





Unit/ Standard Number	 <p style="text-align: center;">High School Graduation years 2013, 2014, 2015</p> <p style="text-align: center;">Health/Medical Assisting Services, Other CIP 51.0899 Task Grid</p>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
Secondary Competency Task List		
100	SAFETY	
101	Identify safety measures that prevent accidents.	
102	Identify and adhere to professional dress code per industry.	
103	Identify and describe OSHA standards and standard precautions.	
104	Explain and discuss the "Right to Know" Law and MSDS.	
105	Demonstrate correct body mechanics as a health care provider.	
200	PROFESSIONALISM	
201	Define the role and functions of the health care worker.	
202	Demonstrate an awareness of the legal limitations of role and scope of practice.	
203	Describes the responsibilities of members of the health care team.	
204	Describes the "chain of command" in the organizational structure of the health care agency and scope of practice.	
205	Maintain acceptable personal hygiene and exhibit appropriate dress practices.	
206	Identifies legal responsibilities and ethical behavior of a health care provider.	
207	Advocate the rights of a health care recipient.	
208	Differentiate between health care facilities and their purpose.	
209	Demonstrates leadership/citizenship skills through participation in Career and Technical Student Organizations, (CTSOs).	
300	COMMUNICATION	
301	Demonstrate effective, abuse-free verbal and non-verbal communication.	
302	Demonstrate accurate documentation procedures.	
303	Communicate in a respectful, professional manner, according to 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.	
306	Perform care of sensory deprived resident/patient/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.	
400	INFECTION CONTROL	
401	Identify the mode of transmission of various microorganisms.	
402	Demonstrate proper hand washing technique.	

Unit/ Standard Number	 <p style="text-align: center;">High School Graduation years 2013, 2014, 2015</p> <p style="text-align: center;">Health/Medical Assisting Services, Other CIP 51.0899 Task Grid</p>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
403	Implements practice of standard precautions & transmission based precautions with correct use of Personal Protective Equipment (PPE).	
404	Follows OSHA's blood borne pathogens standards as it pertains to the health care industry.	
405	Differentiate between medical and surgical asepsis.	
406	Demonstrate terminal cleaning of the examination room.	
500	EMERGENCY CARE AND DISASTER PREPAREDNESS	
501	Demonstrate CPR skills with AED.	
502	Perform basic first aid skills including choking victims.	
503	Follow Emergency Response/Crisis Plan Procedures and complete appropriate documentation.	
504	Identify potential fire hazards and appropriate actions.	
505	Recognize and report emergencies immediately.	
600	HUMAN NEEDS AND HUMAN DEVELOPMENT	
601	Identify growth and developmental stages across the life span.	
602	Describe how illness and disability affects life cycle.	
603	Demonstrate ways to modify your own behavior in response to the client's attitude and their behaviors.	
700	MOVING, LIFTING, AND POSITIONING	
701	Demonstrate technique of transferring client from bed to chair, chair to bed, bed to stretcher, and stretcher to bed.	
702	Assist with dangling, standing and walking.	
703	Demonstrate patient turning and/or positioning both in bed and in a chair and/or exam table.	
704	Assist with ambulation devices.	
705	Demonstrate the proper use of a mechanical lift adhering to the current governmental regulations.	
800	Health Care Provider Skills	
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 bathing and personal grooming.	
808	Promote independence with ADLs.	

Unit/ Standard Number	 <p>pennsylvania DEPARTMENT OF EDUCATION</p> <p style="text-align: right;"><u>High School Graduation years 2013, 2014, 2015</u></p> <p style="text-align: center;">Health/Medical Assisting Services, Other CIP 51.0899 Task Grid</p>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
809	Assist with dressing and undressing.	
810	Observe and report condition of the skin.	
811	Administer oral hygiene for the unconscious.	
812	Assist with oral and denture hygiene.	
813	Demonstrate measures to prevent decubitus ulcers (pressure sores).	
814	Provide hand and foot care.	
815	Assist with bathroom, bedside commode (BSC), bedpan and urinal.	
816	Demonstrate catheter care.	
817	Apply hot and/or cold dry/moist therapy.	
818	Measure and record body temperature.	
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 or made blood glucose 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. antiembolism stockings).	
826	Perform range of motion exercise.	
827	Define diagnostic related groups (DRGs).	
828	Identifies basic principles of medical coding.	
829	Differentiates between the various payor sources. (i.e., insurance, private pay, Medicare, Medicaid, etc.).	
830	Prepare a medical file.	
831	Perform filing skills.	
832	Perform visual acuity test.	
833	Demonstrate methods of collection, special handling and labeling of specimens.	
834	Demonstrate medication administration to a client ensuring the use of placebos.	
835	Describe how an EKG/ECG is performed and discuss one clinical condition diagnosed when an abnormal EKG/ECG is seen from a client.	
900	NUTRITION AND HYDRATION	
901	List general principles of basic nutrition.	
902	Identify therapeutic diets including cultural variations.	
903	Prepares and serves meal tray, including fluids..	
904	Provides assistance with feeding, including the sensory deprived client.	

Unit/ Standard Number	 <p>pennsylvania DEPARTMENT OF EDUCATION</p> <p style="text-align: right;"><u>High School Graduation years 2013, 2014, 2015</u></p> <p style="text-align: center;">Health/Medical Assisting Services, Other CIP 51.0899 Task Grid</p>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
905	Measure and record intake and output.	
906	Measure and record meal percentages.	
1000	BASIC STRUCTURES AND FUNCTIONS OF THE HUMAN BODY & RELATED DISEASES WITH ASSOCIATED TERMINOLOGY.	
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.	
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	Distinguishes among directional terms, planes and regions.	
1100	DEATH AND DYING	
1101	Discusses 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 approaching death.	
1105	Identify goals of hospice care.	
1106	Provide postmortem care while maintaining dignity and respect.	
1200	MEDICAL TERMINOLOGY	
1201	Define and differentiate between roots/prefixes/suffixes.	
1202	Identify abbreviations.	
1203	Differentiate medical specialties.	
1204	Demonstrate and interpret proper use of medical language.	