

Occupational Outline for:  
Discipline E Challenge – **Medical Assistant (Clinical)**

Category I – Basics of Clinical Assisting

Sub-Cat 1 – Infection Control (Asepsis)

- a. - disease transmission and prevention
- b. - handwashing
- c. - office asepsis; sanitation and disinfection
- d. - surgical asepsis; scrubbing, gowning, and gloving
- e. - preparing equipment
- f. - utilizing autoclave and sterilization
- g. – disposal of biohazards and sharps
- h. – standard precautions

Sub-Cat 2 – Patient Preparation and Interview

- a. - patient's medical history; interview – personal data, chief complaint, family history, and review of symptoms
- b. - performing/recording - height, weight, temperature, pulse, respiration, blood pressure, other needed measurements and/or vital signs
- c. - procedures for the eye and ear; exams, irrigate, and measure acuity
- d. – positioning and draping for examination; prepare room, know different exam positions, other patient preparations
- e. – assisting with special examinations; gyn examinations and sigmoidoscopy

Sub-Cat 3 – Assisting the Physician

- a. - preparing and maintaining the treatment area
- b. – restocking supplies and maintaining an inventory
- b. - prepare, maintain, and operate equipment including; autoclave, cast equipment & materials, electrocardiograph, exam tables, oxygen, endoscope, scales, sphygmomanometer, spirometer, stethoscope, thermometers, nebulizer, mobility devices, and oximeter
- c. – assist in patient education; nutrition, health maintenance, diseases prevention, equipment used by patient, instructions for procedures, and medication instructions

Category II – Specimen Collection and Laboratory Procedures

Sub-Cat 1 – Capillary and Venous Blood Tests

- a. - microscope care and use
- b. – skin punctures with lancet and autolet
- c. - PKU test, hemoglobin and hematocrit test, blood glucose screening, automated blood cell counts, erythrocytes (RBCs) manual count, leukocytes (WBCs) manual

- count, and platelet
- d. – coagulation testing
- e. – prepare blood smear
- f. – obtain blood with sterile needle and syringe
- g. - obtain blood with vacuum tube
- h. – additional tests; erythrocyte sedimentation rate (ESR),
- i. – specimen; labeling, contamination, preservation, recording, and quality control

### Sub-Cat 2 – Urine, Sputum and Stool Specimens

- a. - collecting urine specimens; catheterize urinary bladder, urinometer use, and other CLIA-waived tests
- b. - sputum specimens; patient instructions for collecting
- c. - stool specimens; patient instructions for collecting
- d. - specimen; labeling, contamination, preservation, recording, and quality control

### Sub-Cat 3 – Bacteria Smears and Cultures

- a. – microbiology; bacteria, virus, fungus, parasite, and protozoa
- a. - bacteriological smear; preparation and culturing
- b. - obtaining throat culture
- c. - other cultures; vaginal, wounds, urine, blood
- d. - preparing Gram stains

## Category III – Medical Tests, X-Rays, and Procedures

### Sub-Cat 1 – Common Tests

- a. - skin tests; scratch and patch tests
- b. - kidney function tests
- c. - liver function tests
- d. – lipid profile
- c. – Mono test
- d. – Strep test
- e. – CRP test
- f. – pregnancy test
- g. – Tuberculosis test
- h. – Guaiac test
- i. – pulse oximetry
- j. – pulmonary function test
- k. – vision and hearing tests
- l. – spirometry
- m. – sonographic studies
- n. – magnetic resonance imaging (MRI)
- o. – Hemocult Sensa test
- p. – mobility test

### Sub-Cat 2 – Electrocardiography (EKG/ECG), Cardiology, and X-Ray

- a. - electrocardiography; path of electrical impulses, routine leads, interference, 12-lead ECG, and basic arrhythmias
- b. - stress test
- c. - Holter monitoring
- d. – X-Ray imaging; safety principles, patient preparation and instruction

## Category IV – Assisting with Medications

### Sub-Cat 1 – Basic Pharmacology

- a. – classes of drugs and drug forms; most commonly prescribed medications
- b. - drug actions; side effects, and adverse reactions
- c. – emergency use
- d. – substance abuse
- e. – pharmaceutical references

### Sub-Cat 2 – Storing, Preparing, and Administering Medications

- a. - storing and safekeeping medications
- b. – calculation of dosage
- c. – medication recordkeeping
- d. – controlled substance guidelines
- e. - writing and refilling prescriptions

### Sub-Cat 3 – Injections and Immunizations

- a. – childhood and adult vaccines
- a. - storage and recordkeeping of vaccines
- b. - withdraw medication from an ampule and from a vial
- c. - injections; intradermal, subcutaneous, and intramuscular

## Category V – Medical Emergencies and Minor Surgery

### Sub-Cat 1 – Emergency Procedures

- a. – First Aid for illness and injuries
- b. - emergency action for choking in adults and children
- c. – mouth to mouth resuscitation
- d. – substance abuse emergencies
- e. – venom bite emergencies
- f. – cardiopulmonary resuscitation for adults and children

### Sub-Cat 2 – Care for Accidents and Injuries

- a. - wound cleaning and care
- b. – basic suture setup
- c. – bandaging; recurrent turn to finger, open or closed spiral, figure-eight to hand/wrist, cravat to head, and triangular to scalp
- d. – instruct and apply arm sling
- e. – instruct on the use of crutches and walkers

### Sub-Cat 3 – Minor Surgical Procedures

- a. – patient and site prep; skin preparation
- b. – gloves, gowns, and masking
- c. – assisting with minor surgery
- d. – removing sutures

## ***Question Development Instructions and Form***

The **CEC** system's challenge tests use several question banks that have a variety of four answer multiple-choice questions. Each question in the bank has a stem, the main idea, with three plausible distracters and the correct answer. There are also four intellectual types of questions. These different types are: memory, interpretation, application, and evaluation

The preceding occupational outline for **Medical Assistant (Clinical)** provides an essential breakdown of discipline E. It is laid out in categories, sub-categories, and competencies. Each question developed needs to be marked with the discipline's letter. The category's Roman numeral and the sub-category's number. (It is **not** important or necessary to assign your questions down to the competency level.)

Each of your questions also needs to be labeled with a difficulty level. The four levels are: *Simple*, *Average*, *Difficult*, and *Extremely Difficult*. If the question covers a topic that you believe virtually everyone in the field knows or should know, mark it as *Simple*. If the topic is widely known by a simple majority of the people using or studying in this area, it can be marked as *Average*. If you believe the topic is known by less than 1/3rd of the people working in this area, mark the question as *Difficult*. If the topic is specialized or is simply known by someone who is an expert in the field, mark the question as *Extremely Difficult*.

It is important that our challenge tests measure an accurate sampling of our contestants' skills and knowledge in the discipline. Therefore, questions cannot be someone's opinion, belief, or supposition. It is important that all questions are able to be validated from at least one credible source. You will be asked to give the source material for each question submitted. Example:

Discipline:   E   Category:   IV   Sub-Cat:   1   Difficulty:   Simple  

Stem:   What license must a physician have to dispense, prescribe, or administer controlled substances?  

Correct Answer:   Narcotics  

Distracter 1:   Lawyer  

Distracter 2:   Business  

Distracter 3:   Occupational  

Source Name:   Medical Assisting Administrative and Clinical Competencies  

Edition/Copyright:   4th   Page/s:   654  

Comments: \_\_\_\_\_

Submitting Institution   ABC School   Author of (?)'s Last Name   Smith

***Question Development Form***

Discipline: \_\_\_ Category: \_\_\_ Sub-Cat: \_\_\_ Difficulty: \_\_\_\_\_

Stem: \_\_\_\_\_.

Correct Answer: \_\_\_\_\_

Distracter 1: \_\_\_\_\_

Distracter 2: \_\_\_\_\_

Distracter 3: \_\_\_\_\_

Source Name: \_\_\_\_\_ Edition/Copyright: \_\_\_\_\_ Page/s: \_\_\_\_\_

Comments: \_\_\_\_\_

Submitting Institution \_\_\_\_\_ Author of (?)’s Last Name \_\_\_\_\_

Discipline: \_\_\_ Category: \_\_\_ Sub-Cat: \_\_\_ Difficulty: \_\_\_\_\_

Stem: \_\_\_\_\_.

Correct Answer: \_\_\_\_\_

Distracter 1: \_\_\_\_\_

Distracter 2: \_\_\_\_\_

Distracter 3: \_\_\_\_\_

Source Name: \_\_\_\_\_ Edition/Copyright: \_\_\_\_\_ Page/s: \_\_\_\_\_

Comments: \_\_\_\_\_

Submitting Institution \_\_\_\_\_ Author of (?)’s Last Name \_\_\_\_\_

Discipline: \_\_\_ Category: \_\_\_ Sub-Cat: \_\_\_ Difficulty: \_\_\_\_\_

Stem: \_\_\_\_\_.

Correct Answer: \_\_\_\_\_

Distracter 1: \_\_\_\_\_

Distracter 2: \_\_\_\_\_

Distracter 3: \_\_\_\_\_

Source Name: \_\_\_\_\_ Edition/Copyright: \_\_\_\_\_ Page/s: \_\_\_\_\_

Comments: \_\_\_\_\_

Submitting Institution \_\_\_\_\_ Author of (?)’s Last Name \_\_\_\_\_