

Unit/Standard Number	 <p style="text-align: center;"><b>High School Graduation Years 2010, 2011 and 2012</b></p> <p style="text-align: center;"><b>Medical/Clinical Assistant CIP 51.0801 Task Grid</b></p>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
<b>Secondary Competency Task List</b>		
<b>100</b>	<b>PHARMACOLOGY</b>	
101	Measure drug dosages using droppers, medicine cups, syringes, and other specialized devices.	
102	Utilize correct technique to administer medications using the prescribed route, including oral, topical, eye, ear, vaginal, rectal, intramuscular, subcutaneous, and intradermal routes.	
103	Inventorying, completing prescriptions for the physician, maintaining narcotic records, and charting in patients records.	
104	Describe the purpose, and major side effects of commonly prescribed drugs.	
105	Describe the signs and symptoms of allergic reactions to medications.	
106	Communicate prescription information to a second party (pharmacist) by phone.	
107	Perform patient teaching about medications following written guidelines.	
108	Use drug reference materials to research needed information.	
109	Correctly interpret and use written medication orders and abbreviations.	
110	Provide patient instruction and education for health promotion and disease prevention.	
111	Identify and define commonly used drug terminology.	
112	Identify the major drug classifications.	
113	Demonstrate an understanding of dosage forms, doses, and dosing calculations.	
114	Describe the signs and symptoms of drug allergies.	
<b>200</b>	<b>MEDICAL ASSISTANT ADMINISTRATIVE FUNCTIONS</b>	
201	Identify professional and administrative responsibilities of the medical assistant.	
202	Describe how to act as a liaison between physician and others.	
203	Receive, organize, prioritize, and transmit information through oral and written communication.	
204	Establish and maintain patient records.	
205	Identify proper banking terminology and procedures.	
206	Perform financial operations.	
207	Utilize medical management accounting software program to maintain patient accounts.	
<b>300</b>	<b>INTRODUCTION TO HEALTHCARE</b>	
301	Identify the roles and educational/credentialing requirements of various health care practitioners.	
302	Cite the job descriptions, personal characteristics, job skills, employment outlook, workplace environment and technical standards associated with an allied health profession.	
303	Discuss the United States health care delivery system.	
304	Cite the relationship between the concepts of holistic health and wellness and the delivery of health care.	
305	Recognize the fundamental principals of health care law and ethics including HIPAA and Act 13.	
306	Identify and define commonly used medical terms and abbreviations.	
307	Discuss the physical and psychological growth and development of the individual.	

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308	Discuss effective strategies for dealing with stress in the workplace.	
309	Recall the principles that define professionalism in health care.	
310	Recognize the importance of continuing education.	
311	Recognize issues of cultural diversity in the health care setting.	
312	Use effective means of therapeutic communication.	
313	Identify issues of cost containment in healthcare.	
314	Discuss methods of quality assurance.	
<b>400</b>	<b>INFECTION CONTROL</b>	
401	Complete a unit of instruction on Bloodborne Pathogens and the Universal Precautions that meet the current requirements of the OSHA Bloodborne Pathogens Standard for annual training.	
402	Identify the interrelationship between agent, host and environment in health and illness.	
403	Change dressing on wound.	
404	Demonstrate medical asepsis and proper hand washing technique.	
405	Demonstrate knowledge of standard precautions.	
406	Demonstrate knowledge of sterile technique in gowning and gloving.	
407	Describe correct technique in dealing with patients requiring isolation.	
408	Demonstrate proper ergonomic technique when transferring or positioning patients.	
409	Demonstrate competency by accurately measuring blood pressure, pulse, temperature and respiration and height and weight.	
410	Demonstrate correct medical record documentation skills.	
<b>500</b>	<b>INTRODUCTION TO MEDICAL LABORATORY TECHNIQUES</b>	
501	Apply the basic principles of quality assurance and laboratory safety in all aspects of laboratory testing including patient preparation, specimen collection, reagent and instrument handling, testing procedures, and reporting of results.	
502	Explain and demonstrate through proper technique or patient instruction the collection and processing of biological specimens.	
503	Discuss basic theories related to urinalysis, chemistry, hematology, immunology, microbiology, and point-of-care testing procedures.	
<b>600</b>	<b>INTRODUCTION TO HUMAN ILLNESS AND DISEASE</b>	
601	Discuss cellular adaptation. (C-1)	
602	Describe cellular injury and cellular death. (C-1)	
603	Describe the factors that precipitate disease in the human body. (C-1)	
604	Describe the cellular environment. (C-1)	
605	Discuss analyzing disease risk. (C-1)	
606	Describe environmental risk factors. (C-1)	
607	Discuss combined effects and interaction among risk factors. (C-1)	

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608	Describe aging as a risk factor for disease. (C-1)	
609	Discuss familial diseases and associated risk factors. (C-1)	
610	Define the characteristics of the immune response. (C-1)	
611	Describe the inflammation response. (C-1)	
<b>700</b>	<b>HEALTHCARE LAW AND ETHICS</b>	
701	Identify how the Americans with Disabilities Act (ADA) applies to the medical assisting profession.	
702	Describe the types of personal insurance necessary for the medical assistant.	
703	Discuss licensure and certification as it applies to healthcare providers.	
704	Describe the implications of HIPPA and confidentiality for the medical assistants in various health settings.	
705	Identify where to report illegal and/or unsafe activities and behaviors that affect health, safety, and welfare of others.	
706	Describe the relationship of law and ethics to the health care environment.	
707	Demonstrate knowledge of the fundamentals of law and the court system, having relevance to health care professionals.	
708	Discuss major ethical principles that apply to health care.	
709	Describe legal and ethical responsibilities of the health care professional to patient/clients.	
710	Discuss patient rights.	
711	Apply legal and ethical principles to the management of medical information.	
<b>800</b>	<b>INTRODUCTION TO MEDICAL INSURANCE AND MANAGED CARE</b>	
801	Demonstrate knowledge of third-party reimbursement system.	
802	Identify concepts specific to broad categories of insurance programs.	
803	Identify available resources providing current information and changes in insurance law to the general consumer and the professional.	
804	Demonstrate awareness of state and federal mandates in both private and public insurance programs.	
805	Define and understand basic and specific terminologies common to all insurance programs.	
806	Demonstrate a working knowledge of all aspects of third-party billing and insurance theory necessary to participate in a variety of health care environments.	
807	Identify types of insurance plans.	
808	Identify models of managed health care .	
809	Discuss workers' compensation as it applies to patients.	
810	Describe procedures for implementing both managed care and insurance plans.	
811	Discuss utilization review principles.	
812	Discuss referral process for patients in a managed care program.	
813	Describe how guidelines are used in processing an insurance claim.	
814	Compare processes for filing insurance claims both manually and electronically.	
815	Discuss types of physician fee schedules.	
816	Define Diagnosis Related Groups (DRGs).	

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<b>900</b>	<b>CONCEPTS OF EFFECTIVE COMMUNICATION</b>	
901	Identify important self management strategies.	
902	Demonstrate telephone techniques.	
903	Discuss effective strategies for dealing with stress in the workplace.	
904	Use effective means of therapeutic communication.	
905	Combine prefixes, suffixes, and word roots to form and define complex medical terms.	
906	Identify global standard medical, diagnostic, and laboratory abbreviations.	
907	Discuss the inter-relationships between stress, coping, and illness. (C-1)	
<b>1000</b>	<b>INTRODUCTION TO HUMAN BIOLOGY</b>	
1001	Identify body planes cavities and directional terms.	
1002	The student will gain an understanding of the basic principles and concepts of biology.	
1003	The student will be able to describe the basic chemistry of the cell.	
1004	The student will gain an understanding of the basic principles of heredity and genetics.	
1005	The student will learn the basic structure and functions of selected body systems.	
1006	The student will be able to explain the anatomy and physiology of selected disorders of the body.	
1007	The student will be prepared, if the student chooses, to continue further studies in anatomy and physiology.	
<b>1100</b>	<b>INTRODUCTION TO COMPUTER APPLICATIONS</b>	
1101	Identify and explain the purpose of the various computer components.	
1102	Demonstrate fundamental operating skills with a computer.	
1103	Explain the functions and applications of the three major types of computer applications programs.	
1104	Explain the current development in and direction of the three major applications programs.	
1105	Demonstrate a working competency with these three major applications programs.	
<b>1200</b>	<b>MEDICAL ASSISTANT CLINICAL SKILLS LAB</b>	
1201	Demonstrate procedures that prepare a patient for examinations and or treatments.	
1202	Perform EKG's.	
1203	Observe patients condition.	
1204	Perform Vision Screening.	
1205	Obtain a medical history.	
<b>1300</b>	<b>SAFETY AND EMERGENCY PRACTICES</b>	
1301	Describe personal protective equipment.	
1302	Identify safety techniques that can be used to prevent accidents and maintain a safe work environment.	
1303	Describe the importance of material safety data sheets in a health care setting.	

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1304	Identify safety signs, symbols and labels.	
1305	State principles and steps of professional and provider CPR.	
1306	Describe the basic principles of basic first aid.	
1307	Describe the fundamental principles for evacuation of a health care center.	
1308	Discuss fire safety issues in a health care environment.	
1309	Discuss requirements for responding to hazardous material disposal.	
1310	Identify principles of body mechanics and ergonomics.	
1311	Discuss critical elements of emergency plan for response to a natural disaster or other emergency.	
1312	Identify emergency preparedness plans in your community.	
1313	Discuss potential roles of the medical assistant in emergency preparedness.	
1314	Comply with safety signs, symbols and labels.	
1315	Evaluate the work environment to identify safe versus unsafe working conditions.	
1316	Develop a personal safety plan.	
1317	Demonstrate the proper use of the following equipment: eye wash, fire extinguishers, sharps disposal containers.	
1318	Participate in a mock environmental exposure event.	
1319	Explain an evacuation plan for a physician's office.	
1320	Demonstrate methods of fire prevention in a health care setting.	
1321	Maintain professional level CPR certification.	
1322	Perform first aid procedures.	
1323	Use proper body mechanics.	
1324	Maintain a list of community resources for emergency preparedness.	
1325	Recognize the effects of stress on all persons involved in emergency situations.	
1326	Demonstrate self-awareness in responding to emergency situations.	
<b>1400</b>	<b>MEDICAL ASSISTING EXTERNSHIP ***** MUST BE COMPLETED TO OBTAIN MEDICAL ASSISTANT CREDENTIAL</b>	