

# Massachusetts CTE Teacher Testing Program

## Medical Assisting Content Outline

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### Written and Performance Exam General Overview

- The intent of this exam is to assess the candidate's ability to teach the skills found in the Massachusetts Technical Education Framework.
- The written exam is a state-developed exam aligned to the frameworks which can be accessed [here](#). The performance exam is a NOCTI-developed teacher test and has been determined by DESE to align to the state frameworks.
- Many questions and tasks require a synthesis of knowledge based on experience in the field and may not be found in any book.
- Use this exam outline and the Massachusetts Technical Education Framework to focus your preparation for the exams.
- Candidates are encouraged to prepare for their written exam by reviewing textbooks and reference material which have been listed as part of this exam outline. These resources can be found using online search tools, online vendors, and websites.

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### Written Exam

- Number of Questions: 100
- Administration Time: 3 hours
- Passing Score: 70.0%
- Administration Method: Remote Proctored Online Testing Session

### Written Exam Content Coverage

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<b>6%</b>	<b><i>Health and Safety</i></b>
<b>5%</b>	<b><i>Fundamentals of the Healthcare Industry</i></b>
<b>11%</b>	<b><i>Principles of Communication</i></b>
<b>6%</b>	<b><i>Electronic Medical Records</i></b>
<b>3%</b>	<b><i>Fundamentals of Administrative Skills</i></b>
<b>7%</b>	<b><i>Techniques of Infection Control</i></b>
<b>5%</b>	<b><i>Emergency and Triage Procedures</i></b>
<b>12%</b>	<b><i>Medical Specialty Procedures</i></b>
<b>4%</b>	<b><i>Basic Principles of Nutrition</i></b>
<b>2%</b>	<b><i>Rehabilitation and Functional Activities</i></b>

**13%    *Basic Laboratory Skills***

**14%    *Electrocardiograph (EKG)***

**8%    *Medications***

**4%    *Venipuncture***

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### Written Exam Reference Materials (Reference Current Edition)

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- **Comprehensive Medical Assisting, 2nd Edition** by Wilburta Lindh, Marilyn Pooler, Carol Tamparo, and Joanne Cerrato (Delmar)
- **Dosage Calculations, 7e** by Gloria D. Pickar (Delmar)
- **Fundamentals of Medical Assisting** by Sue A. Hunt (Saunders)
- **Clinical Procedures for Medical Assisting: A Patient-Centered Approach** by Barbara Ramutkowksi, Abdulai Barrie, Laurie Dazarow, and Cindy Abel (Glencoe)
- **ICD-9-CM Expert for Physicians, Volumes 1 & 2, First Edition** by Ingenix (Delmar)
- **Medical Math for Health Professionals** by Michael Kennamer (Thomson)
- **Medical Laboratory Procedures** by Palko & Palko (Glencoe)
- **Saunders Textbook of Medical Assisting** by Diane Klieger (Saunders)

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### Materials Needed for the Written Exam

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- A four-function calculator is included in the online testing system. No other calculators are permitted.
- Scrap paper and pencil/pen are permitted.

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### Written Exam Sample Items

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Each question on the exam consists of one incomplete sentence or question followed by four choices. Some items reference an image or diagram. A few sample items are included below; the correct answer is designated with an asterisk (\*).

A client with bradycardia would have which of the following?

- A respiratory rate of 29
- A pulse rate of 48 (\*)
- A respiratory rate of 10
- A pulse rate of 116

A life-threatening complication of untreated hyperglycemia is:

- keto-acidosis. (\*)
- oliguria.
- dysuria.
- hematuria.

## NOCTI Performance Exam

- Administration Time: 4 hours
- NOCTI Criterion-Referenced Cut Score/Passing Score: 70.0%
- Administration Method: Onsite at a DESE approved Massachusetts Area Testing Center (MATC) location. Candidates must register and schedule their exam session through NOCTI.

### Performance Exam Content Coverage

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**14% Fundamentals of Administrative Skills**

*The candidate will create a client referral letter from information provided. Create and manage a daily appointment schedule.*

**6% Techniques of Infection Control**

*The candidate will perform handwashing according to healthcare standards. Apply a mask and gloves and demonstrate proper removal and disposal.*

**36% Medical Specialty Procedures/Clinical Skills**

*The candidate will measure and record radial pulse, respiratory rate, and blood pressure. Apply limb and chest leads and perform a 12 lead, 3 channel EKG.*

**17% Basic Laboratory Skills**

*The candidate will perform a chemical examination of urine with a reagent dipstick. Instruct patient on collection of stool for occult blood for 3 separate days.*

**6% Rehabilitation and Functional Activities**

*The candidate will adjust a cane for client use and provide instructions.*

**15% Medication**

*The candidate will record 4 different subcutaneous injection sites and state the Six Rights of Medication Administration.*

**6% Safety**

*The candidate will demonstrate use of appropriate safety guidelines during the completion of tasks according to industry and OSHA safety regulations.*

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### Performance Exam Requirements

#### Candidate Supplied

Candidates must bring all appropriate Personal Protective Equipment (PPE), attire/uniform, and any other safety items as is routinely expected to be used by an employee in the related industry. If the candidate does not bring what is needed to safely complete all jobs on the exam as required in the workplace, the testing session will need to be rescheduled at the candidate's expense.

- Appropriate PPE for the industry
- Appropriate attire/uniform for the industry
- Watch or clock with second hand
- Candidates are permitted to use their own equipment (e.g., stethoscope)

### Site Supplied

Additional equipment and supplies needed to complete the jobs on the performance test will be provided by the testing site. It is also the testing site's responsibility to provide exam assistants to serve as patients, customers, or other roles required for the exam.

### Performance Exam Site Requirements

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Testing sites may have individual requirements based on location and any relevant and current guidance from the Center for Disease Control and Prevention (CDC).