

**MEDICAL ASSISTING TECHNOLOGY PROGRAM
CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION**

The following core performance standards are required for admission and progression in this program.

PERFORMANCE	STANDARD	ESSENTIAL ACTIVITIES/TASKS (not all inclusive)
CRITICAL THINKING	Critical thinking ability sufficient for clinical judgement	<ul style="list-style-type: none"> • Prioritize and perform multiple tasks • Recognize and respond to emergencies • Receive, organize, prioritize and transmit information • Evaluate a situation in a logical manner and use good judgement in decision making
INTERPERSONAL SKILLS	Interpersonal abilities sufficient to interact with members of the healthcare team, as well as patients and their families from a variety of educational, cultural, and religious backgrounds.	<ul style="list-style-type: none"> • Coordinate patient care information with other health care providers • Work as a team member • Serve as a liaison between the physician, patient, and others • Recognize and respect cultural diversity
COMMUNICATION SKILLS	Communication abilities sufficient for interactions with others in verbal, nonverbal, and written form	<ul style="list-style-type: none"> • Adapt communications to patient's ability to understand • Reading, writing, and cognitive skills required for written examinations • To compose business letters and other forms of business communications • Use appropriate medical terminology • Instruct individuals according to their needs
MOBILITY	Physical abilities sufficient to assist patients on or off the exam table, and maneuver in small spaces.	<ul style="list-style-type: none"> • Perform activities at a height averaging 40 inches from the floor • Maneuver in a space approximately 8x8 feet • Assisting and positioning, draping and providing support for patients for their protection
MOTOR SKILLS	Gross and fine motor skills required to met the health needs of patients	<ul style="list-style-type: none"> • Calibrate and use equipment in treatment areas and laboratory • Perform procedures requiring the use of two hands • Assist patients in appropriate positions for various examinations • Perform on a computer keyboard, operate dictation equipment and other office equipment • Maintain sterile technique while performing sterile procedures

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HEARING	Hearing ability sufficient to monitor, assess, and provide safe medical care.	<ul style="list-style-type: none"> • To receive verbal messages from patients, physicians, or staff members. • To utilize hearing and monitoring devices such as a stethoscope. • To hear medical dictation through earphones using transcription equipment. • To answer telephones and interpret communications that may describe life-threatening situations.
VISUAL	Visual ability sufficient for observation and assessment necessary for medical assisting.	<ul style="list-style-type: none"> • To obtain venous access • To observe color changes and measure laboratory values • To perform physical assessments (reading a thermometer, counting respirations, reading a sphygmomanometer, and scales) • Preparing and administering medications • To observe verbal and nonverbal reactions of patients. • To abstract and interpret information from the medical record for CPT and ICD codes • To input, edit, and proofread data in the computer. • To maintain financial records.
TACTILE	Tactile ability sufficient for patient assessment	<ul style="list-style-type: none"> • Perform anatomical landmark palpation for accuracy in medication administration • Simultaneously manipulate stethoscope and sphygmomanometer • Simultaneously manipulate syringe and vials/ampules • Simultaneously manipulate equipment necessary to obtain a venipuncture • Palpate for pulses, and perform functions for vital signs assessment
ACCOUNTABILITY & RESPONSIBILITY	Demonstrate accountability and responsibility in all aspects of the medical assisting profession	<ul style="list-style-type: none"> • Able to distinguish right from wrong, legal and illegal and act accordingly • Accept responsibility for own actions • To comprehend ethical standards and agree to abide by them. • Consider the needs of patients deference to one's own needs. • Maintain confidentiality • Document accurately