**Competency Assessment Checklist for Medical Assisting Externship**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preceptor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preceptor Phone Number**: **( )** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Externship Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Externship Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**As externship preceptor, I attest that the externship student named above has demonstrated knowledge and task proficiency of the competencies, skills, and tasks as indicated on this externship competencies checklist to the degree necessary to reasonably ensure practices that meet or exceed the current standard of care. I agree to complete and return this signed final assessment to Amy DiMaio at adimaio@martinsburgcollege.edu.**

Externship Preceptor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of this checklist it to ensure a structured **Medical Assisting Externship** to be accomplished by the student. The goal is to complete the requisites of an RMA (AMT), CMA (AAMA) certification. The key job functions can be obtained by performing the skill while supervised, observing the skill, or participating in an educational discussion about the skill. (*In the event that some skills may not be accomplished at the partner location, an assigned medical practitioner can conduct an educational discussion with the student about that task, that will be documented in comments as “Discussion.” For skills not demonstrated or obtained by one of the three methods, mark N/A in the comment section.*

*The American Association of Medical Assistants (AAMA) Certified Medical Assistant (CMA) certification requires knowledge and task-proficiency in the following cognitive and psychomotor subdomains: Anatomy and physiology; Infection control; Pharmacology; Applied mathematics (including dosage calculations and metric conversions); Successful preparation and administration of a total of at least 10 intramuscular, intradermal, and subcutaneous injections in any combination; Successful performance of phlebotomy a minimum of 10 times; Knowledge and application of anatomy, physiology, pharmacology, and mathematics must be demonstrated to the extent and degree necessary to reasonably ensure practices that meet or exceed the current standard of care; Injection and phlebotomy must be performed successfully a sufficient number of times to demonstrate clinical competence and reasonably ensure practices that meet or exceed the current standard of care.*

*The tasks included in this inventory are considered by American Medical Technologists as representative of the medical assistant role.*

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|  | **Anatomy and Physiology** | **Completed** | **Comments** | |
| 1. | Understand terminology associated with vital signs and measurements |  |  | |
| 2. | Identify and understand physiology and steps in blood pressure measurement; and recognize normal and abnormal blood pressure readings |  |  | |
| 3. | Accurately determine systolic and diastolic pressures and identify proper recording of blood pressure readings |  |  | |
| 4. | Identify proper physiology procedures for accurate pulse points and measurements |  |  | |
| 5. | Record pulse measurement using accepted charting standards and recognize normal values and deviations from normal |  |  | |
| 6. | Understand, observe, and recognize respiration cycle, respiratory rate using accepted charted standards, normal measurements, and deviations from normal |  |  | |
| 7. | Understand the procedures to identify the use of each thermometer for obtaining temperature measurements (Aural, Oral, Rectal and Axillary) |  |  | |
| 8. | Identify normal and abnormal temperature values for each method, recognize fever classifications and emergent values for each age group and chart and record temperature measures using standards |  |  | |
| 9. | Identify the steps to accurately measure patient height and weight, pediatric weight and length and chest and head circumference. Record using accepted charting standards. |  | |  |

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|  | **Infection Control and Sterilization** | **Completed** | | **Comments** |
| 1. | Know and understand terminology associated with asepsis. |  | |  |
| 2. | Identify modes of transmission of infectious pathogens. |  | |  |
| 3. | Define terminology associated with sanitization, disinfection, and procedures |  | |  |
| 4. | Identify modes of sterilization for the following: 1. Autoclave 2. Chemical 3. Gas |  | |  |
| 5. | Identify procedures that prevent transmission of infectious pathogens |  | |  |
| 6. | Employ Universal precautions when risk of contact with infectious pathogens |  | |  |
| 7. | Identify procedures that prevent transmission of infectious pathogens |  | |  |
| 8. | Understand proper hand washing procedures and employ barrier precautions |  | |  |
| 9. | Understand and practice proper surgical hand wash and antiseptic skin preparation |  | |  |
| 10. | Understand and apply state and Federal OSHA guidelines regarding bloodborne pathogens |  | |  |
| 11. | Define terminology and identify procedures associated with sanitization, disinfection and sterilization procedures for equipment/instruments and examining room. |  | |  |
| 12. | Identify biohazard waste disposal procedures |  | |  |
| 13. | Identify procedure to prevent transmission of bloodborne pathogens |  | |  |
|  | **Administrative and Patient Examination Preparation**  (Vital signs, physical exam, patient history, etc.) | **Completed** | | **Comments** |
| 1. | Greet patients, answer telephones, schedule appointments and use computer applications |  | |  |
| 2. | Take medical histories and update and file patient medical records |  | |  |
| 3. | Understanding of coding and filling out insurance forms |  | |  |
| 4. | Explain treatment procedures to patients | |  |  |
| 5. | Arrange for hospital admission and laboratory services | |  |  |
| 6. | Handle correspondence, billing, and bookkeeping | |  |  |
| 7. | Define methods (Auscultation, Palpation, Mensuration, Percussion) and prepare patients for examination | |  |  |
| 8. | Obtain patient history employing appropriate terminology and abbreviations and assist the physician during exam | |  |  |
| 9. | Differentiate between subjective and objective information | |  |  |
| 10. | Identify patient positions for examinations: Sims’, knee-chest, Fowlers, lithotomy | |  |  |
| 11. | Understand draping methods for each position | |  |  |
| 12. | Identify and define body positions: supine, prone, dorsal recumbent | |  |  |
| 13. | Identify examination procedures in specialty practices: Pediatrics, Obstetrics and Gynecology, Proctology and Urology | |  |  |
| 14. | Understand and employ SOAP and POMR charting systems for recording information | |  |  |
| **Pharmacology** | | | **Completed** | **Comments** |
| 1. | Define terminology associated with pharmacology and common prescription abbreviations | |  |  |
| 2. | Identify Drug Enforcement Agency regulations for ordering, dispensing, prescribing, storing, and documenting regulated drugs | |  |  |
| 3. | Transmitting prescription refills as directed, identify drug schedules, legal prescription requirements and identify and perform proper documentation of medication transactions | |  |  |
| 4. | Performing calculations for dosages, including conversions. | |  |  |
| 5. | Preparing and administering medications as directed by a physician | |  |  |
| 6. | Identify medication availability such as: multi-dose vials, Ampules, Unit dose vials, pre-filled cartridge-needle units | |  |  |
| 7. | Understand proper disposal of parenteral equipment and define hazards and measures associated with parenteral medications. | |  |  |
| 8. | Identify and describe routes of medication administration for the following: Parenteral, Rectal, Topical, Vaginal, Sublingual, Oral, Inhalation and Instillation. | |  |  |
|  | **Basic Laboratory Procedures** | **Completed** | | **Comments** |
| 1. | Performing basic laboratory testing and procedures for specimen collection. |  | |  |
| 2. | Practice and employ Universal Blood and Body Fluid precautions |  | |  |
| 3. | Identify and comply with Occupation Safety and Health Administration (OSHA) |  | |  |
| 4. | Perform waived laboratory procedures: Microhematocrit and hemoglobin, blood glucose by reagent or personal monitor, sedimentation rate, urine human chorionic gonadotropin, urinalysis by reagent dipstick |  | |  |
|  |  |  | |  |
|  | **First Aid/ CPR/ Therapeutic Modalities** | **Completed** | | **Comments** |
| 1. | Discuss or perform removal of sutures and change dressings |  | |  |
| 2. | Identify procedure for heat and cold treatments -- Hot (Hot pack, moist compress, heat lamp, paraffin, and whirlpool bath) Cold (Ice pack and cold compress) |  | |  |
| 3. | Identify criteria for, and steps in performing CPR and the Heimlich maneuver |  | |  |
| **Specimen Collection and Minor Surgery** | | **Completed** | | **Comments** |
| 1. | Identify testing and specimen collection and handling of urine (random, clean catch, timed, and drug screen) throat culture swabs, stool for occult blood, sputum, spinal fluid, Blood (venipuncture and capillary stick) |  | |  |
| 2. | Identify instruments and supplies commonly used in minor surgery (drapes, bandages, sutures, antiseptics, anesthetics, etc.) |  | |  |
| 3. | Understand and perform surgical aseptic wash and gloving technique. |  | |  |
| 4. | Perform dressing and bandaging techniques |  | |  |
| 5. | Identify potential contamination sources |  | |  |
| **Injection and Phlebotomy** | | **Completed** | | **Comments** |
| 1. | Identify proper needle size and syringe for each injection type |  | |  |
| 2. | Identify syringe parts (Plunger and rubber stopper, Tip (slip and Luer-LokTM, Flange, Barrel) |  | |  |
| 3. | Identify steps in administering and preparing for the following injections: **Intramuscular**, **subcutaneous**, **intradermal**, **Z-tract.** |  | |  |
| 4. | At least ten (10) successful **injections** administered in any combination.  1. 2.  3. 4.  5. 6.  7. 8.  9. 10. |  | |  |
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| 5. | At least ten (10) successful **performances of phlebotomy**.  1. 2.  3. 4.  5. 6.  7. 8.  9. 10. |  | |  |
|  | **Electrocardiography (ECG)** | **Completed** | | **Comments** |
| 1. | Identify procedure(s) for obtaining 12-lead electrocardiogram (patient preparation, lead placement, marking codes, obtaining ECG reading, identify and eliminate artifacts, identify cardiac cycle during ECG) |  | |  |
| 2. | Identify procedures for mounting readings and recognizing abnormal readings for mounting |  | |  |
| 3. | Identify rhythm strip, treadmill examination (exercise ECG) and Holter monitor |  | |  |
|  | **Additional Competencies Learned** | **Completed** | | **Comments** |
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Please add any additional comments about the extern here: