

School of Health Sciences
 Medical Assisting and Related Programs
ESSENTIAL FUNCTIONS OF MEDICAL ASSISTING STUDENTS

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential functions. **Students requesting accommodations to meet these criteria must inform the College Officials in writing.**

FUNCTION ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE	SPECIFY NEED FOR ACCOMMODATION
GROSS MOTOR SKILLS	Move within confined spaces Sit and maintain balance Stand and maintain balance Reach above shoulders (e.g., IV poles) Reach below waist (e.g., plug electrical appliance into wall outlets)	
FINE MOTOR SKILLS	Pick up objects with hands Grasp small objects with hands (e.g., IV tubing, pencil) Write with pen or pencil Key/type (e.g., use a computer) Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe) Twist (e.g., turn objects/knobs using hands) Squeeze with finger (e.g., eye dropper) Hand/eye coordination Dexterity of fingers and hands to perform variety of lab tasks using needles and performing venipuncture	

FUNCTION ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE	SPECIFY NEED FOR ACCOMMODATION
PHYSICAL ENDURANCE	Stand (e.g., at client side during surgical or therapeutic procedure) Sustain repetitive movements (e.g., CPR) Maintain physical tolerance (e.g., work entire shift) Working quickly and accurately under stressful conditions and at a fast pace	
* PHYSICAL STRENGTH	Push and pull 25 pounds (e.g., position patient) Support 25 pounds (e.g., ambulate patient) Lift 25 pounds (e.g., pick up a child, transfer patient) Move light object weighing up to 10 pounds (e.g., IV poles) Move heavy objects weighing from 11 to 50 pounds) Defend self against combative patient. Carry equipment/supplies Use upper body strength (e.g., perform CPR, physically restrain a patient) Squeeze with hands (e.g., operate fire extinguisher)	

*** Expectation by St. Mary's and Deaconess is that students will be able to lift as much as 50 lbs. since this is expected of their nursing staff.**

FUNCTION ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE	SPECIFY NEED FOR ACCOMMODATION
MOBILITY	Twist Bend Stoop/squat Move quickly (e.g., response to an emergency) Climb (e.g., ladders/stools/stairs) Walk	
HEARING	Hear normal speaking level sounds (e.g., person-to-person report) Hear faint voices Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes) Hear in situations when not able to see lips (e.g., when masks are used) Hear auditory alarms (e.g., monitors, fire alarms, call bells) Hear muffled sounds with stethoscope Hear in order to communicate effectively with patient	

FUNCTION ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE	SPECIFY NEED FOR ACCOMMODATION
VISUAL	See objects up to 20 inches away (e.g., information on a computer screen, skin conditions) See objects up to 20 feet away (e.g., client in a room) See object more than 20 feet away (e.g., client at end of hall) Use depth perception Use peripheral vision Distinguish color (e.g., color codes on supplies, charts, bed) Distinguish color intensity (e.g., flushed skin, skin paleness) Visual acuity to perform microscopic tasks (urinalysis, hematology, and other microscopic procedures) Visual acuity to read small print, gauges, and color vision for lab interpretations and to use equipment for venipuncture correctly	
TACTILE	Feel vibrations (e.g., palpate pulses) Detect temperature (e.g., skin solutions) Feel differences in surface characteristics (e.g., skin turgor, rashes) Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks) Detect environment temperature (e.g., check for drafts)	

FUNCTION ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE	SPECIFY NEED FOR ACCOMMODATION
SMELL	Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.) Detect smoke Detect gases or noxious smells	
READING	Read and understand written documents (e.g., policies, protocols)	
ARITHMETIC COMPETENCE	Read and understand columns of writing (flow sheet, charts) Read digital displays Read graphic printouts (e.g., EKG) Calibrate equipment Convert numbers to and/or from the Metric System Read graphs (e.g., vital sign sheets) Tell time Measure time (e.g., count duration of contractions, etc.) Count rates (e.g., drips/minute, pulse) Use measuring tools (e.g., thermometer) Read measurement marks (e.g., measurement tapes, scales, etc.) Add, subtract, multiply, and/or divide whole numbers Compute fractions (e.g., medication dosages) Use a calculator Write number in records	

FUNCTION ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE	SPECIFY NEED FOR ACCOMMODATION
EMOTIONAL STABILITY	Establish therapeutic boundaries Provide client with emotional support Adapt to changing environment/stress Deal with the unexpected (e.g., patient going bad, crisis) Focus attention on task Monitor own emotions Perform multiple responsibilities concurrently Handle strong emotions (e.g., grief) Perform under stress React with controlled emotions in emergency situations	

FUNCTION ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE	SPECIFY NEED FOR ACCOMMODATION
ANALYTICAL THINKING	Transfer knowledge from one situation to another Process information Evaluate outcomes Problem solve Prioritize tasks Use long term memory Use short term memory	
CRITICAL THINKING	Identify cause-effect relationships Plan/control activities for others Synthesize knowledge and skills Sequence information Perform with minimal supervision	
INTERPERSONAL SKILLS	Negotiate interpersonal conflict Respect differences in patients Establish rapport with patients Establish rapport with co-workers Relate effectively and appropriately to patient and patient's needs	

FUNCTION ABILITY CATEGORY	REPRESENTATIVE ACTIVITY/ATTRIBUTE	SPECIFY NEED FOR ACCOMMODATION
COMMUNICATION SKILLS	Teach (e.g., client/family about health care) Explain procedures Give oral reports (e.g., report on client's condition to others) Interact with others (e.g., health care workers) Speak on the telephone Influence people Direct activities of others Convey information through writing (e.g., progress notes) Communicate orally and written with clarity to patient of various social and ethnic backgrounds and various professional levels Rational and concise manner both in written and oral communication	