

Massachusetts Technical Teacher Testing Program Medical Assisting Content Outline

Written and Performance Exam General Overview

- The intent of this exam is to assess your ability to teach the skills found in the Massachusetts Technical Education Framework.
- This exam is aligned to the frameworks which can be accessed [here](#).
- Many questions and tasks require a synthesis of knowledge based on experience in the field and may not be found in any book.
- Candidates are encouraged to prepare for their exam by reviewing textbooks and reference material which has been listed as part of this exam outline. These resources can be found using online search tools, online vendors, and websites.
- Contact the Technical Teacher Testing Office if you need further assistance in locating resources listed in the exam outline.
- Use this exam outline and the Massachusetts Technical Education Framework to focus your preparation for the exam.

Written Exam

- Number of Questions: 100
- Administration Time: 3 hours
- Administration Method: Remote Proctoring Online Session

Written Exam Content Coverage

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

13% Basic Laboratory Skills

14% Electrocardiograph (EKG)

8% Medications

4% Venipuncture

Written Exam Reference Materials (Reference Current Edition)

- **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)

Materials Needed for the Written Exam

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

Written Exam Sample Items

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. A respiratory rate of 29
- *b. A pulse rate of 48
- c. A respiratory rate of 10
- d. A pulse rate of 116

A life-threatening complication of untreated hyperglycemia is:

- *a. keto-acidosis.
- b. oliguria.
- c. dysuria.
- d. hematuria.

Performance Exam

- Administration Time: 4 hours
- Administration Method: Onsite at an approved Teacher Testing Location

Performance Exam Content Coverage

14% Fundamentals of Administrative Skills

- Create a Patient Referral Letter
- Create and Manage Daily Appointment Matrix and Schedule

Note: This subtest requires the working knowledge of current Microsoft Office

6% Techniques of Infection Control

- Perform Handwashing
- Personal Protective Equipment

36% Medical Specialty Procedures/Clinical Skills

- Measure and Record Vital Signs
- Perform Electrocardiography and Identify EKG Artifacts and Rhythms
- Venipuncture
- Exam Room Preparation
- Application of Compression Bandage

17% Basic Laboratory Skills

- Perform a Basic Urinalysis
- Perform a Basic Stool Testing

6% Rehabilitation and Functional Activities

- Measure, Fit and Instruct Patient on Ambulatory Device (Walker/Cane)
- Patient Discharge with Medication

15% Medication

- Prepare and Administration of Medication (Subcutaneous and Intradermal)

6% Safety

NOTE: The tasks involving the administration of injections will **NOT** be done on a live model but on a laboratory teaching model. The laboratory tasks will be done with prepared laboratory samples. The teaching models and prepared samples will be provided.

Materials Required for the Performance Exam (Candidate Must Supply)

Uniform: Candidates **will not** be tested unless a clean, professional medical assistant uniform or business attire is worn. Hair must be worn pulled back and up off the shoulder. No jewelry other than wedding band and one pair of stud earrings are to be worn. No artificial nails will be allowed. Length of nails is at working length and may not exceed the tip of the finger.

Candidates **must** bring a person dressed to act as a patient for those aspects of the test as required. Patient must **not** be in the Medical Field, be 18 years or older, and must wear short sleeved removable top and loose-fitting pants (NO JEANS).

All materials listed below should be brought to the test site. Borrowing materials from other candidates or examiners will not be allowed.

- Face mask (cotton face covering or respirator which fully cover the nose and mouth)
- Eye protection
- Disposable gloves
- Watch (with second hand)
- Stethoscope
- Pens and pencils

Note: Additional lab equipment/supplies will be provided. No books or notes will be allowed. Cell phones are prohibited during the exam administration.

Onsite Performance Exam Requirements

- Candidate must practice social distancing and wear the appropriate face covering that covers the nose and mouth while at the exam site.
- Testing sites may have individual requirements based on location and the current guidance from the Center for Disease Control and Prevention (CDC).

Performance Exam Reference Materials (Reference Current Edition)

- **Comprehensive Medical Assisting: Administrative and Clinical Competencies** by Wilburta Lindh, Carol Tamparo, Barbara Dahl, Julie Morris, and Cindy Correa (Thomson-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 Ramutkowsi, Abdulai Barrie, Laurie Dazarow, and Cindy Abel (Glencoe)
- **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)
- **Safety Orientation** by NCCER (Pearson Prentice Hall) www.crafttraining.com
- **OSHA Regulations** www.osha.gov
 - [1910.1200 - Hazard Communication](#)
 - [1910 Subpart I - Personal Protective Equipment](#)