# Competency Task List – Secondary Component

# Health/Medical Assisting Services, Other CIP 51.0899

# High School Graduation Years 2022, 2023, 2024

## 100 Safety

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 101 | Identify safety measures that prevent accidents. |   |   |
| 102 | RESERVED |  |  |
| 103 | Follow OSHA standards which promote a safe work environment for employees. |  |  |
| 104 | Follow the Right to Know law and the information provided on a SDS form. |  |  |
| 105 | Perform body mechanics used by a health care worker when moving, lifting objects, or clients. |  |  |
| 106 | Transfer client from bed to chair, chair to bed, bed to stretcher, and stretcher to bed. |  |  |
| 107 | Assist client with dangling, standing, and walking.  |  |  |
| 108 | Turn and/or position client in bed, in a chair, and/or an exam table.  |  |  |
| 109 | Assist with client ambulation and use of ambulation devices, such as a gait/transfer belt. |  |  |
| 110 | Describe the use of a mechanical lift adhering to the current governmental regulations. |  |  |

## 200 Professionalism, Legal, and Ethical Issues

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 201 | Define the role, functions, and responsibilities of the health care team members. |   |   |
| 202 | Define the chain of command within the scope of practice of the health care team members. |   |   |
| 203 | RESERVED |   |   |
| 204 | RESERVED |   |   |
| 205 | Maintain personal hygiene and exhibit professional dress practices. |   |   |
| 206 | Identify the legal responsibilities and ethical behaviors of a health care provider. |   |   |
| 207 | RESERVED |  |  |
| 208 | RESERVED |  |  |
| 209 | Practice leadership and citizenship skills through participation in Career and Technical Student Organizations (CTSOs). |  |  |
| 210 | Modify personal behavior in response to client attitude and behaviors. |  |  |
| 211 | Follow documentation procedures, including charting client information. |  |  |
| 212 | Apply standards of confidentiality as required by HIPAA.  |  |  |
| 213 | Identify, report, and document possible abuse and/or neglect in all health care settings. |  |  |

## 300 Communication

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 301 | Use abuse-free verbal and non-verbal communication with the health care team and clients. |  |   |
| 302 | RESERVED |  |   |
| 303 | Communicate in a respectful, professional manner according to the client's stage of development and cultural background. |  |  |
| 304 | Identify physical and psychological indicators of stress in self and others. |  |  |
| 305 | Identify and use interpersonal conflict management skills. |  |  |
| 306 | RESERVED |  |  |
| 307 | RESERVED |  |  |
| 308 | RESERVED |  |  |
| 309 | Follow stress reduction techniques. |  |  |

## 400 Infection Control

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 401 | Identify and explain the chain of infection. |  |   |
| 402 | Demonstrate proper hand hygiene techniques. |  |   |
| 403 | Implement the practice of standard precautions and transmission-based precautions with correct use of Personal Protective Equipment (PPE). |  |  |
| 404 | Follow OSHA blood borne pathogens standards pertaining to the health care industry. |  |  |
| 405 | Differentiate between medical and surgical asepsis. |  |  |
| 406 | RESERVED |  |  |

## 500 Emergency Care and Disaster Preparedness

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 501 | Demonstrate CPR skills and the proper use of an AED, including a choking victim. |   |   |
| 502 | Perform basic first aid skills. |   |   |
| 503 | Describe emergency response/crisis plan procedures when life threatening situations occur. |  |  |
| 504 | Identify potential fire hazards and procedures to use in a fire emergency. |  |  |
| 505 | Recognize and report emergencies immediately. |  |  |

## 600 Human Needs and Human Development

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 601 | Identify growth and developmental stages across the human life span. |   |   |
| 602 | Describe how illness and disability impacts the individual across their life span. |   |   |
| 603 | Select and implement techniques to deal with the cognitively impaired, e.g., validation, reminiscence, music therapy.  |   |   |
| 604 | Use techniques to support gender identity and sexual identity choices of clients. |   |   |

## 700 Reserved

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 701 | RESERVED |   |   |
| 702 | RESERVED |  |  |
| 703 | RESERVED |  |  |
| 704 | RESERVED |  |  |
| 705 | RESERVED |  |  |

## 800 Health Care Provider Skills

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 801 | Provide the client with personal privacy. |   |   |
| 802 | RESERVED |   |   |
| 803 | Demonstrate unoccupied bed making techniques according to setting. |   |   |
| 804 | Demonstrate occupied bed making techniques. |  |  |
| 805 | Measure and record height and weight. |  |  |
| 806 | RESERVED |  |  |
| 807 | Assist with client bathing, peri-care, and personal grooming while encouraging independence with ADLs. |  |  |
| 808 | RESERVED |  |  |
| 809 | Assist with dressing and undressing. |  |  |
| 810 | Observe and report condition of the skin, including measures to prevent decubitus ulcers, pressure sores, pressure ulcers, and bed sores. |  |  |
| 811 | RESERVED |  |  |
| 812 | Assist and/or administer denture and oral care for conscious and unconscious clients. |  |  |
| 813 | RESERVED |  |  |
| 814 | RESERVED |  |  |
| 815 | Assist client with use of the bathroom, bedside commode (BSC), bedpan, and urinal. |  |  |
| 816 | Provide catheter care and emptying of urinary drainage bag. |  |  |
| 817 | RESERVED |  |  |
| 818 | Measure and record body temperature using various thermometers placed on specific body sites. |  |  |
| 819 | Measure and record various pulses. |  |  |
| 820 | Measure and record respirations. |  |  |
| 821 | Measure and record blood pressure. |  |  |
| 822 | Identify parameters of blood glucose monitoring. |  |  |
| 823 | Describe type, degree, and report client's pain. |  |  |
| 824 | RESERVED |  |  |
| 825 | Apply therapeutic compression devices (i.e. anti-embolism stockings). |  |  |
| 826 | Perform range of motion exercises with a client. |  |  |
| 827 | RESERVED |  |  |
| 828 | Identify basic medical coding, billing, insurance, filing, and appointment scheduling procedures in a physical and virtual environment. |  |  |
| 829 | RESERVED |  |  |
| 830 | RESERVED |  |  |
| 831 | RESERVED |  |  |
| 832 | RESERVED |  |  |
| 833 | Perform methods of collection, special handling, and labeling of specimens. |  |  |
| 834 | Describe medication administration to a client utilizing proper medical math.  |  |  |
| 835 | Describe how an EKG/ECG is performed and how it is used diagnostically. |  |  |
| 836 | Identify proper oxygen delivery methods, hazards involved with oxygen, use of a pulse oximeter, and report results.  |  |  |
| 837 | RESERVED |  |  |
| 838 | Determine when the use of telemedicine/telehealth office visits is indicated. |  |  |
| 839 | Perform techniques for positioning a client, e.g., supine, sims, lateral, prone, fowlers. |  |  |

## 900 Nutrition and Hydration

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 901 | List general principles of basic nutrition. |   |   |
| 902 | Identify therapeutic diets including cultural variations.  |   |   |
| 903 | Prepare and serve meal trays to clients, including fluids. |   |   |
| 904 | Provide assistance with safe positioning and feeding techniques for dependent and sensory deprived clients. |  |  |
| 905 | Measure and record intake and output (I&O). |  |  |
| 906 | Measure and record meal percentages. |  |  |

## 1000 Basic Structures and Functions of the Human Body and Related Diseases with Associated Terminology

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1001 | Identify the basic structure and explain the function and disease processes for the integumentary system. |   |   |
| 1002 | Identify the basic structure and explain the function and disease processes for the respiratory system. |   |   |
| 1003 | Identify the basic structure and explain the function and disease processes for the cardiovascular system. |   |   |
| 1004 | Identify the basic structure and explain the function and disease processes for the lymphatic/immune system. |  |  |
| 1005 | Identify the basic structure and explain the function and disease processes for the muscular system. |  |  |
| 1006 | Identify the basic structure and explain the function and disease processes for the skeletal system. |  |  |
| 1007 | Identify the basic structure and explain the function and disease processes for the nervous system, including the sensory organs. |  |  |
| 1008 | Identify the basic structure and explain the function and disease processes for the digestive system. |  |  |
| 1009 | Identify the basic structure and explain the function and disease processes for the urinary system. |  |  |
| 1010 | Identify the basic structure and explain the function and disease processes for the reproductive system. |  |  |
| 1011 | Identify the basic structure and explain the function and disease processes for the endocrine system. |  |  |
| 1012 | RESERVED |  |  |
| 1013 | Distinguish the various directional terms, planes, and regions of the human body. |  |  |

## 1100 Death and Dying

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| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1101 | Identify feelings and attitudes concerning death. |   |   |
| 1102 | Research how culture and religion influence attitudes toward death. |   |   |
| 1103 | Identify the stages of grief. |   |   |
| 1104 | Identify and report the common signs of a client approaching death. |  |  |
| 1105 | Identify goals of hospice care. |  |  |
| 1106 | Identify various practices of postmortem care. |  |  |

## 1200 Medical Terminology

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| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Crosswalk |
| 1201 | Define and differentiate between root words, prefixes, and suffixes. |   |   |
| 1202 | Identify the meaning of medical abbreviations. |   |   |
| 1203 | Differentiate the various medical specialties in health care settings. |   |   |
| 1204 | Communicate orally, electronically, and in writing using proper medical terms and approved abbreviations. |  |  |

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

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

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