# CENTRAL PIEDMONT COMMUNITY COLLEGE
## CORE PERFORMANCE STANDARDS AND ESSENTIAL FUNCTIONS FOR THE MEDICAL ASSISTING PROGRAM

<table>
<thead>
<tr>
<th>FUNCTIONS</th>
<th>Standard</th>
<th>Examples of necessary activities (not all inclusive)</th>
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| Communication | abilities sufficient for interaction with people in verbal and non-verbal communication | - receive, organize, prioritize and transmit information  
- adapt communication to individual's abilities to understand with or without reasonable accommodation.  
- explain treatment procedures  
- interview effectively  
- document procedures and patient responses |
| Critical thinking | critical thinking ability sufficient to perform administrative and clinical duties | - prepare and maintain medical records  
- schedule and monitor appointments  
- recognize emergencies  
- document accurately medical records  
- apply principles of Aseptic Technique and Infection Control  
- maintain confidentiality |
| Interpersonal | Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds as well as physical conditions. | - establish rapport with patients and staff that projects a positive attitude  
- treat all patients with empathy and impartiality  
- instruct patients with special needs |
| Motor Skills | gross and fine motor skills sufficient to perform administrative and clinical duties | - perform medical transcription  
- prepare and administer medications as directed by physician  
- operate with or without reasonable accommodation equipment safely  
- assist physician with examinations and treatments |
| Mobility | physical abilities that are sufficient to move from treatment room to treatment room and maneuver in these rooms | - prepare and maintain examination and treatment area  
- perform first aid and CPR  
- prepare patients for procedures |
| Hearing | auditory ability that is sufficient to assess health needs and perform certain administrative duties | - answering and use with or without reasonable accommodation of proper telephone technique  
- perform medical transcription  
- interview, and take patient history  
- hear auscultatory sounds with or without reasonable accommodation  
- listen to patient |
| Visual | visual ability sufficient for observation and assessment of patient’s needs | - observe patient responses with or without reasonable accommodation |
| Tactile | tactile ability that is sufficient for physical assessment | - take vital signs  
- collect and process specimens  
- perform palpations, functions of the physical exam related to selected tests that assist with diagnosis and treatment |

I HAVE READ AND UNDERSTOOD THE ESSENTIAL FUNCTIONS OF THE MEDICAL ASSISTING PROGRAM.

SIGNATURE: _____________________________________________ DATE: ________________

Print name _____________________________________________

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