

MINNESOTA PIPELINE PROJECT

PRIVATE INVESTMENT, PUBLIC EDUCATION LABOR AND INDUSTRY EXPERIENCE

Medical Assistant - Medical assistants are cross-trained to perform administrative and clinical duties, primarily in outpatient or ambulatory care facilities, such as medical offices and clinics.

Industry-Sector Technical Competencies

- Medical Terminology – Knowledge of medical terms.
- Meds Administration (oral, injection, SQ) – Understanding of medication classifications, usages, and side effects. Able to safely administer using various methods.
- EKG Admin – Safely and accurately administer an EKG and record results.
- Specimen Collection – Understand the process and procedures of collecting specimen samples.
- Lab Techniques - Knowledge of sterile lab techniques and tests.
- Clinical Procedures – Understanding of the processes and procedures of a medical clinic environment.
- CPR/First Aid Cert/OSHA – Obtain CPR/First Aid certification and OSHA/Regulations CLIA Standard Precautions Certificate.
- Pharmacology – How drugs and medications are used for treating patients and the effects of these substances.
- Medical Ethics – Understand principles of medical ethics and how they apply in professional standards.
- Health Records – Knows regulations around health records, how to use record software and record management.
- Basic X-Ray – Understand safe practices and procedures around X-Ray Machine operation.
- Medical Office Skills – Knowledge of procedures for running an efficient, functional medical office setting.

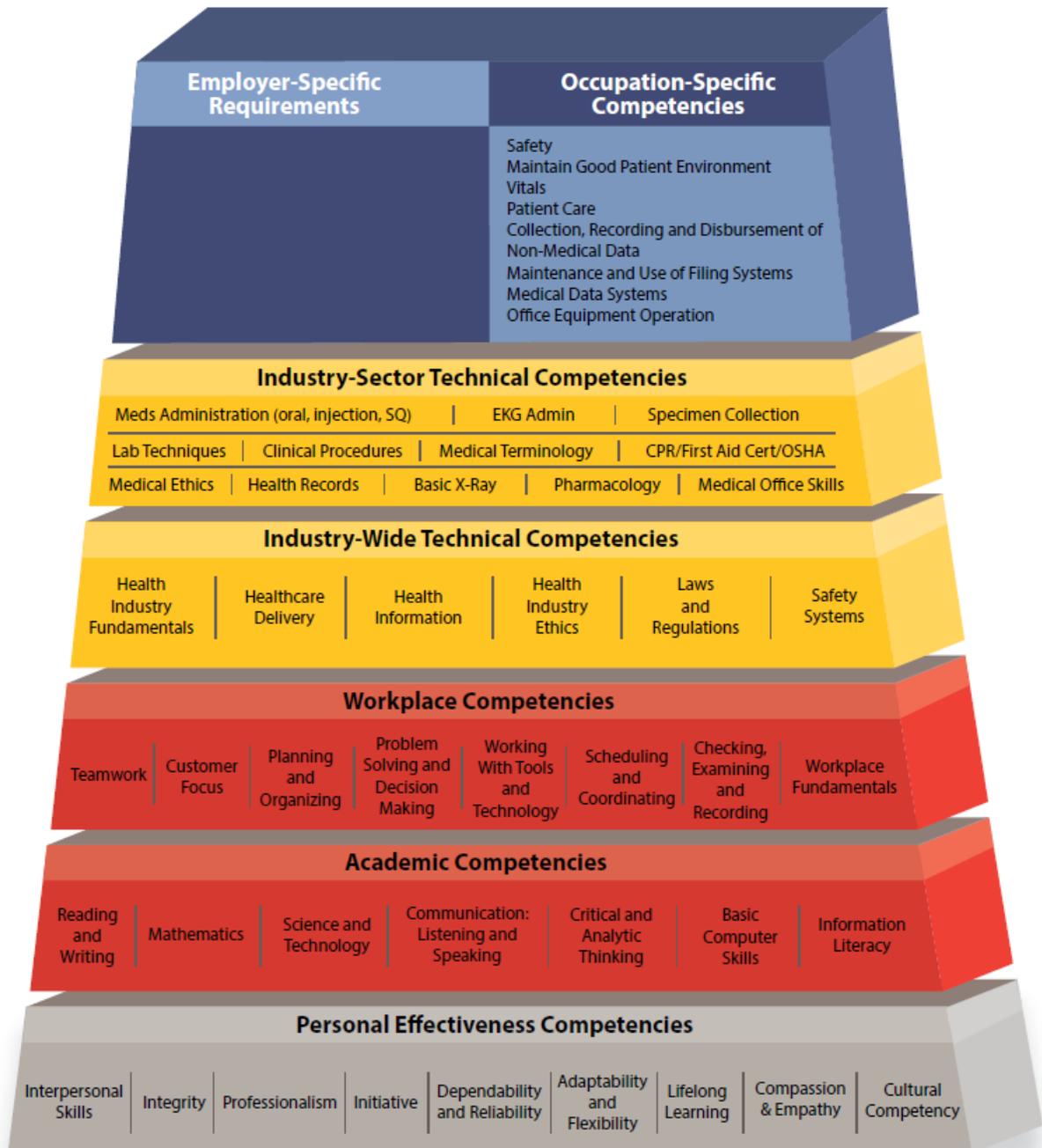
Occupation-Specific Competencies

- Safety - Operating with attention to safety within a medical setting, as well as Evacuation/Safety plans.

- Maintain Good Patient Environment - Practice infection control and hazard management. Clean and sterilize instruments and keep in orderly manner. Prep treatment rooms for exams.
- Vitals – Accurate take and record vital information: temperature, height, weight, pulse, respiration, blood pressure.
- Patient Care – Assist with medical procedures, as well as scheduling, insurance form and reports.
- Collection, Recording and Disbursement of Non-Medical Data – Maintain inventory of office and clinical supplies and instruments. Prepare and distribute office communications as required.
- Medical Office – Maintain medical records, process written communications, computer scheduling and billing,
- Medical Data Systems – Able to use specific medical software, as well as manual charts and filing procedures.
- Office Equipment Operation – Demonstrate proficiency in computer systems, phones, copiers and other equipment used in the office processes.

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Competency Model for Health Care Services Occupation: Medical Assistant



Based on: Health: Allied Health Competency Model Employment and Training Administration, United States Department of Labor, December 2011.

Medical Assistant Occupational Competency Training Plan

Medical assistants are cross-trained to perform administrative and clinical duties, primarily in outpatient or ambulatory care facilities, such as medical offices and clinics.

***Related Instruction** means an organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's trade of occupation, or industrial courses or, when of equivalent value, by correspondence, electronic media, or other forms or self-study approved by the commissioner.*

	Course	Course Description	Credit/Non-Credit	Hours Spent on Competency
Med Administration (oral, injection, SQ)				
EKG Admin				
Specimen Collection				
Lab Techniques				
Clinical Procedures				
Medical Terminology				
CPR/First Aid Cert/OSHA				
Medical Ethics				
Health Records				
Basic X-Ray				
Pharmacology				

Medical Office Skills			
<i>On-The-Job Training is the work experience and instruction. Training experience need not be in the exact order as listed below.</i>			
	Trainer/Instructor	Name of person responsible for verifying competency mastery	Hours Spent on Competency
Safety			
Maintain Good Patient Environment			
Vitals			
Patient Care			
Collection, Recording and Disbursement of Non-Medical Data			
Maintenance and Use of Filing Systems			
Medical Data Systems			
Office Equipment Operation			