

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

<u>FUNCTIONS</u>	<u>Standard</u>	<u>Examples of necessary activities (not all inclusive)</u>
Communication	abilities sufficient for interaction with people in verbal and non-verbal communication	<ul style="list-style-type: none"> <li>- receive, organize, prioritize and transmit information</li> <li>- adapt communication to individual's abilities to understand with or without reasonable accommodation.</li> <li>- explain treatment procedures</li> <li>- interview effectively</li> <li>- document procedures and patient responses</li> </ul>
Critical thinking	critical thinking ability sufficient to perform administrative and clinical duties	<ul style="list-style-type: none"> <li>- prepare and maintain medical records</li> <li>- schedule and monitor appointments</li> <li>- recognize emergencies</li> <li>- document accurately medical records</li> <li>- apply principles of Aseptic Technique and Infection Control</li> <li>- maintain confidentiality</li> </ul>
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.	<ul style="list-style-type: none"> <li>- establish rapport with patients and staff that projects a positive attitude</li> <li>- treat all patients with empathy and impartiality</li> <li>- instruct patients with special needs</li> </ul>
Motor Skills	gross and fine motor skills sufficient to perform administrative and clinical duties	<ul style="list-style-type: none"> <li>- perform medical transcription</li> <li>- prepare and administer medications as directed by physician</li> <li>- operate with or without reasonable accommodation equipment safely</li> <li>- assist physician with examinations and treatments</li> </ul>
Mobility	physical abilities that are sufficient to move from treatment room to treatment room and maneuver in these rooms	<ul style="list-style-type: none"> <li>- prepare and maintain examination and treatment area</li> <li>- perform first aid and CPR</li> <li>- prepare patients for procedures</li> </ul>
Hearing	auditory ability that is sufficient to assess health needs and perform certain administrative duties	<ul style="list-style-type: none"> <li>- answering and use with or without reasonable accommodation of proper telephone technique</li> <li>- perform medical transcription</li> <li>- interview, and take patient history</li> <li>- hear auscultatory sounds with or without reasonable accommodation</li> <li>- listen to patient</li> </ul>
Visual	visual ability sufficient for observation and assessment of patient's needs	<ul style="list-style-type: none"> <li>- observe patient responses with or without reasonable accommodation</li> </ul>
Tactile	tactile ability that is sufficient for physical assessment	<ul style="list-style-type: none"> <li>- take vital signs</li> <li>- collect and process specimens</li> <li>- perform palpations, functions of the physical exam related to selected tests that assist with diagnosis and treatment</li> </ul>

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

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Print name \_\_\_\_\_