

FUNCTIONAL ABILITIES FOR THE TECHNICAL DIPLOMA MEDICAL ASSISTANT PROGRAM

Functional Ability Categories and Representative Activities/Attributes For the Technical Diploma Medical Assistant Program

The Federal American with Disabilities Act (ADA) bans discrimination of persons with disabilities. In keeping with this law, Gateway Technical College makes every effort to ensure quality education for all students. However, we feel obliged to inform students of the functional abilities demanded by a particular occupation.

Gross Motor Skills:

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders (e.g. get supplies)
- Reach below waist (e.g. plug in appliance)
- Reach out front

Fine Motor Skills:

- Pick up object with hands
- Grasp small objects with hands (e.g. hold syringe)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers
- Twist (e.g. turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)

Physical Endurance:

- Stand- sustain standing for 8 hours (e.g., at client side during a procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work on your feet for 8 hours)

Physical Strength:

- Push and pull 50 pounds (e.g. move equipment)
- Support 50 pounds of weight (e.g. ambulate patient)
- Lift 25 pounds (e.g., pick up a child)
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR)

- Squeeze with hands (e.g., operate a fire extinguisher)

Mobility:

- Twist
- Bend
- Stoop/squat
- Move quickly (e.g., respond to an emergency)
- Walk

Hearing:

- Hear normal speaking-level sounds (person to person)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds)
- Hear in situations when not able to see lips (e.g., when masks are used)
- Hear auditory alarms (e.g., fire alarm)

Visual:

- See objects up to 20 inches away (e.g., computer screen)
- See objects up to 20 ft. away (e.g., patient)
- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (e.g., urine dipstick)

Tactile:

- Feel Vibrations (e.g., palpate pulses)
- Detect temperatures (e.g., skin solutions)
- Feel differences in surface characteristics (e.g., rashes)
- Feel differences in sizes, shapes (e.g., palpate vein)
- Detect environmental temperature

Smell:

- Detect odors (e.g., foul smelling drainage)

Environment:

- Tolerate exposure to allergens (e.g., chemical substances)
- Tolerate strong soaps
- Tolerate strong odors

Reading:

- Read and understand written documents at a 12th grade level
- Read digital displays

Math:

- Comprehend and interpret graphic trends
- Calibrate equipment
- Convert numbers to and from metric (e.g., dosages)
- Tell time
- Measure time
- Count rates (e.g., pulse)
- Read and interpret measurement marks (e.g., scales)
- Add, subtract, multiply, and or divide whole numbers
- Compute fractions and decimals (e.g., dosage)
- Document numbers in records (e.g., charts)

Emotional:

- Establish professional relationships

Stability:

- Provide patient with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., crisis)
- Focus attention on task
- Cope with own emotions
- Perform multiple responsibilities concurrently
- Cope with strong emotions (e.g., grief)

Analytical Thinking:

- Transfer knowledge from one situation to another
- Process and interpret information from multiple sources
- Analyze and interpret abstract and concrete data
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long-term memory
- Use short-term memory

Critical Thinking:

- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information
- Make decisions independently
- Adapt decisions based on new information

Interpersonal:

- Establish rapport with individuals, families and groups
- Respect/value cultural differences in others
- Negotiate interpersonal conflict

Communication:

- Teach (e.g., patient family about healthcare)
- Influence people
- Direct/manage/delegate activities of others
- Speak English
- Write English
- Listen/comprehend spoken/written word
- Collaborate with others (e.g., peers)
- Manage information