



Unit/ Standard Number	<b>Health/Medical Assisting Services, Other                      CIP 51.0899                      Task Grid</b>	<b>Proficiency Level                      Achieved:                      (X) Indicates                      Competency                      Achieved to Industry                      Proficiency Level</b>
	<b>Secondary Competency Task List</b>	
<b>100</b>	<b>SAFETY</b>	
101	Identify safety measures that prevent accidents.	
102	Identify and adhere to professional dress code in the healthcare industry.	
103	Identify and describe OSHA standards which promote a safe work environment for employees.	
104	Explain and discuss the "Right to Know" Law and the information provided on a SDS form.	
105	Demonstrate correct body mechanics used by a health care worker when moving or lifting objects or clients.	
<b>200</b>	<b>PROFESSIONALISM AND LEGAL ISSUES</b>	
201	Define the role and functions of the health care worker.	
202	Discuss the legal limitations involved in the duties of the health care worker, their professional role and scope of practice.	
203	Describe the responsibilities of the various members of the health care team.	
204	Describe the organizational chart of a health care system and the "chain of command" for employees within the organization.	
205	Maintain acceptable personal hygiene and exhibit appropriate dress practices.	
206	Identify the legal responsibilities and ethical behaviors of a health care provider.	
207	Describe the process to follow in order to advocate for the rights of a health care client/recipient.	
208	Differentiate between health care facilities and their purpose.	
209	Demonstrate leadership/citizenship skills through participation in Career and Technical Student Organizations, (CTSOs).	
210	Demonstrate ways to modify your own behavior in response to the client's attitude and their behaviors.	



<b>300</b>	<b>COMMUNICATION</b>	
301	Demonstrate effective, abuse-free verbal and non-verbal communication with other staff and clients.	
302	Demonstrate accurate documentation procedures, including charting client's information.	
303	Communicate in a respectful, professional manner, according to the client's stage of development and cultural background.	
304	Recognize both physical and psychological indicators of stress in self and others and identify stress reduction techniques.	
305	Demonstrate effective interpersonal conflict management skills, describe various types of abuse, and ways to prevent abuse.	
306	Perform care of a sensory deprived client (i.e. blind).	
307	Select and implement appropriate techniques to deal with the cognitively impaired (i.e. validation, reminiscence, music therapy, etc.).	
308	Apply standards of confidentiality as required by HIPAA.	
<b>400</b>	<b>INFECTION CONTROL</b>	
401	Identify the mode of transmission of various microorganisms.	
402	Demonstrate proper hygiene techniques.	
403	Implement the practice of standard precautions and transmission based precautions with correct use of Personal Protective Equipment (PPE), including donning/removing a disposable gown, mask/goggles/faceshield and sterile/non-sterile gloves.	
404	Follows OSHA's blood borne pathogens standards as it pertains to the health care industry.	
405	Differentiate between medical and surgical asepsis, including disinfection and sterilization procedures.	
406	Demonstrate terminal cleaning of the examination room after a client's office visit.	
<b>500</b>	<b>EMERGENCY CARE AND DISASTER PREPAREDNESS</b>	
501	Demonstrate CPR skills and the proper use of an AED.	
502	Perform basic first aid skills including how to care for a choking victim.	
503	Describe Emergency Response/Crisis Plan Procedures when life threatening situations occur.	
504	Identify potential fire hazards and appropriate procedures to use in a fire emergency.	
505	Recognize and report emergencies immediately.	
<b>600</b>	<b>HUMAN NEEDS AND HUMAN DEVELOPMENT</b>	
601	Identify growth and developmental stages across the human life span.	
602	Describe how illness and disability affects a person's life.	

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<b>700</b>	<b>MOVING, LIFTING, AND POSITIONING</b>	
701	Demonstrate technique of transferring client from bed to chair, chair to bed, bed to stretcher, and stretcher to bed.	
702	Assist client with dangling, standing and walking.	
703	Demonstrate client turning and/or positioning in bed, in a chair, and/or exam table.	
704	Assist with client ambulation and use of ambulation devices, such as a gait/transfer belt.	
705	Describe the proper use of a mechanical lift adhering to the current governmental regulations.	
<b>800</b>	<b>HEALTH CARE PROVIDER SKILLS</b>	
801	Provide the client with personal privacy, both auditory and visual when appropriate.	
802	Prepare soiled linen for laundry.	



803	Demonstrate unoccupied bed making techniques according to setting.	
804	Demonstrate occupied bed making techniques.	
805	Measure and record height and weight.	
806	Assist the professional staff with a physical examination.	
807	Assist with client bathing, peri-care and personal grooming.	
808	Promote independence with ADLs.	
809	Assist with dressing and undressing.	
810	Observe and report condition of the skin and perform application of sterile/non-sterile dressings.	
811	Administer oral hygiene for the unconscious client.	
812	Assist client with oral and denture hygiene.	
813	Demonstrate measures to prevent decubitus ulcers (pressure sores).	
814	Provide hand and foot care.	
815	Assist client with use of the bathroom, bedside commode (BSC), bedpan and urinal.	
816	Demonstrate catheter care, including insertion/removal and emptying of urinary drainage bag.	
817	Apply hot and/or cold dry/moist therapy.	
818	Measure and record body temperature using non-mercury thermometers placed on specific body sites.	
819	Measure and record radial pulse.	
820	Measure and record respirations.	
821	Measure and record blood pressure.	
822	Measure blood glucose using a glucometer, proper strips; and manufacturer's glucose controls or standards.	
823	Describe type, degree and manage client's pain.	
824	Provide comfort measures (such as back rub).	
825	Apply therapeutic compression devices (i.e. anti-embolism stockings).	
826	Perform range of motion exercises with a client.	
827	Define diagnostic related groups (DRGs) and describe their importance in medical coding.	
828	Identify basic medical coding procedures, including scheduling appointments, posting charges, and preparing insurance forms.	
829	Differentiate between the various payor sources (i.e., insurance, private pay, Medicare, Medicaid, etc.).	
830	Describe the contents and maintenance of a hard copy medical file and the electronic medical record (EMR).	
831	Perform medical record filing skills.	
832	Perform visual acuity test.	
833	Demonstrate methods of collection, special handling and labeling of specimens.	
834	Describe medication administration to a client, including the use of placebos in double-blind studies.	



835	Describe how an EKG/ECG is performed and discuss one clinical condition diagnosed when an abnormal EKG/ECG is seen from a client.	
836	Identify proper oxygen delivery methods, hazards involved with oxygen; and proper use of a pulse oximeter.	
900	<b>NUTRITION AND HYDRATION</b>	
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 the dependent and sensory deprived clients.	
905	Measure and record intake and output (I & O).	
906	Measure and record meal percentages.	
1000	<b>BASIC STRUCTURES AND FUNCTIONS OF THE HUMAN BODY &amp; RELATED DISEASES WITH ASSOCIATED TERMINOLOGY</b>	
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 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	Identify the basic structure and explain the function and disease processes for the Immune system.	
1013	Distinguish the various directional terms, planes and regions of the human body.	
1100	<b>DEATH AND DYING</b>	
1101	Discuss your own feelings and attitudes concerning death.	
1102	Research how culture and religion influence attitudes toward death.	
1103	Identify the stages of grief.	
1104	Recognize and report the common signs of a client approaching death.	

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1105	Identify goals of hospice care.	
1106	Provide postmortem care while maintaining dignity and respect.	
<b>1200</b>	<b>MEDICAL TERMINOLOGY</b>	
1201	Define and differentiate between roots/prefixes/suffixes.	
1202	Identify the meaning of medical abbreviations.	
1203	Differentiate the various medical specialties seen in a hospital.	
1204	Communicate both orally, and in writing, using medical terms and interpret whether others properly use medical language in the health care setting.	