Essential Functions & Working Environment for Medical Assistants

According to the equal employment opportunity commission (EEOC), essential functions are the basic duties that an employee must be able to perform, with or without reasonable accommodation. Clark State Community College's Medical Assisting program has determined the following to be the essential functions for a student in the Medical Assisting program. The following are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of medical assistants.

Students who enroll in Clark State's Medical Assisting program must be able to perform these essential functions with or without reasonable accommodations. Students who may require accommodation are responsible for requesting the accommodations through the procedure as outlined in the College Catalog. When requested, reasonable accommodations will be provided to students with disabilities who are otherwise qualified.

Physical requirements:
Major activities of this job include frequent walking, standing, and light physical effort performed on a level surface. Some carrying, lifting, kneeling, bending, reaching, and squatting are involved in the medical office. Testing procedures require the Medical Assisting student to use a computer and a telephone and employ writing and organizational skills. Manual dexterity, mobility, good vision that includes near acuity, depth perception and accommodation, and the auditory ability to hear equipment warning signals and auscultatory sounds are physical requirements necessary for test performance and close technical work.

Communication requirements:
Communication expected of the Medical Assisting student includes writing, speaking, hearing, and dealing with the public. Electronic communication via computers, printers, interfaces, and fax machines are utilized in this job role. Inter-relationships define the broad level of communication needs involved in these technical responsibilities.

Cognitive requirements:
Cognitive requirements for the Medical Assisting student include reading, writing, simple arithmetic, math reasoning, weighing, measuring, and analyzing data and report information. Judgement and actions required of the Medical Assisting student in performing and reporting analyses under supervision could result in decisions regarding management.

Working environment/safety:
The medical assistant work environment is indoors in an office/clinical setting. There are mechanical, electrical, chemical, and infectious material hazards in existence. Infectious material hazards involve regular exposure to disease-bearing specimens, body fluids, wastes and risk of blood-borne disease. Electrical and mechanical hazards exist in areas of equipment use. Laboratory testing procedures may expose the Medical Assisting student to some odorous chemicals and specimens. Phlebotomy procedures require contact with patients under a wide variety of circumstances and conditions. The work environment in the medical office is subject to frequent interruptions and at times, irregular hours. Occasional pressure due to multiple calls and inquires exists. Safety for the Medical Assisting student is provided in the form of personal protective equipment and barrier precautions. Gloves, face shields, goggles, fluid resistant lab coats and manual pipetting devices are used.

Clark State Community College Medical Assisting Program
Essential Functions, Skills and Abilities Memorandum of Understanding

By signing below, I hereby certify that I have read, understand and can fulfill the Essential Functions, Skills and Abilities of the Medical Assisting Program with or without reasonable accommodations.

If I qualify for accommodations, I understand it is my responsibility to complete the College procedure for application and approval of accommodations with the Office of Accessibility.

_____   _____
Name (Print)   Name (Signature)

_____   _____
Date   Student ID Number