

**TECHNICAL STANDARDS/PROGRESSION REQUIREMENTS FOR
THE MEDICAL ASSISTANT PROGRAM**

Technical Standards are the essential non-academic requirements of the program that a student must be able to master in order to successfully participate in the Medical Assistant Program and become employable. Examples of this program's technical standards are provided below. **If you are not sure that you will be able to meet these technical standards, please consult with the Program Director for further information and to discuss your individual situation.**

VISUAL SKILLS/HEARING/MOTOR/COMMUNICATION SKILLS STANDARDS:

The practice of Medical Assisting involves communicating with patients and direct patient care activities. Certain cognitive and psychomotor capabilities are required for the safe and skillful performance of these activities. In order to satisfactorily progress through the medical assistant program a student must possess the following:

1. Visual acuity such as that needed for preparation and administration of medications, observation and measurement of laboratory values, physical assessment activities, and administrative tasks.
2. Hearing ability as that required to receive verbal messages from patients or staff members and to utilize hearing and monitoring devices such as a stethoscope. The student/graduate must also be able to hear and transcribe medical dictation using conventional transcription equipment.
3. Motor skills and coordination as needed to implement the skills required to meet the health needs of patients and also to operate computers and other technical equipment.
4. Communication skills such as those of speech, reading, and writing as needed to interact with and interpret patient needs and communicate these as necessary to provide safe and effective care.
5. **COMPUTATIONAL SKILLS:**
Mathematical skills such as are needed for calculating drug dosages and financial record keeping for the physician office.
6. Intellectual and emotional ability to coordinate patient care and manage activities within an ambulatory care facility.
7. The ability to move and lift certain heavy objects and/or transfer patients according to need.
8. It is recommended that students only work part time while attending the program. The Externship portion of the program is without remuneration and consists of a 40 hour week in the physician office/clinical setting.
9. I have read and understand the attached forms regarding Felony and the CMA Examination and the possibility of the program requesting the student to have a formal background check conducted at the student's expense.
10. Complete the TABE test successfully prior to the externship portion of the program as outlined in the program application packet
11. If at any time the program director or any college or community official deems any actions unsuitable to successfully attend or complete this program, I will be consulted and possibly withdrawn from the program.
12. The use of tape recorders for lecture is appropriate, however, if the instructor feels the recorder is being improperly used, the instructor will tape lecture for you or deny you the access of the recorder in the classroom.

To be turned in to your instructor/program director or with your program application.

This institution requires us to define and publish "specific...technical standards required for admission to the program", and to determine "that the applicants' or students' health will permit them to meet the ...technical standards..."

Please sign this form to indicate that you have read and understood the program's technical standards and believe that you can meet them.

APPLICANT'S SIGNATURE

DATE

PRINT NAME