

Health/Medical Assisting Services (2026-2028)

Safety 100

- 1 Practice safety measures that prevent accidents. 101
- 3 Demonstrate OSHA standards which promote a safe work environment for employees. 103
- 4 Follow the Right to Know law and locate the information provided on a SDS form. 104
- 5 Perform body mechanics used by a health care worker when moving, lifting objects, or clients. 105
- 6 Transfer client from bed to chair, chair to bed, bed to stretcher, and stretcher to bed. 106
- 7 Assist client with dangling, standing, and walking. 107
- 8 Turn and/or position client in bed, in a chair, and/or an exam table. 108
- 9 Assist with client ambulation and use of ambulation and safety devices, such as a gait/transfer belt, walkers, crutches, canes, etc.. 109
- 10 Describe the use of a mechanical lift adhering to the current governmental regulations. 110

Professionalism, Legal, and Ethical Issues 200

- 1 Define the role, functions, and responsibilities of the health care team members. 201
- 2 Define the chain of command within the scope of practice of the health care team members. 202
- 5 Maintain personal hygiene and exhibit professional dress practices. 205
- 6 Identify the legal responsibilities and demonstrate ethical behaviors of a health care provider. 206
- 9 Practice leadership and citizenship skills through participation in Career and Technical Student Organizations (CTSOs). 209
- 10 Modify personal behavior in response to client attitude and behaviors. 210

	11 Perform documentation procedures, including charting client information. 211
	12 Apply standards of confidentiality as required by HIPAA. 212
	13 Identify, report, and document possible abuse and/or neglect in all health care settings. 213
Communication 300	1 Use abuse-free verbal and non-verbal communication with the health care team and clients. 301
	3 Communicate in a respectful, professional manner according to the client's stage of development and cultural background. 303
	4 Identify physical and psychological indicators of stress in self and others. 304
	5 Identify and use interpersonal conflict management skills. 305
	9 Practice stress reduction techniques. 309
Infection Control 400	1 Explain the chain of infection. 401
	2 Demonstrate proper hand hygiene techniques. 402
	3 Implement the practice of standard precautions and transmission-based precautions with correct use of Personal Protective Equipment (PPE). 403
	4 Practice OSHA blood borne pathogens standards pertaining to the health care industry. 404
	5 Differentiate between medical and surgical asepsis. 405
Emergency Care and Disaster Preparedness 500	1 Demonstrate CPR skills and the proper use of an AED, including assisting a choking victim. 501
	2 Perform basic first aid skills. 502
	3 Describe emergency response/crisis plan procedures when life threatening situations occur. 503
	4 Identify potential fire hazards and procedures to use in a fire emergency. 504
	5 Recognize and report emergencies immediately. 505
Human Needs and Human Development 600	1 Identify growth and developmental stages across the human life span. 601
	2 Describe how illness and disability impacts the individual across their life span. 602

3 Select and implement techniques to deal with the cognitively impaired, e.g., validation, reminiscence, music therapy. 603

4 Demonstrate techniques to support gender identity and sexual identity choices of clients. 604

Health Care Provider Skills 800

1 Provide the client with personal privacy. 801

3 Demonstrate unoccupied bed making techniques according to setting. 803

4 Demonstrate occupied bed making techniques. 804

5 Measure and record height and weight. 805

7 Assist with client bathing, peri-care, and personal grooming while encouraging independence with ADLs. 807

9 Assist client with dressing and undressing. 809

10 Observe and report conditions of the skin, including measures to prevent decubitus ulcers, pressure sores, pressure ulcers, and bed sores. 810

12 Assist and/or administer denture and oral care for conscious and unconscious clients. 812

15 Assist client with use of the bathroom, bedside commode (BSC), bedpan, urinal, and other devices. 815

16 Demonstrate catheter care and emptying of urinary drainage bag. 816

18 Measure and record body temperature using various thermometers placed on specific body sites. 818

19 Measure and record various pulses. 819

20 Measure and record respirations. 820

21 Measure and record blood pressure. 821

22 Identify parameters of blood glucose monitoring. 822

23 Report client's pain, including type, location, and degree of pain. 823

25 Apply therapeutic compression devices (i.e. anti-embolism stockings). 825

26 Perform range of motion exercises with a client. 826

28 Identify basic medical coding, billing, insurance, filing, and appointment scheduling procedures in a physical and virtual environment. 828

33 Perform methods of collection, special handling, and labeling of specimens. 833

34 Describe medication administration to a client utilizing proper medical math. 834

35 Describe how an EKG/ECG is performed and how it is used diagnostically. 835

36 Identify proper oxygen delivery methods, hazards involved with oxygen, use of a pulse oximeter, including reporting results. 836

38 Determine when the use of telemedicine/telehealth office visits is indicated. 838

39 Perform techniques for positioning a client, e.g., supine, sims, lateral, prone, fowlers. 839

Nutrition and Hydration 900

1 List general principles of basic nutrition. 901

2 Identify therapeutic diets including cultural variations. 902

3 Prepare and serve meal trays to clients, including fluids. 903

4 Provide assistance with safe positioning and feeding techniques for dependent and sensory deprived clients. 904

5 Measure and record intake and output (I&O). 905

6 Measure and record meal percentages. 906

Basic Structures and Functions of the Human Body and Related Diseases with Associated Terminology 1000

1 Identify the basic structure and explain the function and disease processes for the integumentary system. 1001

2 Identify the basic structure and explain the function and disease processes for the respiratory system. 1002

3 Identify the basic structure and explain the function and disease processes for the cardiovascular system. 1003

4 Identify the basic structure and explain the function and disease processes for the lymphatic/immune system. 1004

5 Identify the basic structure and explain the function and disease processes for the muscular system. 1005

6 Identify the basic structure and explain the function and disease processes for the skeletal system. 1006

7 Identify the basic structure and explain the function and disease processes for the nervous system, including the sensory organs. 1007

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- 8** Identify the basic structure and explain the function and disease processes for the digestive system. 1008
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- 9** Identify the basic structure and explain the function and disease processes for the urinary system. 1009
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- 10** Identify the basic structure and explain the function and disease processes for the reproductive system. 1010
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- 11** Identify the basic structure and explain the function and disease processes for the endocrine system. 1011
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- 12** Distinguish the various directional terms, planes, and regions of the human body. 1013
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Death and Dying 1100

- 1** Identify feelings and attitudes concerning death. 1101
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- 2** Research how culture and religion influence attitudes toward death. 1102
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- 3** Identify the stages of grief. 1103
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- 4** Identify and report the common signs of a client approaching death. 1104
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- 5** Identify goals of hospice care. 1105
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- 6** Identify various practices of postmortem care. 1106
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Medical Terminology 1200

- 1** Define and differentiate between root words, prefixes, and suffixes. 1201
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- 2** Identify the meaning of medical abbreviations. 1202
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- 3** Differentiate the various medical specialties in health care settings. 1203
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- 4** Communicate orally, electronically, and in writing using proper medical terms and abbreviations. 1204
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