

Houston Community College Coleman College for Health Sciences
Medical Assistant Program Essentials Functions

All individuals, including persons with disabilities who apply for admission to the medical assistant program must be able to perform essential functions with or without reasonable accommodations.

Vision: The medical assistant student must be able to read instruments, scales, charts and graphs, prepare and maintain records, recognize emergencies, read medication orders, read medications measurements, assess patient physical condition and read document information in both written and computerized formats.

Speech and Hearing: The medical assistant student must have sufficient hearing ability to interpret messages not solely based on visual cues. The medical assistant must be able to communicate effectively and sensitively in order to elicit information. The student must be able to assess nonverbal communication and be able to transmit information to all members of the health care team. The student must be able to obtain blood pressure, interview and take patient histories, instruct patients with special needs, use proper telephone technique, receive, organize, prioritize and transmit information and perform medical transcription.

Fine Motor Functions: The medical assistant student must manifest all the skills necessary to carry out diagnostic and clinical procedures, and manipulate instruments and equipment. The student must be able to perform phlebotomy, electrocardiography and medication administration safely and accurately. The student must be able to perform basic secretarial skills, perform medical transcription and safely operate equipment.

Gross Motor Functions: The medical assistant student must be able to support patients when ambulating and assist patients in and out a wheelchair and on and off an exam table. The student must be able to reach equipment and patient supplies, respond to emergency situations in a timely fashion, and perform CPR.

Psychological Stability: The medical assistant student must be able to demonstrate the ability to handle difficult interpersonal situations in a calm and tactful manner. The medical assistant student must be able to recognize emergency situations and be able to take effective and appropriate action.

Communication: Candidates must be able to communicate in English orally and in writing with patients and members of the health-care team using correct grammar, punctuation and spelling. Verbal communications must be clear and easily understood. Candidates also must be able to read and comprehend written materials in English.

Intellectual and Cognitive Abilities: Candidates must be able to measure, calculate, reason, analyze, synthesize, integrate and apply information. Problem solving is a clinical skill required of all medical assistants and requires all these intellectual abilities.

Behavioral and Social Attributes: Candidates must possess emotional health required to use their intellectual abilities fully, such as exercising good judgment, promptly completing all responsibilities attendant to the diagnosis and care of patients, and developing mature, sensitive and effective relationships with patients and other healthcare workers. Candidates must be able to tolerate physically

taxing workloads and function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn function in the face of uncertainties and ambiguities inherent in the clinical problems of many patients. Compassion, integrity, concern for others, assessed during the admissions and education process.

Ethical Standards: A candidate must demonstrate professional demeanor and behavior and must perform in an ethical manner in all dealings with peers, faculty, staff and patients.

Environmental Safety: Candidates must be able to protect self and others from environmental risks and hazards. Students must frequently use hand-washing, use germicides and bodily fluid precautions.

Qualified applicants with disabilities are encouraged to apply to the program. If a student cannot demonstrate the above mentioned technical standards/essential functions, it is the responsibility of the student to request information and appropriate accommodation through the Office of Disabled Students. If qualified under the American with Disabilities (ADA), provide a letter of accommodation from the Disability Support Service Counselor (DSSC) at Coleman College for Health Sciences. (For more information, go to www.hccs.edu, click on Students, Click on Counseling, then click on Disability Resources.

The attached listing has been prepared to assist you in understanding the essential functions/technical standards of the Medical Assistant program in order to affiliate in clinical/practicum agencies and ultimately practice the profession. The essential functions/technical standards as stated here are not conditions of admission to a program of study. Rather, they reflect performance abilities that are necessary for a student to successfully complete the requirements of specified health programs. It should be noted that under the American with Disabilities Act "A qualified person with a disability is who can perform the essential function of a job with or without reasonable accommodation."

By signing below, you have read and understand the Essential Functions/Technical Standards established for the Medical Assistant Program you are enrolled in.

Print Name

Student ID#

Signature

Date