



Essential Functions for the Medical Assisting Program

Each student must be able to do the following:

- Maintain normal balance.
- Lift at least 50 pounds.
- Hear high and low frequency sounds produced by the body and environment. (example: heart sounds, telephone, and transcribing)
- Visibly detect changes in or around the clinical site.
- Tactile sense to distinguish contrasting structures and vibrations. (example: palpate pulse, intercostal spaces, veins, and keyboards)
- Smell body and environment odors. (example: electrical equipment burning or infected wounds)
- Coordinate eye and hand movements. (example: releasing a blood pressure cuff valve while observing the blood pressure gauge, focusing microscopes, and word processing)
- Coordinate fine and gross motor movements with hands. (example: able to give injections, perform phlebotomy, and word processing)
- See different color spectrums. (example: bright red drainage of opposed to serous drainage, distinguish positive and negative urinalysis reactions, and proofreading documents)
- Comprehend readings, speak and write the English language legibly. (example: writing notes in patient's charts, taking telephone messages, giving messages to physicians)
- Send familiar message(s) to the receiver and interpret the feedback appropriately. (example: receiving telephone orders from a physician or obtaining a history from a patient)
- Correctly perform simple mathematical computations. (example: administering drugs, bookkeeping, and formatting documents)
- Demonstrate a mentally healthy attitude which is age appropriate and congruent with the local and cultural norms.
- Operate devices with gauges, dials, and/or a CRT component.
- Participate in all aspects of cardiopulmonary resuscitation.
- Move quickly throughout the clinical site.

No recommendation is made or implied with regard to the level of reading or writing required for this program. This is an academic matter which will be discussed with the student after administration of the College placement / COMPASS/ASSET test and a conference with a counselor or advisor. The instructor reserves the right to amend and augment this listing if, in his/her judgment, the safety of the student or of others in the instructional setting is in jeopardy. Every effort is made to create a learning environment similar to the actual workplace. However, Chattahoochee Technical College cannot predict the essential functions as identified by various employers. The skills identified on this essential functions form are those which the instructor/program feel are necessary for participation in the program. No representation regarding industry standard is implied.

The Chattahoochee Technical College does not discriminate on the basis of race, color, national origin, gender, age or disability. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Dianne Lassai Barker, 5198 Ross Road, Room 132P, Acworth, GA 30102, (770) 975-4023, or dianne.barker@chattahoocheetech.edu or Chattahoochee Technical College Section 504 Coordinator, Mary Frances Bernard, 980 South Cobb Drive, Building G1106,, Marietta, GA 30060, (770) 528-4529, or maryfrances.bernard@chattahoocheetech.edu.