Ability, Verbal, Spatial, Form Perception, Clerical Perception, Finger Dexterity, and Manual Dexterity.

CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate basic understanding of human anatomy and physiology. (IN,S)
2. Can demonstrate basic understanding of spinal and joint manipulation techniques utilized in Chiropractic medicine. (R, S, T)
3. Can demonstrate basic understanding of therapeutic treatments such as heat, light, water, electricity and ultrasound therapies utilized in Chiropractic medicine.(R, S, T)
4. Can demonstrate basic understanding of deep tissue and myofascial release therapy utilized in Chiropractic medicine. (R, S, T)
5. Can demonstrate proper procedure used to greet and log in patients arriving at Chiropractic medical office or clinic. (IN, I, S)
6. Can demonstrate ability to effectively interview patients to gather important background information regarding current health status and medical history. (IN, I, S)
7. Can demonstrate ability to take and accurately record patient's temperature and blood pressure. (R,IN,S,T)
8. Can demonstrate ability to assist Chiropractor during physical examination of patients (R, IN, I, S, T)
9. Can demonstrate ability to assist in x-ray procedures including processing and developing x-ray film. (R, IN, S ,T)
10. Can demonstrate ability to give physiotherapy treatments, such as diathermy, galvanic, and hydrotherapy, under the direction of the Chiropractor. (R, IN, I, S, T)
11. Can demonstrate ability to accurately record treatment information on patient's chart. (R, IN, S)
12. Can demonstrate ability to speak with patients about the philosophy of chiropractic medicine through lay lectures on nutrition and exercise. (IN, I, S)
13. Can demonstrate ability to maintain clear and concise patient records, including accurate patient case histories. (R, IN, S)
14. Can demonstrate ability to perform basic first aid and cardiopulmonary resuscitation (CPR). (R, IN, I, S, T)
15. Can demonstrate proper procedure in aiding Chiropractor to lift and turn patient under treatment. (R, IN, I, S)
16. Can demonstrate ability to properly prepare treatment room for examinations, including providing equipment and materials necessary for anticipated exam. (R, S, T)
17. Can demonstrate ability to appropriately clean and maintain treatment areas and/or equipment. (R, S, T)
18. Can demonstrate proper procedure used to inventory and order supplies and equipment. (R, IN, S)
19. Can demonstrate ability to perform general office duties, such as answering telephones, scheduling patients for new and return appointment, filing, and writing correspondence (*identify*). (R, IN, S, T)

20. **Can demonstrate ability to keep financial records and perform other bookkeeping duties, such as processing insurance and Medicare forms, receiving/recording payment for bills, computing/ mailing monthly statements to patients, and handling credit and collections (*identify*). (R, IN, S, T)**
21. **Can operate basic computer software associated with Chiropractic office procedures (*identify*). (IN, S, T)**
22. **Can demonstrate basic data entry and/or word processing skills. (IN, S, T)**
23. **Can demonstrate good written and oral communication skills. (I)**
24. **Can demonstrate ability to work under stress during emergency situations, and to meet schedule deadlines. (R, I)**