

Southern Maine Community College

Medical Assisting Program Technical Standards

Effective: Fall, 2024 Scope: Medical Assisting Students

Contact: Medical Assisting Program Director: Patricia A Buchanan

Technical standards are requirements for admission to or participation in SMCC's Medical Assisting Program. The standards, skills & performance requirements are required of every participant entering the Medical Assisting program.

Technical standards are abilities that will be met with or without accommodations. A student seeking admission into the Medical Assisting Program at Southern Maine Community College should carefully review these technical standards.

Consistent with state and federal law requirements, the College provides reasonable accommodations for students with documented disabilities. If you have a disability for which you believe you may need accommodation, including any required to perform the below-described abilities, please contact the Director of Disability Services, Heather Jackson, at 207-741-5923 or via email at hjackson@smccme.edu.

The Medical Assistant specializes in the application of scientific knowledge and theory in the skillful performance of their profession. Therefore, all applicants should be able to:

Physical Standards:

- Transport Requirements: 50 pounds. Transport and place equipment and patients up to 50 pounds. Support and assist patients in and out of a wheelchair, on, and off an examination table. The frequency of the transport requirement is 0-25% of the time.
- Transport requirement 200 pounds. (Transporting a patient weighing 200 pounds in a wheelchair).
- The average percent of the time during a regular workday spent moving; positioning oneself in low, tight spaces; accessing items above head height, etc. is 25%.
- Perform CPR, assist patients, and to retrieve items from cabinets located below waist level.
- Access items above shoulder height, and/or position oneself to operate the examination table, adjust equipment, or obtain supplies.
- Exhibit fine motor skills. The ability to, grasp, pinch, to operate equipment and delicate instruments such as microscopes, and sphygmomanometers. Perform tasks such as phlebotomy, electrocardiography, drawing up and administering parenteral medications, prepare and placing into small containers of potentially biohazardous specimens (one inch by one inch). Using sample-measuring devices such as capillary tubes, setting up and maintaining a sterile field, putting on personal protective equipment, and operating controls on instruments and equipment. Operating multi-line telephone systems, computer keyboards, and ten-key

adding machines, and the ability to talk on the telephone and write simultaneously. Perform fine motor skills without shaking.

Tactile Standards

- Palpate pulses, muscle contractions, bony landmarks, and edema.
- Differentiate between temperature and pressure variations.

Visual Standards

- Identify and perceive information in the preparation and administration of all forms of medication, the performance of diagnostic laboratory procedures, and observation necessary for patient assessment and care.
- Identify and accurately perceive numbers and letters on instruments, equipment, computer screens, and paper.
- Discriminate shapes and colors to identify reagents and other materials such as laboratory media, stained preparations, and the physical properties of various body fluids.
- All the above with or without corrective devices.

Auditory Standards

- Communicate with patients and members of the health care team either in person or over the telephone.
- Detect heart sounds, blood pressure sounds, and patient distress sounds to assess the health needs of patients.
- Detect instrument timers and alarms.
- Express oneself over the telephone, paging systems, or intercom to communicate with patients and other members of the health care team.
- All of the above, with or without corrective devices.

Communication Standards

- Adequate communication skills (verbal, nonverbal, and written) to interact effectively with individuals.

Cognitive Standards

- Sufficient intellectual and emotional functions to plan and implement assigned duties in a responsible manner.
- Function safely, responsibly, and effectively under stressful situations.
- Remain alert to surroundings and potential emergencies.
- Interact effectively and appropriately with patients, families, and coworkers.
- Display attitudes and actions consistent with ethical standards of medical assisting.
- Maintain composure while managing and prioritizing multiple tasks.

- Communicate an understanding of the principles of confidentiality, respect, tact, politeness, collaboration, teamwork, and discretion.
- Handle difficult interpersonal situations in a calm and tactful manner.
- Remain calm, rational, decisive, and in control at all times, especially during emergencies.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Function without causing harm to others if under the influence of prescription or over-the-counter medication.
- Function without causing harm to others. This would include situations that may result from any mental or physical conditions.

Final June 18, 2023

Last Updated: August 24,2023