

Unit/ Standard Number	Health/Medical Assisting Services, Other CIP 51.0899 Task Grid	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
Secondary Competency Task List		
100	SAFETY	
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.	
200	PROFESSIONALISM, LEGAL, AND ETHICAL ISSUES	
201	Define the role and functions of the health care worker.	
202	Demonstrate the ability to follow the chain of command within the scope of practice and when identifying, reporting, and documenting possible abuse and/or neglect.	
203	Describe the responsibilities of the various members of the health care team.	
204	RESERVED	
205	Maintain acceptable personal hygiene and exhibit appropriate dress practices.	
206	Identify the legal responsibilities and ethical behaviors of a health care provider.	
207	RESERVED	
208	RESERVED	
209	Practice leadership/citizenship skills through participation in Career and Technical Student Organizations, (CTSOs).	
210	Modify your own behavior in response to the client's attitude and their behaviors.	
211	Follow accurate documentation procedures, including charting client's information.	
212	Apply standards of confidentiality as required by HIPAA.	
300	COMMUNICATION	
301	Use abuse-free verbal and non-verbal communication with other staff and clients.	
302	RESERVED	
303	Communicate in a respectful, professional manner, according to the client's stage of development and cultural background.	
304	Recognize and use both physical and psychological indicators of stress in self and others and identify stress reduction techniques.	
305	Identify and use effective interpersonal conflict management skills, describe various types of abuse, and ways to prevent abuse.	
306	RESERVED	
307	RESERVED	
308	RESERVED	
400	INFECTION CONTROL	
401	Identify and explain the chain of infection of various microorganisms.	
402	Use proper hygiene techniques.	
403	Implement the practice of standard precautions and transmission based precautions with correct use of Personal Protective Equipment (PPE), including donning/removing a disposable gown, mask/goggles/faceshield and sterile/non-sterile gloves.	
404	Follows OSHA's blood borne pathogens standards as it pertains to the health care industry.	
405	Differentiate between medical and surgical asepsis, including disinfection and sterilization procedures.	
406	RESERVED	
500	EMERGENCY CARE AND DISASTER PREPAREDNESS	
501	Demonstrate CPR skills and the proper use of an AED including choking victim.	
502	Perform basic first aid skills including sterile and non sterile dressings.	
503	Describe Emergency Response/Crisis Plan Procedures when life threatening situations occur.	
504	Identify potential fire hazards and appropriate procedures to use in a fire emergency.	
505	Recognize and report emergencies immediately.	
600	HUMAN NEEDS AND HUMAN DEVELOPMENT	
601	Identify growth and developmental stages across the human life span.	
602	Describe how illness and disability affects a person's life.	
603	Select and implement appropriate techniques to deal with the cognitively impaired (i.e. validation, reminiscence, music therapy, etc.).	
700	RESERVED	
701	RESERVED	
702	RESERVED	
703	RESERVED	
704	RESERVED	
705	RESERVED	

800	HEALTH CARE PROVIDER SKILLS	
801	Provide the client with personal privacy, both auditory and visual consistently.	
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	
809	Assist with dressing and undressing.	
810	Observe and report condition of the skin including measures to prevent decubitus ulcer/pressure sores/pressure ulcers/bed sores.	
811	RESERVED	
812	Assist and/or administer denture and oral care for conscious and unconscious client.	
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	Apply hot and/or cold dry/moist therapy.	
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	Recognize parameters of blood glucose monitoring related to usage of a glucometer and report results.	
823	Describe type, degree and manage 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	Recognize basic medical coding, billing, insurance, filing and appointment scheduling procedures in a medical office.	
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; and proper use of a pulse oximeter.	
837	RESERVED	
900	NUTRITION AND HYDRATION	
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	BASIC STRUCTURES AND FUNCTIONS OF THE HUMAN BODY & RELATED DISEASES WITH ASSOCIATED TERMINOLOGY	
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	DEATH AND DYING	
1101	Discuss your own feelings and attitudes concerning death.	
1102	Research how culture and religion influence attitudes toward death.	
1103	Identify the stages of grief.	
1104	Recognize and report the common signs of a client approaching death.	
1105	Identify goals of hospice care.	
1106	Discuss various methods of postmortem care.	
1200	MEDICAL TERMINOLOGY	
1201	Define and differentiate between roots/prefixes/suffixes.	
1202	Identify the meaning of medical abbreviations.	
1203	Differentiate the various medical specialties seen in health care settings.	
1204	Communicate both orally, and in writing, using proper medical terms and approved abbreviations.	