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### Core Competency for Medical Assistant (Certified Areas are in bold)

Name \_\_\_\_\_ Date \_\_\_\_\_

The above named staff member must be able to demonstrate the knowledge and skill necessary to provide care based on physical, psychosocial, educational, safety and related criteria appropriate to the age of the patients served in their assigned area. Validation to be completed by a physician and/or manager/supervisor. Person validating must initial, date and indicate method of validation in appropriate column and sign form.

Methods of Validation:

Examination/Test (E)	Demonstration (D)	Rating Scale
Observation (O)	Medical Records (MR)	Competency Pending (CP)
Verbal Response (V)	Feedback (F)	Not Applicable (N/A)

Competency Statement	Compliance Criteria	Validation Method	Validated by	Date
<b>Gathers Clinical Data</b>	Obtains: <ol style="list-style-type: none"> <li>1. Vital signs</li> <li>2. Chief complaint</li> <li>3. Allergies</li> <li>4. Alert RN, MD, PA, or NP of abnormal data</li> <li>5. Other pertinent health problems</li> <li>6. Current medications</li> <li>7. Advanced Directives</li> </ol>			
<b>Maintains Documentation in the Clinic Record to ensure accurate tracking of the Patients Medical Treatment</b>	Completes: <ol style="list-style-type: none"> <li>1. Medication List</li> <li>2. Allergy List</li> <li>3. Health History Form</li> <li>4. Immunization Record</li> <li>5. Allergy Injection Record</li> <li>6. Growth Charts</li> <li>7. Chart Review Sheet</li> <li>8. Patient notification of test results.</li> <li>9. Properly documents, such as but not limited to:                Patient Care                Telephone Encounters                All entries are complete with initials and/or dates                Referrals as appropriate                All entries are LEGIBLE             </li> </ol>			
<b>Prepares and Administers Medication, Allergy Serum, and Immunizations</b>	Knows normal dosages, actions and side effects of medications for each age group.			



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	<p>Recognizes and reports adverse drug reactions.</p> <p><b>Administers medications, allergy injections and immunizations according to policy/protocol.</b></p> <p><b>Evaluates effectiveness of medication intervention in collaboration with provider.</b></p> <p><b>Administers:</b></p> <ol style="list-style-type: none"> <li>1. Sub Q's</li> <li>2. IM's</li> <li>3. Eye gtts</li> <li>4. Pediatric immunizations</li> <li>5. Adult immunizations</li> <li>6. Allergy Serum</li> </ol>			
<p><b>Recognizes intra and inter departmental coworkers as customers by working together as part of the multi-disciplinary team.</b></p>	<p>Displays sensitivity courtesy and respect when dealing with patients, team members, members of other disciplines and the public.</p> <p>Responds in a positive manner to constructive feedback from patients, managers, and coworkers.</p> <p>Deals with any conflict in a private and professional manner.</p> <p>Assists other members of the work team without being asked.</p> <p>Readily answer questions and/or assists other members of the team when requested.</p> <p>Seeks out work when own work is completed.</p> <p>Keeps work area and common areas tidy.</p> <p>Picks up/cleans up after self.</p>			
<p><b>Plans Age Specific Nursing Intervention for Patient Population</b></p>	<p>Completes independent age specific study module/test.</p>			
<p><b>Schedules/Informs patients regarding procedures</b></p>	<ol style="list-style-type: none"> <li>1. Lab Tests</li> <li>2. Radiology Tests/Procedures</li> <li>3. Nuclear Medicine</li> <li>4. Stress Test</li> <li>5. Exercise, Adenosine</li> <li>6. Cardiac Holter Monitor</li> </ol>			
<p><b>Follows procedure for handling various specimens/cultures</b></p>	<ol style="list-style-type: none"> <li>1. Throat</li> <li>2. Wound</li> <li>3. Stool</li> <li>4. Urine</li> <li>5. Sputum</li> <li>6. Other</li> </ol>			
<p><b>Follows pain management protocols</b></p>	<p>Obtains and documents pain score using appropriate pain scale.</p>			
<p><b>Performs/Assists with Wound Care</b></p>	<p>Uses clean/sterile technique.</p> <p>Dressing change.</p> <p>Una boot.</p>			
<p><b>Locates and uses equipment</b></p>	<p>Scales for adults and infants.</p>			

<b>required for providing patient care</b>	Digital thermometer. EKG. Pulse Oximeter. Nasal Cannula. Oxygen Mask. Oxygen Tank. Ambubag. AED. PFT Machine. H/H Machine			
<b>Indicates awareness of staffing, scheduling process, Scopes of Practice, and Health Center Policies and Procedures</b>	Proper use of PTO. Sick call process. Understand Scope of Practice Knows how to find or inquire about Health Center Policies and Procedures Other			
<b>Verifies knowledge and appropriate use of Computer System(s)</b>	Completes Computer training. Accesses information independently via the computer.			
<b>Completes Patient Referrals</b>	1. Internal and External Agencies			
<b>Identifies and Completes Insurance Preauthorization Process</b>	MRI's Surgery/Procedures Other			
<b>Prepares and Assists with Procedures</b>	Procedures: 1. Lesion Removal 2. Mole Excision 3. Colposcopy 4. Pap and Pelvic 5. Biopsies 6. Ear Irrigation 7. Cast Application/removal 8. Splint Application 9. Suture/Staple removal 10. Laceration Repair 11. Nebulizer Treatments			
<b>Performs Tests and Controls for CLIA Waive Testing</b>	Snellen Whisper PFT's Glucose Testing UA's Pregnancy Test Strep Screen Other CLIA Waived Tests			
<b>Manages sample medications per protocol</b>	Labels Samples Packages/secures medication Completes documentation of samples given to the patient Enters into the Computer All medication kept in locked areas. Intake of Sample Medication: Expiration date on all samples Monitor inventory Discard expired medication per protocol.			
<b>Follow sterile instrument</b>	Properly cleans and disinfects			

<b>processing protocol</b>	equipment. Packages items appropriately.			
<b>Completes department duties</b>	Log fridge/freezer temps. Check for outdated instruments Check for expired medication Checks EGK for paper and power Task Lists Other			
<b>Implements/Completes forms as indicated</b>	Employee Incident Variance Concern Occurrence Report Needle Stick Report Clinic Nursing Forms – well baby forms, etc. Logs – Mammo, MME, Referrals			
<b>Prescriptions</b>	<b>Calls in medications appropriately to pharmacies and documents in the record.</b> Complete prescription forms for providers to sign.			
<b>Misc.</b>	Ordering Supplies Use of copy machines and faxes Calling a Code CPR Certification PPE – N95 Fit Test Compliant with all accreditation agencies, OSHA, etc.			

Signatures:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Members: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Clinic Director/Nurse Manager: \_\_\_\_\_ Date \_\_\_\_\_