MASSASOIT COMMUNITY COLLEGE

Medical Assisting Program Technical Standards and Reasonable Disability Accommodations

General Job Description: the medical assistant is a professional, multi-skilled person dedicated to assisting in all aspects of the medical practice under the supervision of a physician. The medical assistant assists with patient care management, implements administrative and clinical procedures, and often performs managerial and supervisory functions. The medical assistant must be able to communicate effectively, perform basic office skills and handle the physical demands of the profession.

Frequency Key: O-Occasionally (1-33%) F =Frequently (34-66%) C=Constantly (67-100%)

Physical standards and required action frequencies for applicants

PHYSICAL STANDARDS: The applicant must be able to perform each of the following physical actions with stated frequency:

Physical Standards Required for Healthcare Tasks

PHYSICAL STANDARDS:	EXAMPLE(S):	Frequency:	YES	NO
LIFT	To assist patients onto or off exam tables; move equipment or supplies.	C		
BEND or STOOP/CROUCH	To place patients into various positions for exam; to assist patient with dressing; to adjust and plug in electrical equipment	C		
KNEEL/STAND	To perform CPR; to assist patients who may faint or fall	O		
MOVE	Torso, arms, hands and fingers to demonstrate dexterity.	C		
REACH	To obtain supplies from overhead cabinets and pull equipment mounted to wall such as BP cuffs or stadiometer.	C		
WEAR	Personal Protective Equipment (PPE) and gloves for extended periods of time.	F		

MANUAL DEXTERITY	To manipulate small knobs or controls on equipment, prepare and use syringes for injection and venipuncture; prepare and use equipment while maintaining sterile technique.	C/F		
PUSH/PULL	To move equipment, exam tables, chairs or patients.	C		
PHYSICAL STANDARDS PAGE 2	EXAMPLE(S):	Frequency:	YES	NO
WALK/STAND	For extended periods of time; usually up to 8 (eight) hours.	C		
AUDITORY	Hear verbal directions/requests from members of the healthcare team, patients and phone messages	C/O		
VISUAL	To assess patient condition; monitor patient safety and comfort; to read patient charts and requisitions; to check equipment for proper function; read small print on syringes, vials, dials, gauges and other similar instruments.	C		
FINE MOTOR SKILLS	Ability to hold and use a writing instrument for recording patient history or other pertinent information; hold syringe and tubes for venipuncture.	C		
TACTILE	To palpate pulses; veins for venipuncture and patient's skin temperature/integrity.	C		
VERBAL	Articulates information to staff, patients and peers	C		

The basic skills requirements and the responsibilities of students to obtain additional support if needed.

BASIC SKILLS: The applicant must be able to demonstrate the following basic skills. If a student answers "NO" to any item, they are responsible for obtaining additional support necessary to meet these minimum standards.	YES	NO

Summary of essential computer and communication skills

COMPUTER SKILLS	Types with reasonable speed and accuracy, creates a new document, saves documents (names, locates, and retrieves files), edits and revises own work	C		

TELEPHONE SKILLS	Answers and places calls professionally, takes accurate messages / follows telephone etiquette	C		
ONLINE TOOLS	Completes electronic forms, Logs into and navigates Canvas LMS, Submits assignments / checks grades and messages in Canvas	C		
EMAIL	Composes a clear, professional email, attaches files to an email, reads and replies to emails	C		

Behavioral standards outlining responsibilities for safety, composure, social skills, and personal hygiene in patient care settings.

BEHAVIORAL STANDARDS: The applicant must be responsible for the following behavior(s):			
Function safely, effectively, and calmly under stressful conditions?	F		
Maintain composure while managing multiple tasks simultaneously?	C		
Exhibit social skills necessary to interact effectively and respectfully with patients, families, supervisors, and co-workers of the same or different cultures?	C		
Maintain personal hygiene consistent with close personal contact associated with patient care?	C		

Please provide an explanation for any "NO" answers.

Applicants to the Medical Assisting Program at Massasoit Community College must verify that they meet these technical standards PRIOR to entrance into the program and must maintain them throughout their training. If a student answers NO to any skill, they are responsible for obtaining additional support to meet these minimum standards Students are obligated to notify the Medical Assisting Program Director and Allied Health Dean of any change in their ability to fulfill these technical standards.

Reasonable Disability Accommodations

The Americans with Disabilities Act (ADA) defines a disability as a substantial limitation of a major life function. A temporary medical condition does not qualify as a disability and is not covered under the ADA of 1990 or under Section 504 of the Rehabilitation Act, because the extent, duration, and impact of the condition are not permanent. Accommodations may not provide an unfair advantage to the students, fundamentally alter the nature and the substance of the curriculum, present an undue hardship for the institution, pose a direct threat to safety of students, patients or compromise the academic integrity of the program. Students receiving accommodations should be aware that these may not be available from a prospective employer and the potential employers may not be amenable to the use of accommodations that result in undue hardship to the employer. Physician practices with small numbers of employees may be exempt from the requirements of the ADA.

Requests for reasonable accommodations must be initiated by the student. If you are a qualified individual with a disability who seeks reasonable accommodation(s), you must contact the Access & Disability Resources (ADR) office

for determination of eligibility for such accommodation(s). Students will be required to re-submit documentation each semester to allow for the review of continuing eligibility for accommodations. I acknowledge that I have reviewed and understand the Technical Standards and essential Functions as outlined above.

Student: I have reviewed these Technical Standards, and I understand the physical abilities, basic skills and behavioral characteristics necessary to complete this program. I am responsible for notifying my program coordinator of any changes in my status if accepted into the program.

APPLICANT SIGNATURE:	DATE
PRINT APPLICANT NAME:	V# (if current Massasoit student)