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| Unit/ Standard Number |  <p style="text-align: right;">High School Graduation years 2013, 2014, 2015</p> <p style="text-align: center;">Health/Medical Assisting Services, Other CIP 51.0899 Task Grid</p> |
| | 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. |
| 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. |

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| 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. |
| 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. |

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| 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. |
| 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. |

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| 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. |
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| 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. |
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| 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. |
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