

## NO RTEC JOB SPECIFIC SKILLS COMPETENCY

(Revised 8/16/04)

### MEDICAL ASSISTANT

DOT: 079.362-010 / O\*NET: 31-9092.00 SVP 6

**Job Description:** Performs broad range of administrative and clinical duties under the direction of physician to assist in examination and treatment of patients. *Physical Strength* - Mildly active w/ light lifting, carrying, or moving (up to 20 lbs); *General Educational Development* - R4 M3 L4; *Aptitudes* - Average General Learning Ability, Verbal, Clerical Perception, Motor Coordination, Finger Dexterity, and Manual Dexterity.

### CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate basic understanding of human anatomy/physiology and human psychology. (IN,S)
2. Can demonstrate basic understanding of medical terminology. (IN, S)
3. Can demonstrate basic understanding of pharmacology. (IN, S)
4. Can demonstrate basic understanding of asepsis and infection control. (IN, S)
5. Can demonstrate appropriate ethical and legal practices, including patient confidentiality and legal responsibilities. (I, S)
6. Can demonstrate proper procedure used to greet and log in patients arriving at medical office or clinic. (IN, I, S)
7. Can demonstrate ability to effectively interview patients to gather important background information regarding current health status and medical history. (IN, I, S)
8. Can demonstrate ability to properly prepare treatment room for examinations, including providing instruments, equipment and materials necessary for anticipated exam. (R, S, T)
9. Can demonstrate proper procedure used to prepare patient for procedures. (R, IN, I, S)
10. Can demonstrate ability to assist physician with patient examination and treatments, handing appropriate instruments/ materials/equipment to doctor as directed. (R, IN, I, S, T)
11. Can demonstrate ability to appropriately measure patient vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and accurately record information on patients' charts. (IN, I, S, T)
12. Can demonstrate ability to administer injections and provide basic medical treatments prescribed by physician. (R, IN, I, S, T)
13. Can demonstrate ability to prepare and administer medications as directed by physician. (R, IN, S)
14. Can demonstrate ability to appropriately instruct patients regarding medications and special diets, and phone in prescriptions to a pharmacy. (IN, I, S)
15. Can demonstrate ability to perform routine laboratory tests utilizing correct laboratory techniques, including collection, labeling, logging, taking and/or handling blood, tissue of other specimens, and preparing them for testing. (R, IN, S, T)
16. Can demonstrate procedures associated with electrocardiograph (EKG). (R, IN, S, T)
17. Can demonstrate ability to operate x-ray and other equipment to administer routine diagnostic tests. (R, IN, S, T)
18. Can demonstrate ability to maintain patients' charts/records including, charting, x-ray records, vital statistics, medical history, and information such as medical test results. (IN)
19. Can demonstrate proper procedure used to clean and sterilize instruments and equipment. (R, S, T)
20. Can demonstrate ability to perform basic first aid and cardiopulmonary resuscitation (CRP). (R, IN, I, S, T)

21. **Can demonstrate proper procedure used to inventory and order supplies and equipment. (R, IN, S)**
22. **Can demonstrate proper procedures used to schedule patient for new and return appointments, and to contact outside medical facilities to schedule patients for tests and/or admission. (R, IN, I, S)**
23. **Can demonstrate ability to keep financial records and perform other bookkeeping duties, such as handling credit and collections, completing insurance billing forms, receiving/recording payment for bills, and computing/mailling monthly statements to patients. (R, IN, S, T)**
24. **Can demonstrate ability to perform general office duties, such as answering telephones, filing, transcribing medical records and reports, updating statistical records, and writing correspondence. (R, IN, S, T)**
25. **Can operate basic computer software associated with medical office procedures (*identify*). (IN, S, T)**
26. **Can demonstrate basic data entry and/or word processing skills. (T)**
27. **Can demonstrate good written and oral communication skills. (I)**
28. **Can demonstrate ability to work under stress during emergency situations, and to meet schedule deadlines. (I)**