



**CAREER PATHWAY
HEALTH & MEDICAL ASSISTING
CIP Code 51.0899**

**Pennsylvania's Targeted Industry Cluster:
Health Science**



Potential Careers

29-2099	Health Technologists & Technicians, All Other	31-9092	Medical Assistants
29-2799	Health Technologists & Technicians, Other	31-9097	Phlebotomists
29-9099	Healthcare Practitioners & Technical Workers, All Other	31-9099	Healthcare Support Workers, All Other
29-9799	Healthcare Practitioners & Technical Workers, Other	31-9799	Healthcare Support Workers, Other

National and State Occupational Outlook Trends (Based on Department of Labor and Industry Reports)

United States	Employment		Percent Change	1Job Openings	2011 Median Annual Wage
	2010	2020			
Medical Assistants	527,600	690,400	+31%	24,380	\$29,100
Pennsylvania	Employment		Percent Change	1Job Openings	2011 Median Annual Wage
	2008	2018			
Medical Assistants	23,400	28,750	+23%	830	\$28,900

¹Job Openings refers to the average annual job openings due to growth and net replacement

Health & Medical Assisting

- Record patients' medical history, vital statistics, or information such as test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Authorize drug refills and provide prescription information to pharmacies.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Prepare and administer medications as directed by a physician.
- Show patients to examination rooms and prepare them for the physician.
- Explain treatment procedures, medications, diets, or physicians' instructions to patients.
- Help physicians examine and treat patients, handing them instruments or materials or performing such tasks as giving injections or removing sutures.
- Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.

Skills and Abilities

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Character Traits for Workplace Success

- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Integrity — Job requires being honest and ethical.
- Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Initiative — Job requires a willingness to take on responsibilities and challenges.

Somerset County Technology Center - Program of Study/Units of Instruction (3-Year Program)

Unit Number & Title

100 – Safety	700 – Moving, Lifting, and Positioning
200 – Professionalism	800 – Health Care Provider Skills
300 – Communication	900 – Nutrition and Hydration
400 – Infection Control	1000 – Basic Structures and Functions of the Human Body & Related Diseases with Associated Terminology
500 – Emergency Care and Disaster Preparedness	1100 – Death and Dying
600 – Human Needs and Human Development	1200 – Medical Terminology

High School Courses Recommended For Career And Technical Education Students

9th Grade	10th Grade	11th Grade	12th Grade
English I	English II	English III	English IV
Algebra I or Geometry	Geometry or Algebra II	Algebra II, Trigonometry or Pre-Calculus	Pre-Calculus, Trigonometry or Calculus
Biology I	Chemistry I	Physics	AP Science
Geography/State History	World History	American History	Economics/Government
Required Electives: PE, Art/Music, Foreign Language, Computer Technology	Required Electives: PE, Foreign Language, Computer Technology	Required Electives: PE	Required Electives: PE
	Career and Technology Scope and Sequence	Career and Technology Scope and Sequence	Career and Technology Scope and Sequence

Program's Math Skill Level

- Students must be able to complete math curriculum (10th – 12th) that incorporates a basic understanding of Orders of Operations, Decimals, Percentages, Standard Measurement, Weights, Metric and English Conversion, Tape Measure Reading, Ratio/Proportion, Roman Numerals, and Algebra.

Certifications/Licensures

Pennsylvania Skills Certificate (NOCTI)	Heartsaver First Aid
Heartsaver CPR, AED	BLS for Healthcare Provider
PA Nurse Aide Registry ** optional	

Continuing Education/College Options

Articulation Agreements

- Commonwealth Technical Institute
- Crawford County Career & Technical Center – Practical Nursing Program
- Greater Altoona Career & Technology Center
- Huntingdon County Career & Technology Center
- Northern Tier Career Center

Additional College/Continuing Education Options



Students who complete the Health & Medical Assisting curriculum can earn college credit. SCTC's Health & Medical Assisting program has articulation agreements with colleges across Pennsylvania through the SOAR program. For more information on the SOAR program, please visit: <http://www.techlinkpa.com>

Prerequisites, Safety, and Equipment Requirements

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| <ul style="list-style-type: none"> ▪ Working knowledge of how to use and operate medical equipment, including but not limited to: Vital signs monitor, autoclave, scales and EKG machine, hospital bed and various transportation devices following safety guidelines. ▪ Ability to care for people of all ages with reasonable expectations and working knowledge of basic safety awareness, independent decision making skills, and ability to use problem solving skills. | <ul style="list-style-type: none"> ▪ Students must adhere to the SCTC dress code in the Student Handbook ▪ Students must be professionally dressed to participate in ANY clinical experience. ▪ Scrubs with predominantly white shoes required a minimum of two times a week. |
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Program Details

- Theory Structure
 - Instructor lecture – approximately 2-5 hours per week
 - Large group, small group, and individual tasks weekly
 - Read, write, and speak in a professional manner in written assignments and speeches.
- Textbook and Supplemental Reading Materials
 - Diversified Health Occupations, Louise Simmers
 - Hartman's Nursing Assistant Care, the Basics, Jetta Fuzy
 - Various texts and print material (post-secondary reading level)
 - Various electronic and Internet based materials (post-secondary reading level)
- Lab Experience
 - 10th, 11th and 12th Grade classroom clinical experience.
 - 30 minutes hands-on experience per week.
 - 60 hours clinical experience to complete the Nurse Aide Certification.
- Homework
 - Students are expected to complete tasks within the set completion dates. At times this requires students to complete tasks outside of the school day.
 - Projects and some clinical experience preparation work are also required outside of the school day.
- Co-op Requirements (Grades 11-12)
 - Satisfactory attendance records.
 - "C" average
 - Instructor's recommendation.
 - Transportation



Job Ready Assessment Blueprint

Health Assisting



Test Code: 4043 / Version: 01

“Measuring What Matters”

Specific Competencies and Skills Tested in this Assessment:

First Aid and General Safety

- Recognize and demonstrate appropriate first aid and emergency techniques
- Recognize and demonstrate fire safety and general safety procedures involved in patient care
- Recognize and demonstrate appropriate procedures for handling waste and hazardous materials
- Recognize signs, symptoms, and reporting mandates for violent or abusive situations
- Recognize and demonstrate infection control measures, including standard precautions, hand washing techniques, isolation, and personal protective equipment (PPE)
- Differentiate symptoms requiring emergency care



Medical Terminology

- Identify and interpret word suffixes and prefixes
- Identify and interpret word roots
- Identify and interpret approved medical abbreviations and acronyms
- Identify and differentiate various medical and surgical definitions and conditions
- Identify and interpret anatomic terms, including body planes and cavities
- Exhibit understanding of healthcare terms

Body Systems

- Identify various body systems, structures, and functions
- Recognize abnormal signs and symptoms of disease processes

Specific Competencies and Skills continued:

Observation and Communication

- Recognize and practice professional patient and staff communications
- Demonstrate accuracy in completing medical forms
- Demonstrate proper office skills, telephone technique, and etiquette
- Identify and communicate signs and symptoms of major medical conditions
- Recognize and respond to cultural diversity
- Recognize and provide care for all stages of growth and development

Documentation and Legal Issues of the Health Assisting Profession

- Demonstrate understanding of confidentiality and HIPAA regulations
- Exhibit and identify professional behaviors, resources, and practices of a health assistant
- Identify legal and ethical issues in the health assisting field
- Demonstrate accurate documentation procedures

Health Assistant Skills

- Accurately measure and record vital signs, height, and weight
- Demonstrate proper body mechanics, including patient transfer, positioning, lifting, and moving
- Assist with elimination needs (e.g., bowel and bladder)
- Assist with obtaining body fluid specimens
- Assist with personal care and hygiene
- Obtain and accurately measure patient intake and output
- Assist with patient nutritional needs
- Assist with, observe, and report patient skin care conditions
- Identify patient chart components (e.g., flowchart, admission, history)
- Demonstrate appropriate filing techniques for patient records
- Identify and utilize appropriate procedures for cleaning equipment

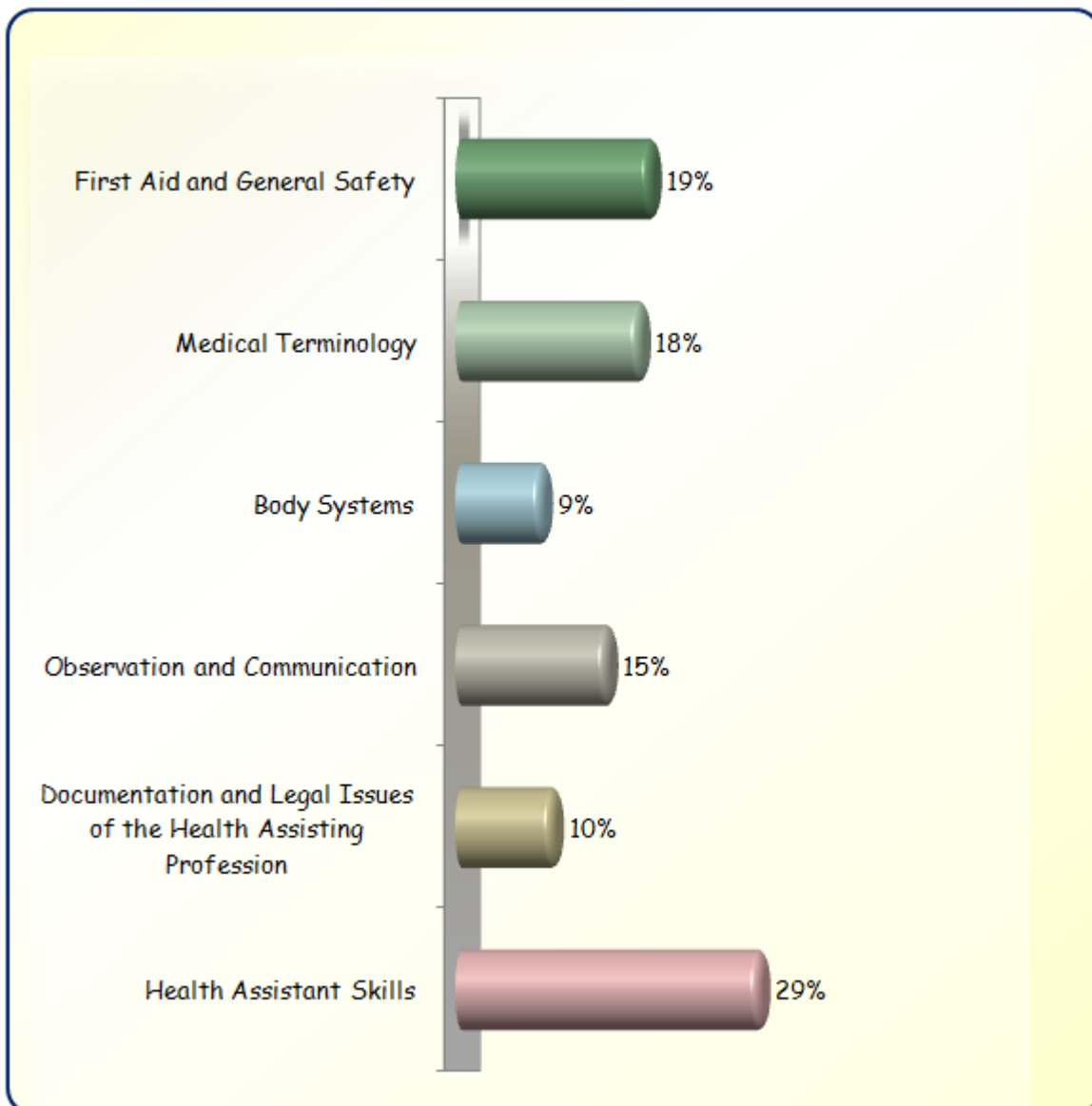


Written Assessment:

Administration Time: 3 hours

Number of Questions: 163

Areas Covered:



Sample Questions:

After assisting a physician with a procedure, the suture removal scissors should be

- A. autoclaved prior to disposal
- B. placed in a red "biohazard" bag
- C. put in an approved sharps container
- D. double bagged and incinerated

The heart and lungs are located in which body cavity?

- A. ventral
- B. cardiac
- C. thoracic
- D. peritoneal

When leaving a phone message regarding lab results on a patient's answering machine,

- A. give complete information about the test results
- B. leave the doctor's name and home phone number
- C. instruct the patient to call the lab
- D. maintain the patient's confidentiality

The proper procedure for a bed bath or partial bath is to start at the

- A. extremity closest to the health assistant
- B. abdomen
- C. eyes and face
- D. extremity farthest from the health assistant

What method does an autoclave use to sterilize supplies or equipment?

- A. ultraviolet filtered rays
- B. chemical solutions
- C. steam under pressure
- D. ionic charges



Performance Assessment:

Administration Time: 1 hour and 10 min

Number of Jobs: 4

Areas Covered:

28% **Hand Washing and Apply/Remove Personal Protective Equipment (Gown, Gloves, and Mask)**

Gather equipment, maintain clean technique, hand washing technique, put on cover gown, apply mask and gloves (clean gloves); remove gloves, gown, and mask in correct order, hand washing after removal of PPE, clean up work area, and time to complete Procedure 1.

29% **Empty a Urine Collection - Drainage Bag and Collect Urine Sample for Lab**

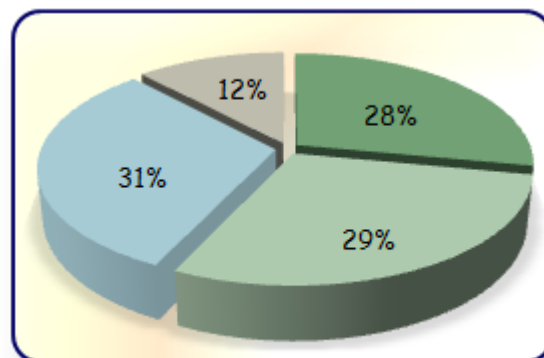
Obtained authorization and accessed equipment; identified patient or mannequin and explained procedure; washed hands and put on gloves; placement of measuring graduated cylinder; remove drainage outlet and release clamp; empty urine; secure catheter; graduate care and measurement; and time to complete Procedure 2.

31% **Measure Vital Signs, Height and Weight**

Gather equipment, identify patient, explain procedures, verbalize hand washing, take temperature, accuracy of temperature reading, take radial pulse, accuracy of radial pulse reading, count respirations, accuracy of respiratory rate reading, take blood pressure, accuracy of blood pressure reading, obtain height, accuracy of height reading, obtain weight, accuracy of weight reading, clean work area, comfort and safety, and time to complete Procedure 3.

12% **Transfer Patient from Bed to Wheelchair**

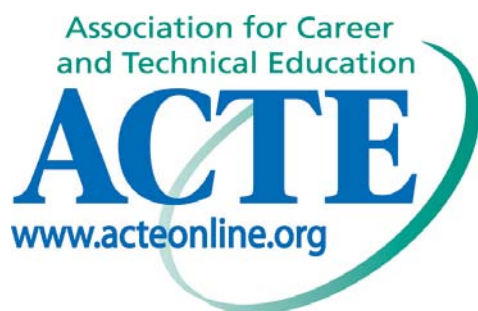
Body mechanics, patient transfer from bed to wheelchair, patient transfer from wheelchair to bed, and time to complete Procedure 4.



Sample Job: Transfer Patient from Bed to Wheelchair

Maximum Time: 15 minutes

Participant Activity: The participant, using a gait belt, will demonstrate the proper procedure for moving a patient with left-side partial paralysis from a bed to a wheelchair, and then moving the same patient from the wheelchair back to the bed.



The Association for Career and Technical Education (ACTE), the leading professional organization for career and technical educators, commends all students who participate in career and technical education programs and choose to validate their educational attainment through rigorous technical assessments. In taking this assessment you demonstrate to your school, your parents and guardians, your future employers and yourself that you understand the concepts and knowledge needed to succeed in the workplace. Good Luck!