

## **Medical Assistant Essentials Skills**

Essential skills are all nonacademic criteria that are essential to participate in the program / courses. These technical standards should include personal and professional attributes, skills, knowledge, physical, medical, safety, and other requirements that an individual must meet in order to be successful in the programs/courses.

**Visual acuity:** Visual acuity sufficient to assess environments and to follow written instructor direction

### **Examples of relevant activities:**

- Collect data from recording equipment and measurement devices
- Detect a hazard in lab area and initiate emergency action
- Read fine print in varying levels of light

**Auditory Ability:** Auditory ability sufficient to assess the classroom environment and to follow instructor's directions

### **Examples of relevant activities**

- Detect sounds
- Detect audible alarms e.g. monitors, fire alarms, call bells
- Communicate clearly in classroom discussions

**Olfactory Ability:** Olfactory ability sufficient to assess environmental odors

**Tactile Ability:** Tactile ability sufficient to detect physical sensations

### **Examples of relevant activities**

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices
- Feel vibrations such as palpate pulses
- Feel differences in sizes and shapes in order to identify proper landmarks
- Feel differences in skin surface characteristics such as skin turgor or rash
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**Fine Motor Skills:** Fine motor skills sufficient to perform psychomotor skills integral to program requirements

### **Examples of relevant activities**

- Accurately place and maintain position of equipment
- Record data with a pen on graphic and other flow sheets.
- Operate a computer
- Handle small, delicate equipment/objects without extraneous movement, contamination or destruction
- Coordinate hand/eye movements

**Gross Motor Skills:** Gross motor skill sufficient to provide the full range of safe and effective program activities

### **Examples of relevant activities**

- Stand and maintain balance while transferring equipment (or patients for healthcare)
- Reach below the waist and overhead
- Walk without a cane, walker or crutches in order to maintain a safe environment or operate necessary equipment
- Maneuver in small areas such as an exam / lab room

**Strength and Mobility:** Strength and mobility sufficient to perform program procedures

**Examples of relevant activities**

- Assist in the transfer of patients safely on or off of exam tables, from standing or sitting positions
- Lift or move objects, pull or push objects, and maintain a “medium activity level” as defined by the State of Colorado Department of Insurance Index of Occupational Characteristics. This includes lifting pounds of weight and/or frequently lifting or carrying objects weighing amounts listed from the PACCHOM essential functions

**Physical Endurance:** Physical endurance sufficient to complete assigned work over a specified time period. Must be able to perform with acceptable speed reflected by ability to carry out the usual program assignment for a particular point in the program / course within the allotted time.

**Ability to Communicate, Comprehend, Read and Write English:** Ability to communicate, comprehend, read, and write in English at a level that meets the need for accurate, clear, and effective communication with individuals respecting social, cultural and spiritual diversity.

**Examples of relevant activities**

- Give clear oral reports
- Read graphs
- Read and understand English printed documents
- Write legibly
- Be able to communicate effectively on the telephone

**Behavioral Stability:** The student must possess skills and experience necessary for effective and harmonious relationships in diverse learning environments.

**Examples of relevant activities**

- Deal with the unexpected
- Handle strong emotions
- Be flexible with changing environments and schedules in both class and lab & clinical setting
- Be able to work in close quarters with other students and faculty or healthcare workers
- Focus attention on task
- Monitor own emotions and be able to keep emotions under control

**Cognitive Ability and Critical Thinking Skills:** Cognitive ability and critical thinking skills to collect, analyze, and integrate information and knowledge to make judgments and decisions that promote learning outcomes in the healthcare setting.

**Examples of relevant activities**

- Identify cause-effect relationships
- Sequence or cluster lab findings
- Process information thoroughly and quickly to prioritize tasks
- Demonstrate skills of recall using both long and short term memory, inferential reasoning, predicting possible outcomes, application of knowledge, and evaluation of predicted outcomes at appropriate level for point in program / course.



**Health Professions Division**

\_\_\_\_\_ I have read and I understand the Physical Performance Standards (Essential Functions) specific to the occupation of Medical Assistant.

\_\_\_\_\_ I have the ability to meet the Physical Performance Standards as specified.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

The Americans with Disabilities Act bans discrimination of persons with disabilities and in keeping with this law, PCC makes every effort to insure quality education for all students. It is our obligation to inform the students of the essential functions demanded by this program and occupation. Students requiring accommodations or special services to meet physical performance standards of the Medical Assistant program should contact the Counseling, Career and Transfer Services office.

I require the following accommodations to meet the physical Performance Standard as specified.

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

PCC is an Affirmative Action/Equal Opportunity Institution and complies with all requirements of the Americans with Disabilities Act.

Accommodations for students with handicaps are made through the Counseling, Career and Transfer Services office. This department works with the program faculty to provide appropriate accommodations for students with disabilities.