**Explanatory Note:** Students are required to pass all the psychomotor and affective competencies in the MAERB Core Curriculum, as is outlined in Standard IV.A.1. In addition, programs must demonstrate that students have passed those competencies by tracking their successful completion to illustrate “programmatic summative measures” in Standard IV.B.1. The type of tracking mechanism can vary according to the program. Some programs use a Master Competency Checklist, some outline all the competencies in a detailed gradebook, others have an electronic form, and there are variations within all those methods. All those forms are acceptable, as long as programs are able to share the tracking form with the site surveyors and send it in to the MAERB office if requested for progress reports.

Below is a template of a form that can be used as a tracking mechanism. The psychomotor and affective competencies are combined under each specific content area and numbered appropriately.

**Institution Name**:

**Student Name**:

**Date of Graduation**:

**Master Competency Checklist**

**2022 MAERB Core Curriculum**

**Psychomotor Competencies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **I. Anatomy, Physiology, and Pharmacology** |  | **Grade** | **Pass** | **Date** | **Int.** |
| I.P.1 | Accurately measure and record: |  |  |  |  |
| a. blood pressure |  |  |  |  |
| b. temperature |  |  |  |  |
| c. pulse |  |  |  |  |
| d. respirations |  |  |  |  |
| e. height |  |  |  |  |
| f. weight (adult and infant) |  |  |  |  |
| g. length (infant) |  |  |  |  |
| h. head circumference (infant) |  |  |  |  |
| i. oxygen saturation |  |  |  |  |
| I.P.2 | Perform the following procedures: |  |  |  |  |
| a. electrocardiography |  |  |  |  |
| b. venipuncture |  |  |  |  |
| c. capillary puncture |  |  |  |  |
| d. pulmonary function testing |  |  |  |  |
| I.P.3 | Perform patient screening following established protocols |  |  |  |  |
| I.P.4 | Verify the rules of medication administration: |  |  |  |  |
| a. right patient |  |  |  |  |
| b. right medication |  |  |  |  |
| c. right dose |  |  |  |  |
| d. right route |  |  |  |  |
| e. right time |  |  |  |  |
| f. right documentation |  |  |  |  |
| I.P.5 | Select proper sites for administering parenteral medication |  |  |  |  |
| I.P.6 | Administer oral medications |  |  |  |  |
| I.P.7 | Administer parenteral (excluding IV) medications |  |  |  |  |
| I.P.8 | Instruct and prepare a patient for a procedure or a treatment |  |  |  |  |
| I.P.9 | Assist provider with a patient exam |  |  |  |  |
| I.P.10 | Perform a quality control measure |  |  |  |  |
| I.P.11 | Collect specimens and perform: |  |  |  |  |
| a. CLIA waived hematology test |  |  |  |  |
| b. CLIA waived chemistry test |  |  |  |  |
| c. CLIA waived urinalysis |  |  |  |  |
| d. CLIA waived immunology test |  |  |  |  |
| e. CLIA waived microbiology test |  |  |  |  |
| I.P.12 | Provide up-to-date documentation of provider/professional-level CPR |  |  |  |  |
| I.P.13 | Perform first aid procedures |  |  |  |  |
| a. bleeding |  |  |  |  |
| b. diabetic coma or insulin shock |  |  |  |  |
| c. stroke |  |  |  |  |
| d. seizures |  |  |  |  |
| e. environmental emergency |  |  |  |  |
| f. syncope |  |  |  |  |
| **II. Applied Mathematics** |  |  |  |  |  |
| II.P.1 | Calculate proper dosages of medication for administration |  |  |  |  |
| II.P.2 | Record laboratory test results into the patient's record |  |  |  |  |
| II.P.3 | Document on a growth chart |  |  |  |  |
| II.P.4 | Apply mathematical computations to solve equations |  |  |  |  |
| II.P.5 | Convert among measurement systems |  |  |  |  |
| **III. Infection Control** |  |  |  |  |  |
| III.P.1 | Participate in bloodborne pathogen training |  |  |  |  |
| III.P.2 | Select appropriate barrier/personal protective equipment (PPE) |  |  |  |  |
| III.P.3 | Perform handwashing |  |  |  |  |
| III.P.4 | Prepare items for autoclaving |  |  |  |  |
| III.P.5 | Perform sterilization procedures |  |  |  |  |
| III.P.6 | Prepare a sterile field |  |  |  |  |
| III.P.7 | Perform within a sterile field |  |  |  |  |
| III.P.8 | Perform wound care |  |  |  |  |
| III.P.9 | Perform dressing change |  |  |  |  |
| III.P.10 | Demonstrate proper disposal of biohazardous material |  |  |  |  |
| a. sharps |  |  |  |  |
| b. regulated waste |  |  |  |  |
| **IV. Nutrition** |  |  |  |  |  |
| IV.P.1 | Instruct a patient regarding a dietary change related to a patient's special dietary needs |  |  |  |  |
| **V. Concepts of Effective Communication** |  |  |  |  |  |
| V.P.1 | Respond to nonverbal communication |  |  |  |  |
| V.P.2 | Correctly use and pronounce medical terminology in health care interactions |  |  |  |  |
| V.P.3 | Coach patients regarding: |  |  |  |  |
| a. office policies |  |  |  |  |
| b. medical encounters |  |  |  |  |
| V.P.4 | Demonstrate professional telephone techniques |  |  |  |  |
| V.P.5 | Document telephone messages accurately |  |  |  |  |
| V.P.6 | Using technology, compose clear and correct correspondence |  |  |  |  |
| V.P.7 | Use a list of community resources to facilitate referrals |  |  |  |  |
| V.P.8 | Participate in a telehealth interaction with a patient |  |  |  |  |
| **VI. Administrative Functions** |  |  |  |  |  |
| VI.P.1 | Manage appointment schedule, using established priorities |  |  |  |  |
| VI.P.2 | Schedule a patient procedure |  |  |  |  |
| VI.P.3 | Input patient data using an electronic system |  |  |  |  |
| VI.P.4 | Perform an inventory of supplies |  |  |  |  |
| **VII.Basic Practice Finances** |  |  |  |  |  |
| VII.P.1 | Perform accounts receivable procedures to patient accounts including posting: |  |  |  |  |
| a. charges |  |  |  |  |
| b. payments |  |  |  |  |
| c. adjustments |  |  |  |  |
| VII.P.2 | Input accurate billing information in an electronic system |  |  |  |  |
| VII.P.3 | Inform a patient of financial obligations for services rendered |  |  |  |  |
| **VIII. Third-Party Reimbursement** |  |  |  |  |  |
| VIII.P.1 | Interpret information on an insurance card |  |  |  |  |
| VIII.P.2 | Verify eligibility for services |  |  |  |  |
| VIII.P.3 | Obtain precertification or preauthorization with documentation |  |  |  |  |
| VIII.P.4 | Complete an insurance claim form |  |  |  |  |
| VIII.P.5 | Assist a patient in understanding an Explanation of Benefits (EOB) |  |  |  |  |
| **IX. Procedural and Diagnostic Coding** |  |  |  |  |  |
| IX.P.1 | Perform procedural coding |  |  |  |  |
| IX.P.2 | Perform diagnostic coding |  |  |  |  |
| IX.P.3 | Utilize medical necessity guidelines |  |  |  |  |
| **X. Legal Implications** |  |  |  |  |  |
| X.P.1 | Locate a state's legal scope of practice for medical assistants |  |  |  |  |
| X.P.2 | Apply HIPAA rules in regard to: |  |  |  |  |
| a. privacy |  |  |  |  |
| b. release of information |  |  |  |  |
| X.P.3 | Document patient care accurately in the medical record |  |  |  |  |
| X.P.4 | Complete compliance reporting based on public health statutes |  |  |  |  |
| X.P.5 | Report an illegal activity following the protocol established by the healthcare setting |  |  |  |  |
| X.P.6 | Complete an incident report related to an error in patient care |  |  |  |  |
| **XI. Ethical and Professional Considerations** |  |  |  |  |  |
| XI.P.1 | Demonstrate professional response(s) to ethical issues |  |  |  |  |
| **XII. Protective Practices** |  |  |  |  |  |
| XII.P.1 | Comply with safety practices |  |  |  |  |
| XII.P.2 | Demonstrate proper use of: |  |  |  |  |
| a. eyewash equipment |  |  |  |  |
| b. fire extinguishers |  |  |  |  |
| XII.P.3 | Use proper body mechanics |  |  |  |  |
| XII.P.4 | Evaluate an environment to identify unsafe conditions |  |  |  |  |

**Affective Competencies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A.1 | Demonstrate critical thinking skills | **Grade** | **Pass** | **Date** | **Int.** |
| A.2 | Reassure patients |  |  |  |  |
| A.3 | Demonstrate empathy for patients' concerns |  |  |  |  |
| A.4 | Demonstrate active listening |  |  |  |  |
| A.5 | Respect diversity |  |  |  |  |
| A.6 | Recognize personal boundaries |  |  |  |  |
| A.7 | Demonstrate tactfulness |  |  |  |  |
| A.8 | Demonstrate self-awareness |  |  |  |  |