



## Job Ready Assessment Blueprint

### Health Assisting



Test Code: 3043 / Version: 01

**“Measuring What Matters”**

## Specific Competencies and Skills Tested in this Assessment:

### Medical Terminology

- Identify and interpret word suffixes and prefixes
- Identify and interpret word roots
- Identify and interpret approved medical abbreviations and acronyms
- Identify and differentiate various medical conditions and definitions
- Identify and interpret anatomic terms, including body planes and cavities
- Exhibit understanding of medical job classifications
- Identify and interpret medical and surgical terminology



### Observation and Communication

- Recognize and practice professional patient and staff communications
- Demonstrate patient interviewing skills
- Demonstrate proper telephone technique and etiquette
- Identify and triage signs and symptoms of major medical conditions
- Recognize and respond to cultural diversity

### Documentation and Legalities of the Health Assisting Profession

- Demonstrate understanding of confidentiality and HIPAA regulations
- Exhibit and identify professional traits of a health assistant
- Identify legal and ethical issues
- Demonstrate accurate documentation procedures

## ***Specific Competencies and Skills continued:***

### **Health Assisting Skills**

- Accurately measure and record vital signs, height, and weight
- Demonstrate proper body mechanics, including patient transfer, positioning, lifting, and moving
- Recognize and demonstrate infection control measures, including standard precautions, hand washing techniques, isolation, and personal protective equipment (PPE)
- Assist with elimination needs (e.g., bowel and bladder)
- Assist with obtaining body fluid specimens
- Assist with personal care and hygiene
- Obtain and accurately measure patient intake and output
- Assist with patient nutritional needs
- Assist and observe patient skin care
- Prepare and recognize patient chart components (e.g., flowchart, admission, history)
- Demonstrate appropriate filing techniques for patient records
- Demonstrate proper sterilization and autoclaving techniques
- Exhibit understanding of front office skills (e.g., unit clerk, medical assistant)



### **Body Systems**

- Identify various body systems and components
- Recognize abnormal signs and symptoms
- Differentiate symptoms requiring emergency care

***Specific Competencies and Skills continued:***

**First Aid and General Safety**

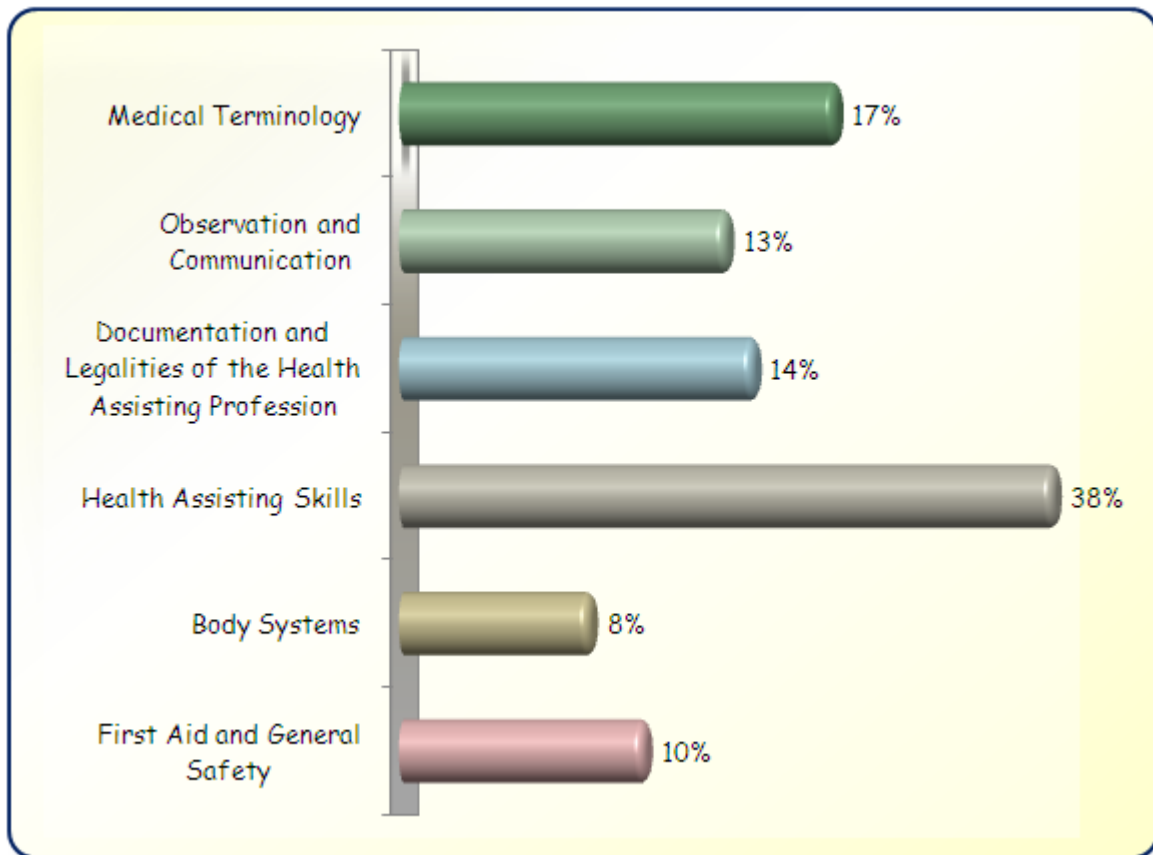
- Recognize and demonstrate appropriate first aid and emergency techniques
- Recognize and demonstrate fire safety and general safety procedures involved in patient care
- Recognize and demonstrate appropriate procedures for handling waste and hazardous materials
- Recognize signs, symptoms, and reporting mandates for violent or abusive situations
- Assist with obtaining body fluid specimens

## Written Assessment:

Administration Time: 3 hours

Number of Questions: 154

### Areas Covered:



**Sample Questions:**

The word root for pus is

- A. pyloro
- B. pyel
- C. pyo
- D. pilus

Cultural beliefs are

- A. passed on from generation to generation
- B. the same for all cultures
- C. learned at birth
- D. unimportant when caring for a patient

Apical pulse is measured at the

- A. wrist
- B. ankle
- C. heart
- D. elbow

The stomach is located in which body system?

- A. cardiovascular
- B. gastrointestinal
- C. endocrine
- D. reproductive

Domestic violence happens to

- A. men and women equally
- B. primarily women who are poor
- C. all races and socioeconomic levels
- D. primarily women who do not work



## Performance Assessment:

**Administration Time:** 1 hour and 40 min

**Number of Jobs:** 5

### Areas Covered:

#### 27% Hand Washing and Application/Removal of Personal Protective Devices

Gather equipment, maintain clean technique, hand washing technique, put on cover gown, apply mask and gloves; remove gloves, gown, and mask in correct order, hand washing after removal of PPE, and clean work area.

#### 12% Initiating New Patient Medical Record

Assembly of materials, form completion, legibility, preparation of record folder and label, correct information on record, and correct materials in record jacket.

#### 36% Take Vital Signs, Height and Weight

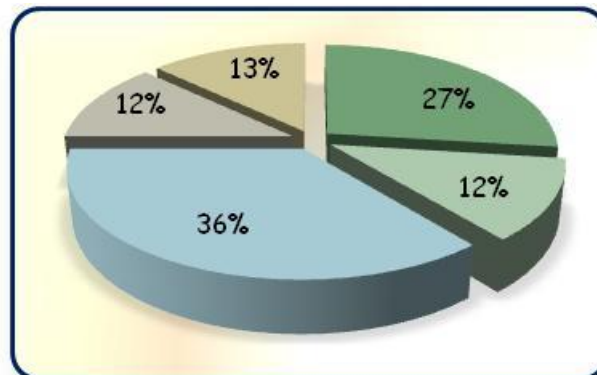
Gather equipment, identified patient, explain procedures, take radial pulse, count radial pulse, count respirations, cuff placement and location of pulse, stethoscope preparation, stethoscope location, scale preparation, obtain height, obtain weight, clean work area, comfort and safety, temperature, radial pulse, respiratory rate, blood pressure, height, and weight.

#### 12% Transfer Patient from Bed to Wheelchair

Body mechanics, patient transfer from bed to wheelchair, and patient transfer from wheelchair to bed.

#### 13% Making an Unoccupied Bed

Assemble equipment, identify need to wash hands, arrange linen in order of use, body mechanics, complete one side of bed first, pillow case, clean work area, identify need to wash hands at task completion, linen placement, mitered corners, and overall appearance of bed.



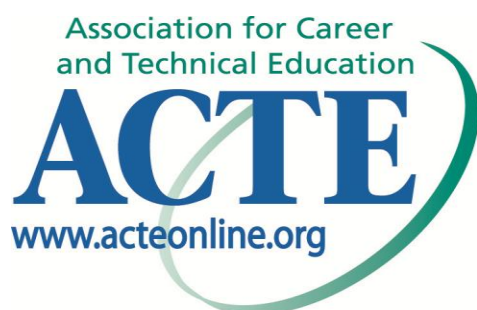
**Sample Job:** Initiating New Patient Medical Record

**Maximum Time:** 35 minutes

**Participant Activity:** The participant is to completely assemble all materials and initiate a patient information form. A label will be prepared for the patient's record folder. The participant will complete a patient health history form entering appropriate information on the form.



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commends all students who participate in career and technical education programs and choose to validate their educational attainment through rigorous technical assessments. In taking this assessment you demonstrate to your school, your parents and guardians, your future employers and yourself that you understand the concepts and knowledge needed to succeed in the workplace. Good Luck!