



Job Ready Assessment Blueprint

Health Assisting



Test Code: 4043 / Version: 01

General Assessment Information

Blueprint Contents

| | |
|---|------------------------------------|
| General Assessment Information | Sample Written Items |
| Written Assessment Information | Performance Assessment Information |
| Specific Competencies Covered in the Test | Sample Performance Job |

Test Type: The Health Assisting assessment is included in NOCTI's Job Ready assessment battery. Job Ready assessments measure technical skills at the occupational level and include items which gauge factual and theoretical knowledge. Job Ready assessments typically offer both a written and performance component and can be used at the secondary and post-secondary levels. Job Ready assessments can be delivered in an online or paper/pencil format.

Revision Team: The assessment content is based on input from secondary, post-secondary, and business/industry representatives from the states of Arizona, Massachusetts, Michigan, New York, North Carolina and Pennsylvania.



51.0899 -
Allied Health and Medical
Assisting Services, Other



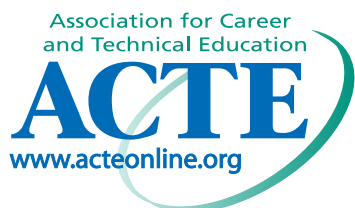
Career Cluster 8 -
Health Science



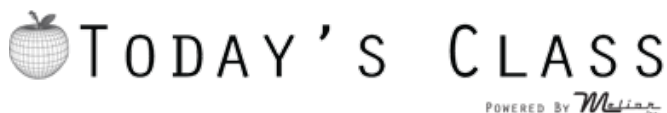
31-1014.00
Nursing Assistants



The American Medical Certification Association (AMCA) established as a division of the American School of Business, offers 14 certification exams for the allied healthcare field. AMCA supports NOCTI's Health Science assessments which are aligned to industry standards. This assessment is an excellent training instrument, in both content and test-mode preparation. Students passing both the NOCTI assessment and AMCA's national certification exam are demonstrating superior knowledge in their field and are outstanding candidates for entry-level positions in the allied healthcare field.



The Association for Career and Technical Education (ACTE), the leading professional organization for career and technical educators, 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!



Today's Class delivers web-based interactive educational programs and has determined that there is significant alignment between their Health Science curriculum and NOCTI's Health Assisting technical skill assessment. The alignment suggests that use of the Today's Class program curriculum may enhance student scores on NOCTI's assessment.



NATIONAL COLLEGE CREDIT RECOMMENDATION SERVICE
University of the State of New York - Regents Research Fund

In the lower division
baccalaureate/associate
degree category, 3 semester
hours in Health Assisting

Written Assessment

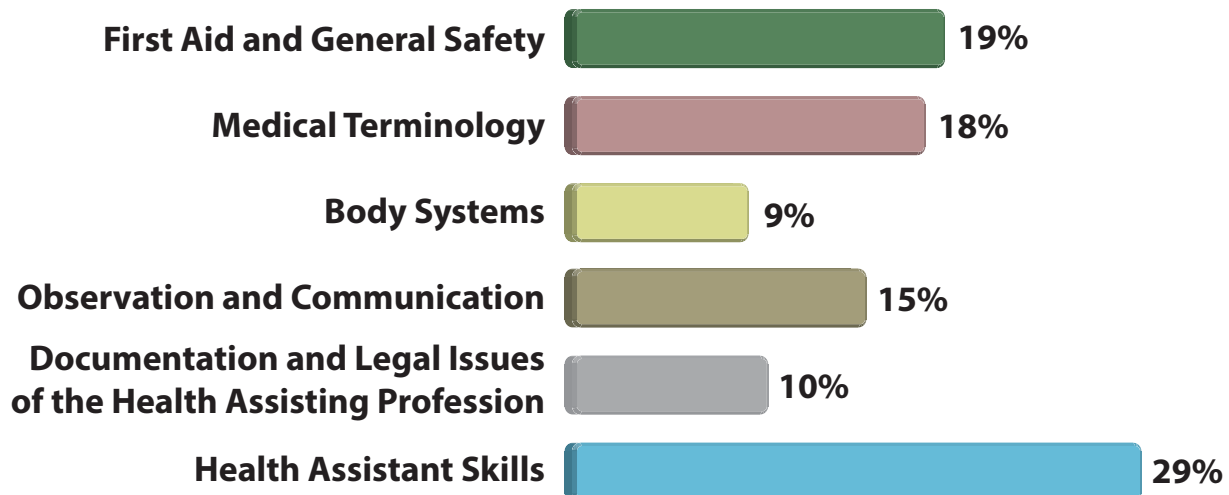
NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

Administration Time: 3 hours

Number of Questions: 163

Number of Sessions: This assessment may be administered in one, two, or three sessions.

Areas Covered



Specific Competencies and Skills Tested in this Assessment

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
- Recognize and demonstrate infection control measures, including standard precautions, hand washing techniques, isolation, and personal protective equipment (PPE)
- Differentiate symptoms requiring emergency care

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 and surgical definitions and conditions
- Identify and interpret anatomic terms, including body planes and cavities
- Exhibit understanding of healthcare terms

Body Systems

- Identify various body systems, structures, and functions
- Recognize abnormal signs and symptoms of disease processes

(Continued on the following page)



Specific Competencies and Skills (continued)

Observation and Communication

- Recognize and practice professional patient and staff communications
- Demonstrate accuracy in completing medical forms
- Demonstrate proper office skills, telephone technique, and etiquette
- Identify and communicate signs and symptoms of major medical conditions
- Recognize and respond to cultural diversity
- Recognize and provide care for all stages of growth and development

Documentation and Legal Issues of the Health Assisting Profession

- Demonstrate understanding of confidentiality and HIPAA regulations
- Exhibit and identify professional behaviors, resources, and practices of a health assistant
- Identify legal and ethical issues in the health assisting field
- Demonstrate accurate documentation procedures

Health Assistant Skills

- Accurately measure and record vital signs, height, and weight
- Demonstrate proper body mechanics, including patient transfer, positioning, lifting, and moving
- 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 with, observe, and report patient skin care conditions
- Identify patient chart components (e.g., flowchart, admission, history)
- Demonstrate appropriate filing techniques for patient records
- Identify and utilize appropriate procedures for cleaning equipment



Sample Questions

After assisting a physician with a procedure, the suture removal scissors should be

- A. autoclaved prior to disposal
- B. placed in a red "biohazard" bag
- C. put in an approved sharps container
- D. double bagged and incinerated

The heart and lungs are located in which body cavity?

- A. ventral
- B. cardiac
- C. thoracic
- D. peritoneal

When leaving a phone message regarding lab results on a patient's answering machine,

- A. give complete information about the test results
- B. leave the doctor's name and home phone number
- C. instruct the patient to call the lab
- D. maintain the patient's confidentiality

The proper procedure for a bed bath or partial bath is to start at the

- A. extremity closest to the health assistant
- B. abdomen
- C. eyes and face
- D. extremity farthest from the health assistant

What method does an autoclave use to sterilize supplies or equipment?

- A. ultraviolet filtered rays
- B. chemical solutions
- C. steam under pressure
- D. ionic charges

(Continued on the following page)

Sample Questions (continued)

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

During a job interview for health assisting, the most important thing the interviewee should learn about is

- A. the salary
- B. job responsibilities
- C. vacation time
- D. fringe benefits

Guidelines for professional personal appearance for health care workers includes

- A. use of perfume
- B. nicely styled, long hair
- C. observable body piercings
- D. a clean uniform

Decubitus ulcers often develop on

- A. the maxillary region
- B. abdominal areas
- C. the calf region
- D. bony prominences

Emergency care is care that must be

- A. administered by a physician
- B. given in the emergency room by trained professionals
- C. given right away to prevent the loss of life
- D. given to all patients regardless of the symptoms

Performance Assessment

NOCTI performance assessments allow individuals to demonstrate their acquired skills by completing actual jobs using the tools, materials, machines, and equipment related to the technical area.

Administration Time: 1 hour and 10 minutes

Number of Jobs: 4

Areas Covered:

28% Wash Hands and Apply/Remove Personal Protective Equipment (Gown, Gloves, and Mask)

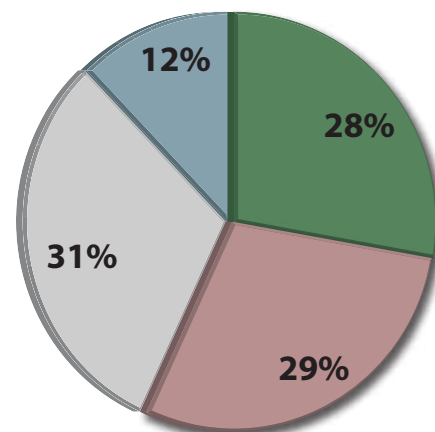
Gather equipment; maintain clean technique; handwashing technique; put on cover gown, apply mask, apply gloves (clean gloves); remove gloves, remove gown, remove mask; correct order; handwashing (after removal of PPE), clean work area, and time to complete Job 1.

29% Empty a Urine Collection – Drainage Bag and Collect Urine Sample for Lab

Scenario 1: Following correct procedure, empty the urinary collection-drainage bag for Patient A.

Scenario 2: Patient B in the doctor's office has placed his or her clean catch specimen container in the "restroom" (area designated as the restroom). Retrieve it and prepare it for a test.

Obtained authorization and accessed equipment; identified patient or mannequin, and explained procedure; washed hands and put on gloves; placement of measuring graduated cylinder; removed drainage outlet and released clamp; empty urine; secure catheter; graduate care and measurement; completion of procedure; and time to complete Job 2.



(Continued on the following page)

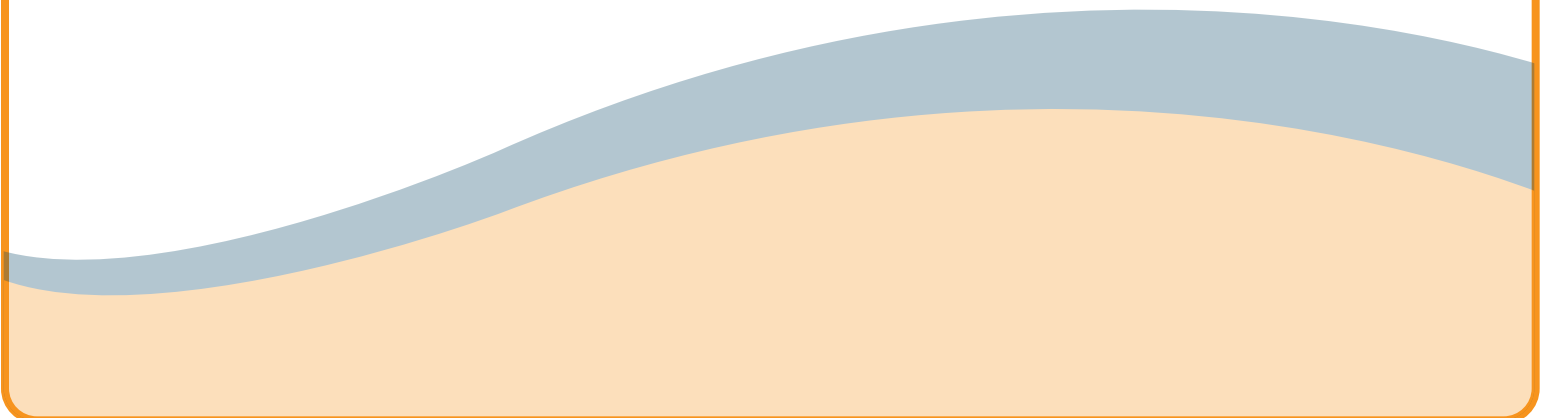
Areas Covered (continued)

31% Measure Vital Signs, Height, and Weight

Gather equipment; identify patient, explain procedures; verbalize hand washing; take temperature, accuracy of temperature reading; take radial pulse, accuracy of radial pulse reading; count respirations, accuracy of respiratory rate reading; take blood pressure, accuracy of blood pressure reading; obtain height, accuracy of height reading; obtain weight, accuracy of weight reading; clean work area; comfort and safety; and time to complete Job 3.

12% Transfer Patient from Bed to Wheelchair

Body mechanics; patient transfer from bed to wheelchair; patient transfer from wheelchair to bed; and time to complete Job 4.



Sample Job

Transfer Patient from Bed to Wheelchair

Maximum Time: 15 minutes

Participant Activity: The participant, using a gait belt, will demonstrate the proper procedure for moving a patient with left-side partial paralysis from a bed to a wheelchair, and then moving the same patient from the wheelchair back to the bed.

