

ASHEVILLE BUNCOMBE TECHNICAL COMMUNITY COLLEGE

ALLIED HEALTH DIVISION FUNCTIONAL ABILITIES

Medical Assisting

A prospective Medical Assisting candidate must demonstrate the physical and psychological ability to provide safe, competent patient care. Every prospective student must assess his or her ability prior to choosing Medical Assisting as a career. To understand the physical and psychological qualifications needed for success in Medical Assisting, the functional abilities have been listed below.

In the case of a qualified individual with a documented disability, appropriate and reasonable accommodations will be made unless to do so would fundamentally alter the essential training elements, cause undue hardship, or produce a direct threat to the safety of the patient or student.

Students must certify the ability to meet the functional abilities of the profession by a signed statement in the beginning of the program.

ISSUE	STANDARD	EXAMPLES (program specific)
CRITICAL THINKING	Ability sufficient for clinical judgment.	Prepare and maintain medical records; schedule and monitor appointments; recognize emergencies; maintain confidentiality; apply principles of aseptic technique and infection control.
INTERPERSONAL SKILLS	Abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds.	Establish rapport with patients and staff that projects a positive attitude; treat all patients with empathy and impartiality; instruct patients with special needs.
COMMUNICATION	Abilities sufficient for interaction with others in verbal and written form.	Receive, organize, prioritize, and transmit information; explain treatment procedures; interview patients effectively; document procedures and patient responses, verbally, written and electronically; adapt communication to individuals' abilities to understand.
MOBILITY	Physical abilities sufficient to move in one's environment with ease and without restriction.	Physical abilities that is sufficient to move from treatment room to treatment room and maneuver in these small rooms. Be able to stand, sit, and walk. Examples: prepare and maintain examination and treatment area; perform First Aid and CPR;

		prepare patients for procedures; assist the physician with physical examinations and surgeries; position patients for procedures.
MOTOR SKILLS	Gross and fine motor abilities sufficient to provide safe and effective skills.	Perform medical scribing; prepare and administer medications as directed by physician; operate equipment safely; assist physician with examinations and treatment, position and transport patients, possess ability to maneuver, (lift, push and pull), 25 Lbs. daily.
HEARING	Auditory abilities sufficient to monitor and assess health needs.	Answering and use of proper telephone equipment; perform medical scribing; interview and take patient history and listen to patient; hear and correctly record auscultatory sounds.
VISUAL	Visual ability sufficient for observation and assessment necessary in xxx	Observe patient responses, patient's physical condition, and patient's nonverbal communication, differentiate urine colors, read a scale on a syringe, change in skin color and reading on a sphygmomanometer.
TACTILE	Tactile ability sufficient for physical assessment.	Take vital signs; collect and process specimens; perform palpations with finger tips, (on the veins and pulse points), assist in the physical exam related to selected tests used in diagnosis and treatment.
ENVIRONMENTAL	Possess the ability to tolerate environmental stressors.	Prioritize work in order of importance; stay on task; be able to work in areas that are close, crowded and/or noisy and full of distractions.
EMOTIONAL	Possess emotional stability sufficient to maintain composure in stressful situations and assume responsibility / accountability for actions.	Must be in control of emotions at all times for the benefit of the patients and office environment. There will be no emotional outbursts in the classroom, laboratory or clinical site, receive

		corrective feedback calmly, cope with families, client, staff and peers with calm emotions.
--	--	---

Asheville-Buncombe Technical Community College is invested in full ADA compliance. The Disability Services Office is part of the K Ray Bailey Student Services Center. For detailed information contact the Disability Support Services Office at supportservices@abtech.edu or (828) 398-7581. An appointment with the Disability Services Coordinator is recommended in order to discuss any special concerns.