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# ◆ Essential Requirements ◆

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Division of Allied Health

Bossier Parish Community College

## **Medical Assistant Program**

Allied health program admissions are based on academic achievement and additional program specific non-academic criteria that can be referenced in the catalog. Essential Requirements have been established by each program identifying the occupational specific technical standards required of students in the program. Decisions to apply for admission to the Medical Assistant Program should be made after considering the program Essential Requirements.

It is the responsibility of this program to be concerned with the rights of patients and clinical sites and to only place students in clinical education that are capable of providing safe, high quality health care. The following list represents reasonable expectations for the student enrolled in the Medical Assistant Program at Bossier Parish Community College.

It is the responsibility of the program applicants to carefully review the Essential Requirements and ask questions if not familiar with the standards and skills listed. Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with Medical Assistant training or clinical practice. Conditions that may lead to a high likelihood of student absenteeism should be carefully considered. Deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor which may jeopardize patient care may be grounds for course/rotation failure and possible dismissal from the program. All applicants to the program must have the ability to meet the following standards and skills if accepted to the program in order to complete the educational requirements for the Medical Assistant Program.

If a student cannot demonstrate the following standards and skills without accommodation, it is the responsibility of the student to request an appropriate accommodation with Morris Robinson, Coordinator for Section 504 and ADA, (Advising Center, Building F, 318-678-6315) by the application deadline. The College is committed to the principle of equal opportunity as defined in the catalog and will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered and does not compromise patient safety, or impose an undue hardship such as those that cause a significant expense or are unduly disruptive to the educational process.

## *Essential Requirements for the Medical Assistant Program*

Where applicable, use the following keys:

- ◆ Listed indicators are required for proficient job performance or academic completion of the program
- ◆ Frequency of indicators  
 O = Occasionally 1-33% F = Frequently 34-66% C = Constantly 67-100%

<u>Mandatory Prerequisite Requirements:</u>	<u>Freq</u>	<u>Touch</u>	<u>Freq</u>
- Current CPR certification		-Ability to type or keyboard 25 wpm accurately	C
-Satisfactory Physical Exam		-Feel airflow, necessary for patient assessment and administration of medical gases	O
-Current OSHA & HIPAA education verification		-Fine motor abilities sufficient to dispense fluids and for safe, effective handling of medications	C
-Completed Application Packet submitted by due date		-Tactile sensory ability needed in tasks such as palpation and percussion performed during patient assessment	C
-Health Insurance Maintained throughout Program Clinicals		-Fine motor abilities to manipulate small items, such as IV tubing, pills, and needles	C
-GPA 2.0 or better		-Dexterity and grip strength to open and manipulate bottles and syringes	C
-“C” or higher on prerequisite courses		-Determine if puncture wound was sustained	C
-Absence of criminal history or record		-Manipulate controls on equipment	C
-Negative drug/alcohol screen (may also be performed randomly or ordered if student is under suspicion)			
<u>Immunizations</u>		<u>Smell</u>	
-Hepatitis B series & titer		-Discriminate between odors	C
-Tetanus (within 5 years)			
-2 MMR (Only 1, if born before 1957)		<u>Hearing</u>	
-TB Test (current for the year)		-Auditory ability sufficient to hear co-workers, patients, or their representatives	C
-Chicken Pox (Varicella Zoster) Titer		-Auditory ability to hear mechanical alarms and tones	C
-Rubella titer		-Auditory ability to hear breath sounds, bowel sounds, and heart tones through a stethoscope	F
<u>Perceptual Requirements</u>		<u>Intellectual Requirements</u>	
<u>Sight</u>		-Process & communicate information in a timely manner	C
-Near & far vision	C	-Read and understand typed, handwritten, verbal, and computer information	C
-Both eyes required	C	-Able to problem solve, assess, analyze data and implement solutions	C
-Depth perception	C	-Able to think critically and distinguish relevant from irrelevant data	C
-Distinguish colors and shades of color	C	-Able to memorize and categorize large quantities of information	C
-See small type such as on medicine bottles, imprints on tablets, and syringe markings	C	-Operate computers	C
-Distinguish viscosity	F		
-See words on a computer screen & equipment monitors	C		
-See measurement markings	C		
-See small items, such as pills or tablets	C		
-Distinguish opacity of substances	C		
-Accurately observe demonstrations	C		
-See Intravenous (IV) lines	C		

## *Essential Requirements of Medical Assistant Program cont.*

<b>Written Communication Skills</b>		<b>Oral Communication</b>		<b>Freq</b>
-Typing or word processing and data entry	C	-Demonstrates respect for others with language		C
-Uses correct spelling, grammar, and punctuation	C	-Instruction of others		C
-Writes legibly	C	-Offers own thoughts and ideas with appropriate non-verbal expression		C
-Express thoughts of idea in written form	C	-uses correct grammar and expression		C
-Concise and accurate documentation	C	-Communicate with people of different cultures and beliefs		C
<b>Clerical</b>				<b>Freq</b>
-Ability to perceive pertinent detail in verbal or tabular material; to observe differences in copy, to proof-read words and numbers, and to avoid perceptual errors in arithmetic computation	C	-Communicates with others in a respectful, confident and appropriate manner		C
<b>Perception</b>				
Spatial- ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to "visualize" objects of two or three dimensions, or to think visually of geometric forms	C	-Adjust for differences in age or education level		C
Form-ability to perceive pertinent details in objects or in pictorial or graphic material; to make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of line	C	-Capable of responsive empathetic listening		C
<b>Reasoning</b>		<b>Environmental Factors</b>		
-Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions	C	-Indoor		C
<b>Mathematics</b>		-Outdoor		O
Simple Skills- add, subtract, multiply and divide whole numbers, fractions, ratios, decimals, and percentages, calculate time and simple measurements	C	-Bright lighting		C
Complex Skills- Conversion between different weights, volume systems, application of formulas	F	-Chemicals		C
<b>Reading</b>		-Machinery with moving parts		C
Simple skills- Comprehend simple instructions and notations	C	-Exposure to blood and body fluids		C
Complex skills- Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules, reference and procedures and drawings	C	-Long or irregular hours		F
		-Exposure to sharp objects		C
		-Exposure to unpleasant biological odors		F
		-Exposure to dust, fumes, smoke, gases, odors, mists, or irritating particles		F
		-Exposure to toxic, caustic chemicals, or medications		F
		-Exposure to solvents, grease, or oils		F
		-Working in confined spaces alone and with others		C
		-Exposure to graphic images or situations		O

## *Essential Requirements of Medical Assistant Program cont.*

<b>Physical Requirements:</b>	<b>Freq</b>	<b>Behavioral/Emotional Requirements:</b>	<b>Freq</b>
Good physical condition with ability to:		-Ability to exercise sound judgement	C
-Walk (at varying speeds)	C	-Prompt completion of all tasks	C
-Sit	C	-Prioritize and manage multiple tasks	C
-Stand: work for prolonged position of standing	C	-Able to manage stress effectively	C
-Twisting of body	C	-Can function independently and unsupervised	C
-Kneel	C	-Demonstrate time management	C
-Bend forward	C	-Follow directions	C
-Pull : up to 50 lbs	C	-Demonstrate flexibility	C
-Push: up to 50 lbs	C	-Organizational skills	C
-Climb stairs	C	-Able to perform self-assessment	C
-reach above shoulder level, below and in front of body	C	-Able to recognize patient needs	C
<b>Lift</b>		-Ability to receive and apply constructive criticism	C
-Light: less than 15 lbs	C	-Assumes responsibility and accountability for actions and outcomes	C
-Moderate: 15 to 20 lbs	C	-Effective use of resources	C
-Heavy : greater than 20 lbs	C	-Maintains professional demeanor	C
<b>Carry</b>		-Respects personal space of others	C
-Light: less than 15 lbs	C	-Recognizes limitations and seeks assistance	C
-Moderate : 15 to 20 lbs	C	-Maintains confidentiality	C
-Heavy : greater than 20 lbs	C	-Establishes rapport and trust with patients and co-workers	C
-Maintain good balance with movement while performing tasks	C	-Maintains composure during unpleasant or stressful situations	O
-Maneuver equipment safely	C		

### **Acknowledgement of Essential Requirements for the Medical Assistant Program**

I, \_\_\_\_\_, have been informed of the Essential Requirements of the Bossier Parish Community College Medical Assistant program. I have carefully reviewed the Essential Requirements and have asked questions if I was unfamiliar with the standards and skills listed. If I believe I require accommodation, I will request an appropriate accommodation with Morris Robinson, Coordinator for Section 504 and ADA, (Advising Center, Building F, 318-678-6315) by the application deadline. I am aware that certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with Medical Assistant training or clinical practice. I have also considered any conditions that I may have that may lead to a high likelihood of absenteeism. I have been informed that deficiencies in knowledge, judgment, integrity, character, or professional attitude or demeanor which may jeopardize patient care may be grounds for course/rotation failure and possible dismissal from the program. I have the ability to meet the standards and skills listed in the Essential Requirements and agree to complete the educational requirements for the Medical Assistant Program, if accepted to the program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name of Student \_\_\_\_\_