

## **CLINICAL MEDICAL ASSISTANT ESSENTIAL JOB FUNCTIONS**

**It is important to remember that students and faculty are guests in the clinical agencies and have the responsibility to conduct themselves accordingly and to abide by the formal contractual agreements between the college and agency. Students are to properly dispose of all medical record/patient information prior to leaving the clinical site.**

***CMA students are not permitted to administer any IV medications/fluids regardless of agency policy.***

***Students are expected to inform facility/nursing staff and physicians of this school Policy when working in the clinical agency.***

According to the Equal Employment Opportunity Commission (EEOC), essential functions are the basic duties that an employee must be able to perform, with or without reasonable accommodation. St. Petersburg College has determined the following to be the essential functions for a student in the Clinical Medical Assistant program.

**Physical requirements:** Major activities of this job include frequent walking, standing, and light physical effort performed on a level surface. Some carrying, lifting, kneeling, bending, reaching, and squatting are involved in the medical office. Testing procedures require the Clinical Medical Assistant student to use a computer and telephone and employ writing and organizational skills. Manual dexterity, mobility and good vision that includes near acuity, depth perception and accommodation are physical requirements necessary for test performance and close technical work.

**Communication requirement:** Communication expected of the Clinical Medical Assistant student includes writing, speaking, hearing, and dealing with the public. Electronic communications via computers, printers, interfaces, and fax machines are utilized in this job role. Inter-relationships define the broad level of communication needs involved in these technical responsibilities.

**Cognitive requirement:** Cognitive requirements for the clinical medical assistant student include reading, writing, simple arithmetic, math reasoning, weighing, measuring, and analyzing data and report information. Judgment and actions required of the Clinical Medical Assistant student in performing and reporting analyses under supervision could result in decisions regarding management.

**Working environment/safety:** The clinical medical assistant work environment is indoors in an office/clinical setting. There are mechanical, electrical, chemical, and infectious material hazards in existence.

Infectious material hazards involve regular exposure to disease-bearing specimens, body fluids, wastes and risk of blood-borne disease. Electrical and mechanical hazards exist in areas of equipment use. Laboratory testing procedures may expose the clinical medical assistant student to some odorous chemicals and specimens. Phlebotomy procedures require contact with patients under a wide variety of circumstances and conditions. The work environment in the

medical office is subject to frequent interruptions and at times, irregular hours. Occasional pressure due to multiple calls and inquires exists.

Safety for the Clinical Medical Assistant student is provided in the form of personal protective equipment and barrier precautions. Gloves face shields, goggles, fluid resistant lab coats and manual pipetting devices are used. Additionally, adequate lighting, ventilation, adjustable work surfaces, sufficiently located utilities and area security are present in the medical office.

**General Statement:**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

**CORE PERFORMANCE STANDARDS/ESSENTIAL FUNCTIONS FOR COMPLETION OF COURSE:**

The following is a list of essential functions required for the successful completion of the course.

**Issue:** Critical thinking in thoughts, feelings, and behavior sufficient to plan and implement safe Clinical Medical Assistant care to multiple clients.

**Standard:** Critical thinking ability sufficient for clinical judgement and professional behavior.

**Examples of Necessary Activities\*:** Maintain confidentiality identify cause-effect relationships in clinical situations, display ability to concentrate, display ability to identify problems and report to appropriate supervisor, prioritize and flex with change, follow a process from start to finish, utilizing sequential established steps, and calculate appropriately, dosages and measurements.

**Issue:** Interpersonal skills

**Standard:** Demonstrate positive interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of backgrounds.

**Examples of Necessary Activities\*:** Establish rapport with patients/clients teachers, classmates and coworkers from a variety of cultures and backgrounds. Be sensitive to the needs of others.

**Issue:** Communication (Oral expression and reception, reading and writing)

**Standard:** Communication abilities sufficient to interact in order to communicate needs promptly with others in oral and written form.

**Examples of Necessary Activities\*:** Follow written and oral directions. Enter and retrieve data. Be able to respond to verbal and nonverbal communication with the doctors and patients. Be impartial and show empathy when dealing with patients.

**Issue:** Mobility

**Standard:** Physical abilities sufficient to move from room to room, to maneuver in small spaces, and to assist patient/clients in related activities.

**Examples of Necessary Activities\*:** Maneuver and move quickly around in exam rooms, work spaces, and treatment areas; administer CPR, and assist in ambulation/transfer and positioning.

**Issue:** Motor Skills

**Standard:** Gross and fine motor abilities sufficient to respond promptly, manipulate equipment required in meeting patient's health needs and perform essential Clinical Medical Assistant skills.

**Examples of Necessary Activities\*:** Keyboarding, type 25wpm, calibrate and use equipment, manipulate small specimen collection and position patients/clients.

**Issue:** Hearing Skills

**Standard:** Corrected auditory ability sufficient to hear verbal communication from patients/clients and members of the health team as well as responding to emergency signals.

**Examples of Necessary Activities\*:** Respond appropriately to monitor alarm, emergency signals, auscultatory sounds, cries for help, tape recorded transmissions, oral reports and other auditory stimuli typically monitored through audition.

**Issue:** Visual Skills

**Standard:** Corrected visual ability sufficient to accurately prepare and perform tasks and the observe patient responses. Perform, visual testing, urinalysis, phlebotomy, and many other in office setting.

**Examples of Necessary Activities\*:** Observe and report patient/client responses. Observe and read equipment gauges and instrument printouts accurately and other activities that are typically accomplished through vision. Discern variations in color and intensity.

**Issue:** Tactile

**Standard:** Tactile ability sufficient to perform typical patient care duties.

**Examples of Necessary Activities\*:** Able to prepare the patients for examination/procedures. Assist Healthcare Professional with examinations, palpate for veins with gloves on and palpate pulses.

**Issue:** Environmental Safety

**Standard:** Able to protect self and others from environmental risks and hazards.

**Examples of Necessary Activities\*:** Frequent hand washing, proper use of germicides and blood/body fluid precautions, practice infection control and proper use of personal protective equipment.

\*The examples listed are not intended to be all-inclusive but merely a sampling of necessary activities within each standard.

**Examples of Physical Requirements:**

It is necessary to have the ability to:

Walk the equivalent of five miles per day

Reach above shoulder level

Hear tape recorded transcription and emergency alarms

Distinguish colors

Adapt to shift work

Grip

Sit for periods of time

Stand for long periods of time

Lift 50 pounds

**Perform CPR**