

Unit/ Standard Number	<p style="text-align: center;"><u>High School Graduation Years 2022, 2023 and 2024</u></p> <p style="text-align: center;"><b>Health/Medical Assisting Services, Other CIP 51.0899</b></p> <p style="text-align: center;"><b>Task Grid</b></p>	<p>Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
<b>Secondary Competency Task List</b>		
<b>100</b>	<b>SAFETY</b>	
101	Identify safety measures that prevent accidents.	
102	RESERVED	
103	Follow OSHA standards which promote a safe work environment for employees.	
104	Follow the "Right to Know" Law and the information provided on a SDS form.	
105	Use body mechanics used by a health care worker when moving or lifting objects or clients.	
106	Transfer client from bed to chair, chair to bed, bed to stretcher, and stretcher to bed.	
107	Assist client with dangling, standing and walking.	
108	Turn and/or position in bed, in a chair, and/or exam table.	
109	Assist with client ambulation and use of ambulation devices, such as a gait/transfer belt.	
110	Describe the proper use of a mechanical lift adhering to the current governmental regulations.	
<b>200</b>	<b>PROFESSIONALISM, LEGAL, AND ETHICAL ISSUES</b>	
201	Define the role, functions, and responsibilities of the health care team members.	
202	Define the chain of command within the scope of practice of the health care team members.	
203	RESERVED	
204	RESERVED	
205	Maintain personal hygiene and exhibit professional dress practices.	
206	Identify the legal responsibilities and ethical behaviors of a health care provider.	
207	RESERVED	
208	RESERVED	
209	Practice leadership and citizenship skills through participation in Career and Technical Student Organizations (CTSOs).	
210	Modify personal behavior in response to client attitude and behaviors.	
211	Follow documentation procedures, including charting client information.	
212	Apply standards of confidentiality as required by HIPAA.	
213	Identify, report, and document possible abuse and/or neglect in all health care settings.	
<b>300</b>	<b>COMMUNICATION</b>	
301	Use abuse-free verbal and non-verbal communication with the health care team and clients.	
302	RESERVED	
303	Communicate in a respectful, professional manner according to the client's stage of development and cultural background.	
304	Identify physical and psychological indicators of stress in self and others.	
305	Identify and use interpersonal conflict management skills.	
306	RESERVED	
307	RESERVED	
308	RESERVED	
309	Follow stress reduction techniques.	

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<b>400</b>	<b>INFECTION CONTROL</b>	
401	Identify and explain the chain of infection.	
402	Demonstrate proper hand hygiene techniques.	
403	Implement the practice of standard precautions and transmission-based precautions with correct use of Personal Protective Equipment (PPE).	
404	Follow OSHA blood borne pathogens standards pertaining to the health care industry.	
405	Differentiate between medical and surgical asepsis.	
406	RESERVED	
<b>500</b>	<b>EMERGENCY CARE AND DISASTER PREPAREDNESS</b>	
501	Demonstrate CPR skills and the proper use of an AED, including a choking victim.	
502	Perform basic first aid skills.	
503	Describe emergency response/crisis plan procedures when life threatening situations occur.	
504	Identify potential fire hazards and procedures to use in a fire emergency.	
505	Recognize and report emergencies immediately.	
<b>600</b>	<b>HUMAN NEEDS AND HUMAN DEVELOPMENT</b>	
601	Identify growth and developmental stages across the human life span.	
602	Describe how illness and disability impacts the individual across their life span.	
603	Select and implement techniques to deal with the cognitively impaired, e.g., validation, reminiscence, music therapy.	
604	Use techniques to support gender identity and sexual identity choices of clients.	
<b>700</b>	RESERVED	
701	RESERVED	
702	RESERVED	
703	RESERVED	
704	RESERVED	
705	RESERVED	
<b>800</b>	<b>HEALTH CARE PROVIDER SKILLS</b>	
801	Provide the client with personal privacy.	
802	RESERVED	
803	Demonstrate unoccupied bed making techniques according to setting.	
804	Demonstrate occupied bed making techniques.	
805	Measure and record height and weight.	
806	RESERVED	
807	Assist with client bathing, peri-care, and personal grooming while encouraging independence with ADLs.	
808	RESERVED	

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

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900	<b>NUTRITION AND HYDRATION</b>	
901	List general principles of basic nutrition.	
902	Identify therapeutic diets including cultural variations.	
903	Prepare and serve meal trays to clients, including fluids.	
904	Provide assistance with safe positioning and feeding techniques for the dependent and sensory deprived clients.	
905	Measure and record intake and output (I & O).	
906	Measure and record meal percentages.	
1000	<b>BASIC STRUCTURES AND FUNCTIONS OF THE HUMAN BODY &amp; RELATED DISEASES WITH ASSOCIATED TERMINOLOGY</b>	
1001	Identify the basic structure and explain the function and disease processes for the integumentary system.	
1002	Identify the basic structure and explain the function and disease processes for the respiratory system.	
1003	Identify the basic structure and explain the function and disease processes for the cardiovascular system.	
1004	Identify the basic structure and explain the function and disease processes for the lymphatic/immune system.	
1005	Identify the basic structure and explain the function and disease processes for the muscular system.	
1006	Identify the basic structure and explain the function and disease processes for the skeletal system.	
1007	Identify the basic structure and explain the function and disease processes for the nervous system, including the sensory organs.	
1008	Identify the basic structure and explain the function and disease processes for the digestive system.	
1009	Identify the basic structure and explain the function and disease processes for the urinary system.	
1010	Identify the basic structure and explain the function and disease processes for the reproductive system.	
1011	Identify the basic structure and explain the function and disease processes for the endocrine system.	
1012	RESERVED	
1013	Distinguish the various directional terms, planes, and regions of the human body.	
1100	<b>DEATH AND DYING</b>	
1101	Identify feelings and attitudes concerning death.	
1102	Research how culture and religion influence attitudes toward death.	
1103	Identify the stages of grief.	
1104	Identify and report the common signs of a client approaching death.	
1105	Identify goals of hospice care.	
1106	Identify various practices of postmortem care.	
1200	<b>MEDICAL TERMINOLOGY</b>	
1201	Define and differentiate between root words, prefixes, and suffixes.	
1202	Identify the meaning of medical abbreviations.	
1203	Differentiate the various medical specialties in health care settings.	
1204	Communicate orally, electronically, and in writing using proper medical terms and approved abbreviations.	

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<b>3000</b>	<b>CONFUSION, DEMENTIA, AND ALZHEIMER'S DISEASE</b>	
3001	Demonstrate principles of behavior management by reinforcing appropriate behavior and reducing or eliminating inappropriate behavior.	
3002	Demonstrate basic principles of validation therapy or other intervention strategies.	
3003	Demonstrate intervention strategies to prevent abuse and neglect.	
3004	Demonstrate reality orientation techniques with the confused resident/patient.	
<b>3100</b>	<b>MENTAL HEALTH AND MENTAL ILLNESS</b>	
3101	Identify and discuss the various types of mental health disorders.	
3102	Provide for the mental health and social service needs of the resident, including abuse prevention measures.	
3103	Describe guidelines for communication with mentally ill residents.	
3104	Identify characteristics of mental health observations that should be made and reported.	
3105	Demonstrate appropriate communication skills/techniques with easily agitated or frightened residents/patients.	
3106	Demonstrate appropriate skills/techniques with residents/patients exhibiting repetitive behavior.	
<b>3200</b>	<b>SUB-ACUTE CARE</b>	
3201	Identify residents/patients who are in a sub-acute setting.	
3202	Recognize guidelines for pulse oximetry, artificial airways, tracheostomy, mechanical ventilation, respiratory distress and chest tubes.	
<b>3400</b>	<b>SAFETY AND BODY MECHANICS</b>	
3401	Identify safety measures and devices that prevent accidents to clients, including the proper use of alternative measures to client restraints.	
3402	Report nonfunctioning equipment.	
3403	Provide for the client's safe, clean and comfortable environment.	
<b>3500</b>	<b>MATHEMATICS IN ALLIED HEALTH</b>	
3501	Student utilizes mathematics applications in healthcare.	
3502	Identify systems of measurements used in a clinical setting.	
3503	Identify and convert between measurement systems including metric system.	
<b>3600</b>	<b>URINARY ELIMINATION/BOWEL ELIMINATION</b>	
3601	Assist the client in toileting and bladder training.	
3602	Demonstrate application of brief.	
3603	Demonstrate proper use of standard bedpan and fracture pan.	
<b>3700</b>	<b>ALLIED HEALTH SKILLS</b>	
3701	Prepare a medical file for a new client.	
3702	Maintain client records accurately.	
3703	Complete manual filing skills and discuss use of electronic medical records (EMR).	
3704	Position client for specific examinations as indicated by physician.	
3706	Discuss or perform a blood glucose measurement using a glucometer, proper strips and manufacturer glucose controls or standards.	

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<b>3800</b>	<b>PROFESSIONAL DEVELOPMENT</b>	
3801	Complete a self-assessment and identify individual learning styles	
3802	Discover self-motivation techniques and establish short-term goals; measure/modify short-term goals	
3803	Determine individual time-management skills	
3804	Define future occupations	
3805	Define awareness of cultural diversity and equity issues	
3806	Recognize benefits of doing a community service project	
3807	Demonstrate effective communication with others	
3808	Identify stress sources	
3809	Select characteristics of a positive image	
3810	Demonstrate government awareness	
3811	Apply team skills to a group project	
3812	Observe and critique team skills at a local professional meeting.	
3813	Demonstrate social etiquette	
3814	Identify the components of an employment portfolio; assemble portfolio: resume, job application, etc.	
3815	Review professional journals and present findings	
3816	Awareness of mandatory training, continuing education, and employee health regulations in the health care field.	
3900	<b>BASIC PRINCIPLES OF PHLEBOTOMY</b>	
3901	Demonstrate proper phlebotomy techniques.	
3902	Recognize and report complications.	
3903	Determine individual time-management skills	