

Competency Task List – Secondary Component
Health/Medical Assisting Services, Other CIP 51.0899
High School Graduation Years 2022, 2023, 2024

100 Safety

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
101	Identify safety measures that prevent accidents.		Level 2, 3
102	RESERVED		
103	Follow OSHA standards which promote a safe work environment for employees.		Level 2, 3
104	Follow the Right to Know law and the information provided on a SDS form.		Level 2, 3
105	Perform body mechanics used by a health care worker when moving, lifting objects, or clients.		Level 2, 3
106	Transfer client from bed to chair, chair to bed, bed to stretcher, and stretcher to bed.		Level 2, 3
107	Assist client with dangling, standing, and walking.		Level 2, 3
108	Turn and/or position client in bed, in a chair, and/or an exam table.		Level 2, 3
109	Assist with client ambulation and use of ambulation devices, such as a gait/transfer belt.		Level 2, 3
110	Describe the use of a mechanical lift adhering to the current governmental regulations.		Level 2, 3

200 Professionalism, Legal, and Ethical Issues

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
201	Define the role, functions, and responsibilities of the health care team members.		Level 2
202	Define the chain of command within the scope of practice of the health care team members.		Level 2

203	RESERVED		
204	RESERVED		
205	Maintain personal hygiene and exhibit professional dress practices.		Level 1, 2, 3
206	Identify the legal responsibilities and ethical behaviors of a health care provider.		Level 2, 3
207	RESERVED		
208	RESERVED		
209	Practice leadership and citizenship skills through participation in Career and Technical Student Organizations (CTSOs).		Level 1, 2, 3
210	Modify personal behavior in response to client attitude and behaviors.		Level 1, 2, 3
211	Follow documentation procedures, including charting client information.		Level 2, 3
212	Apply standards of confidentiality as required by HIPAA.		Level 2, 3
213	Identify, report, and document possible abuse and/or neglect in all health care settings.		Level 2, 3

300 Communication

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.		Level 1, 2, 3
302	RESERVED		
303	Communicate in a respectful, professional manner according to the client's stage of development and cultural background.		Level 2, 3
304	Identify physical and psychological indicators of stress in self and others.		Level 2, 3
305	Identify and use interpersonal conflict management skills.		Level 2, 3
306	RESERVED		
307	RESERVED		
308	RESERVED		
309	Follow stress reduction techniques.		Level 2, 3

400 Infection Control

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
401	Identify and explain the chain of infection.		Level 2
402	Demonstrate proper hand hygiene techniques.		Level 2, 3
403	Implement the practice of standard precautions and transmission-based precautions with correct use of Personal Protective Equipment (PPE).		Level 2, 3
404	Follow OSHA blood borne pathogens standards pertaining to the health care industry.		Level 2, 3
405	Differentiate between medical and surgical asepsis.		Level 2, 3
406	RESERVED		

500 Emergency Care and Disaster Preparedness

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
501	Demonstrate CPR skills and the proper use of an AED, including a choking victim.		Level 3
502	Perform basic first aid skills.		Level 3
503	Describe emergency response/crisis plan procedures when life threatening situations occur.		Level 3
504	Identify potential fire hazards and procedures to use in a fire emergency.		Level 3
505	Recognize and report emergencies immediately.		Level 3

600 Human Needs and Human Development

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
601	Identify growth and developmental stages across the human life span.		Level 2

602	Describe how illness and disability impacts the individual across their life span.		Level 2
603	Select and implement techniques to deal with the cognitively impaired, e.g., validation, reminiscence, music therapy.		Level 2
604	Use techniques to support gender identity and sexual identity choices of clients.		Level 2

700 Reserved

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

800 Health Care Provider Skills

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
801	Provide the client with personal privacy.		Level 2, 3
802	RESERVED		
803	Demonstrate unoccupied bed making techniques according to setting.		Level 2, 3
804	Demonstrate occupied bed making techniques.		Level 2, 3
805	Measure and record height and weight.		Level 2, 3
806	RESERVED		
807	Assist with client bathing, peri-care, and personal grooming while encouraging independence with ADLs.		Level 2, 3
808	RESERVED		
809	Assist with dressing and undressing.		Level 2, 3

810	Observe and report condition of the skin, including measures to prevent decubitus ulcers, pressure sores, pressure ulcers, and bed sores.		Level 2, 3
811	RESERVED		
812	Assist and/or administer denture and oral care for conscious and unconscious clients.		Level 2, 3
813	RESERVED		
814	RESERVED		
815	Assist client with use of the bathroom, bedside commode (BSC), bedpan, and urinal.		Level 2, 3
816	Provide catheter care and emptying of urinary drainage bag.		Level 2, 3
817	RESERVED		
818	Measure and record body temperature using various thermometers placed on specific body sites.		Level 2, 3
819	Measure and record various pulses.		Level 2, 3
820	Measure and record respirations.		Level 2, 3
821	Measure and record blood pressure.		Level 2, 3
822	Identify parameters of blood glucose monitoring.		Level 2, 3
823	Describe type, degree, and report client's pain.		Level 2, 3
824	RESERVED		
825	Apply therapeutic compression devices (i.e. anti-embolism stockings).		Level 2, 3
826	Perform range of motion exercises with a client.		Level 2, 3
827	RESERVED		
828	Identify basic medical coding, billing, insurance, filing, and appointment scheduling procedures in a physical and virtual environment.		Level 2, 3
829	RESERVED		
830	RESERVED		
831	RESERVED		
832	RESERVED		
833	Perform methods of collection, special handling, and labeling of specimens.		Level 2, 3
834	Describe medication administration to a client utilizing proper medical math.		Level 2, 3
835	Describe how an EKG/ECG is performed and how it is used diagnostically.		Level 2, 3

836	Identify proper oxygen delivery methods, hazards involved with oxygen, use of a pulse oximeter, and report results.		Level 2, 3
837	RESERVED		
838	Determine when the use of telemedicine/telehealth office visits is indicated.		Level 2, 3
839	Perform techniques for positioning a client, e.g., supine, sims, lateral, prone, fowlers.		Level 2, 3

900 Nutrition and Hydration

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
901	List general principles of basic nutrition.		Level 2
902	Identify therapeutic diets including cultural variations.		Level 2
903	Prepare and serve meal trays to clients, including fluids.		Level 2
904	Provide assistance with safe positioning and feeding techniques for dependent and sensory deprived clients.		Level 2
905	Measure and record intake and output (I&O).		Level 2
906	Measure and record meal percentages.		Level 2

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

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.		Level 1
1002	Identify the basic structure and explain the function and disease processes for the respiratory system.		Level 1
1003	Identify the basic structure and explain the function and disease processes for the cardiovascular system.		Level 1
1004	Identify the basic structure and explain the function and disease processes for the lymphatic/immune system.		Level 1

1005	Identify the basic structure and explain the function and disease processes for the muscular system.		Level 1
1006	Identify the basic structure and explain the function and disease processes for the skeletal system.		Level 1
1007	Identify the basic structure and explain the function and disease processes for the nervous system, including the sensory organs.		Level 1
1008	Identify the basic structure and explain the function and disease processes for the digestive system.		Level 1
1009	Identify the basic structure and explain the function and disease processes for the urinary system.		Level 1
1010	Identify the basic structure and explain the function and disease processes for the reproductive system.		Level 1
1011	Identify the basic structure and explain the function and disease processes for the endocrine system.		Level 1
1012	RESERVED		
1013	Distinguish the various directional terms, planes, and regions of the human body.		Level 1

1100 Death and Dying

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
1101	Identify feelings and attitudes concerning death.		Level 2
1102	Research how culture and religion influence attitudes toward death.		Level 2
1103	Identify the stages of grief.		Level 2
1104	Identify and report the common signs of a client approaching death.		Level 2
1105	Identify goals of hospice care.		Level 2
1106	Identify various practices of postmortem care.		Level 2

1200 Medical Terminology

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

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

Secondary CTE Instructor Signature _____ Date _____

Student Signature _____ Date _____