



***Medical Assistant and Health Technician II  
Competency Assessment***

<i>Employee Name:</i>	<i>Reviewer's Name:</i>	<i>Date:</i>
	<b><i>Reviewer's Comments</i></b>	<b><i>Competency Demonstrated</i></b>
<b><i>Competencies:</i></b>		
<b>ROOM SET UP:</b> <ul style="list-style-type: none"> <li>▪ Rooms are well stocked, kept clean of debris throughout shift, and wiped down at the end of every day</li> </ul> <b>OPENING SHIFT:</b> <ul style="list-style-type: none"> <li>▪ Does quality control for glucometer</li> <li>▪ Completes autoclave process</li> </ul> <b>CLOSING SHIFT:</b> <ul style="list-style-type: none"> <li>▪ Discards urines</li> <li>▪ Wipes down lab</li> <li>▪ Take samples out for Quest pick up</li> <li>▪ Closing checklist and/or check vaccine refrigerator to ensure it is locked</li> </ul>		
<b>VITAL SIGNS:</b>		<input type="checkbox"/>
<b>Temperature</b> <ul style="list-style-type: none"> <li>▪ Proper operation of equipment                             <ul style="list-style-type: none"> <li>▪ Maintenance, recharging, recording, norms</li> <li>▪ Inform provider if out of range</li> </ul> </li> </ul>		<input type="checkbox"/>
<b>Pulse</b> <ul style="list-style-type: none"> <li>▪ Apical &amp; radial; norms for child/adult</li> <li>▪ Inform provider if out of range</li> </ul>	▪	<input type="checkbox"/>
<b>Respirations</b> <ul style="list-style-type: none"> <li>▪ Norms for child &amp; adult</li> <li>▪ Inform provider if out of range</li> </ul>		



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**Blood Pressure**

- Proper cuff size, norms for child/adult
- Knows to recheck if BP >140 systolic or >90 diastolic
- Inform provider if out of range
- Orthostatic BPs

▪

**Weight & Height**

- Documents current weight and height for system to calculate BMI

**CHARTING (EMR):**

- Adult Annual Exam

▪

- Pediatric Well Child Check Under Age 5

▪

- Pediatric Well Child Check Over Age 5

▪

- INS Physical

- School Physical Exam

- Teen Annual Exam

- Second Half INP (First Prenatal Visit)

- Adult Brief Exam

▪

- Newborn Exam

- Routine OB Exam

- Ultrasound

- Recheck/ Follow Up Appts

- Charting for MA visits

- Pharmacy Refills

**MANAGING OF INBOX:**

- Works tasks in order of highest



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- to lowest priority in the following order:
- ✓ Diagnostic images must be scheduled and pt contacted within 24 hours of the order being generated, preferably while the pt is here in the clinic.
  - ✓ Refills for critical medications including insulin, blood pressure medications, anti-depressants, and asthma should be filled the same day regardless of when pt made the request
  - ✓ Patients calling to check on the status of referrals for acute problems should be called in 1-2 days, even if just to tell them the referral is still in process
  - ✓ Pts calling about normal lab results can be called in 2-3 days

**LABS:**

- Phlebotomy Skills
- **Appropriate Lab Requisition**
- **Specimen Labeling and Packaging**
- **Proper Tube Selecting**
- **Urine Culture & GC/CT**
- **Blood Glucose (Highs & Lows)**
- **Hematocrit**
- **Urine analysis (color blindness check)**
- **Throat Culture (checking expiration on probes)**
- **Routine Prenatal Labs**
- **Routine Newborn Labs**
- **Routine Labs for Women**
- **Group B Strep**



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<ul style="list-style-type: none"> <li>▪ <b>Routine Diabetic Labs (including A1-C)</b></li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ <b>Routine INS Labs &amp; Vaccines</b></li> </ul>		<input type="checkbox"/>
<b>IN HOUSE LABS:</b> <ul style="list-style-type: none"> <li>▪ Charting with Reference Values</li> <li>▪ Documentation</li> <li>▪ Actions for Abnormal Findings</li> </ul>		<input type="checkbox"/>
<b>PROTOCOL MA VISITS:</b> <ul style="list-style-type: none"> <li>▪ Documentation for:                             <ul style="list-style-type: none"> <li>--Confidential teen</li> <li>--Depo</li> <li>--Vaccines</li> <li>--BP Check</li> <li>--BP</li> <li>--PPD</li> <li>--Blood draw</li> <li>--INS</li> <li>--INP</li> </ul> </li> </ul>	▪ .	<input type="checkbox"/>
<b>INJECTIONS/IMMUNIZATIONS:</b> <ul style="list-style-type: none"> <li>▪ VFC vs. Private</li> <li>▪ Storage and Handling</li> <li>▪ Newborn to 1 Year (needle size, site, type, schedule)</li> <li>▪ 1-5 Years (needle size, site, type, schedule)</li> <li>▪ 5-12 Years (needle size, site, type, schedule)</li> <li>▪ Adult</li> <li>▪ PPD</li> <li>▪ Depo</li> </ul>		<input type="checkbox"/>
<b>EQUIPMENT &amp; TESTS:</b>		



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<b>EKG</b> <ul style="list-style-type: none"> <li>▪ Operation, preparing patient</li> </ul>		
<b>Audiometer</b> <ul style="list-style-type: none"> <li>▪ Proper operation, knowledge of norms, and documentation</li> </ul>		
<b>Vision Test</b> <ul style="list-style-type: none"> <li>▪ Performance, norms, and documentation</li> </ul>		
<b>Autoclave</b> <ul style="list-style-type: none"> <li>▪ Operation, preparing equipment, packaging and cleaning instruments</li> </ul>		
<b>Cryotherapy</b> <ul style="list-style-type: none"> <li>▪ Room setup, patient prep, cleaning &amp; storage</li> </ul>		
<b>Colposcopy</b> <ul style="list-style-type: none"> <li>▪ Room set up, patient prep, cleaning &amp; storage</li> </ul>		
<b>Oxygen</b> <ul style="list-style-type: none"> <li>▪ How to Lock &amp; Unlock Tank</li> <li>▪ Turn O2 on and off</li> <li>▪ Changing empty tank</li> </ul>		
<b>Nebulizer</b> <ul style="list-style-type: none"> <li>▪ Patient set up &amp; preparation, medication administration, knowledge of standing order</li> </ul>		
<b>Tylenol Protocol</b> <ul style="list-style-type: none"> <li>▪ Administering medication correctly according to standing order</li> </ul>		
<b>PulsOx Machine</b> <ul style="list-style-type: none"> <li>▪ Correct usage and placement including for pediatrics</li> <li>▪ When pulseoximetry is indicated</li> </ul>		



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***Competency Demonstrated***

**NST Machine**

- Proper placement of toco and Doppler
- Proper positioning of patient
- Knowledge of how to work machine in order to get an accurate strip

**Ultrasound**

- Set up of machine for the provider
- Patient set up

**PROCEDURES, PATIENT PREP AND ROOM SET UP:**

- **VASECTOMY**

- **SETTING UP STERILE FIELD**

- **CIRCUMCISION**

- **COLPOSCOPY**

- **TOE NAIL REMOVAL**

- **IUD REMOVAL & INSERTION**

- **ULTRASOUND**


- **PUNCH BIOPSY**

- **LESION REMOVAL**

- **ENDOMETRIAL BIOPSY**

- **CRYOSURGERY**

- **SUTURING**

	CLINICA FAMILY HEALTH SERVICES CONTINUOUS QUALITY IMPROVEMENT PROGRAM	
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<b>PLANNED CARE (FLWSHEETS):</b> <ul style="list-style-type: none"> <li>▪ Able to demonstrate how to interpret the planned care flow sheets and what actions might be taken based upon the flow sheet</li> <li style="margin-left: 40px;">✓ Diabetes Flowsheet</li> <li style="margin-left: 40px;">✓ Prenatal Flowsheet</li> <li style="margin-left: 40px;">✓ Tobacco Template</li> </ul>		
<b>CANCER SCREENING PROGRAM</b>		
<ul style="list-style-type: none"> <li>▪ Understands proper documentation and paper work</li> <li>▪ Proper follow up and scheduling for mammograms</li> <li>▪ Knows difference between Komen &amp; WWC funds</li> </ul>		
<b>NextMD</b>		
Employee demonstrates knowledge of <b>SBIRT</b> guidelines and their role in the workflow.		
<b>COMPLETED PER SUPERVISOR:</b>		
<b>COMMENTS:</b>		
<b>Supervisor Signature/Date</b>		
<b>Employee Signature/ Date</b>		