

WAUKESHA COUNTY TECHNICAL COLLEGE  
ALLIED HEALTH DEPARTMENT  
MEDICAL ASSISTANT PROGRAM

**MEDICAL ASSISTANT PROGRAM TECHNICAL STANDARDS**

Technical standards are requirements for admission to or participation in an educational program or activity. The academic & nonacademic standards, skills & performance requirements demanded of every participant in an educational program. Academic standards include courses of study, attainment of satisfactory grades and other required activities. Nonacademic standards include those physical, cognitive and behavioral standards required for satisfactory completion of all aspects of the curriculum and development of professional attributes required at graduation.

Students are expected to meet the technical standards for enrollment in the medical assistant program at Waukesha County Technical College.

Technical standards must be met with or without accommodations. The college complies with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the college will make every attempt to provide reasonable accommodation for an applicant with a disability who is otherwise qualified.

The Medical Assistant specializes in the application of scientific knowledge and theory in the skillful performance of their profession. Therefore, all applicants should possess:

**Physical Standards**

- Sufficient gross and fine motor coordination to efficiently implement the skills required in performing medical assisting functions.
- Lift and carry patients and equipment up to 50 lbs.
- Kneel and or crouch to perform CPR, assist patients who fall and to retrieve items from cabinets.
- Stoop, bend, reach and or twist to position exam tables, adjust equipment, obtain supplies.
- Fine motor dexterity to manipulate equipment and instruments such as microscopes, blood pressure cuffs, and performing tasks as phlebotomy, handling small containers of potentially biohazardous specimens (one inch by one inch), using sample measuring devices such as pipettes, giving injections, gloving, gowning, and operating controls on instruments.
- Walk and stand for most of the workday.

**Tactile Standards**

- Palpate pulses, muscle contractions, bony landmarks, and edema.
- Differentiate between temperature and pressure variations.

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**Visual Standards**

- Sufficient visual acuity, such as is needed in the preparation and administration of medication, in the performance of laboratory procedures, and for the observation necessary for patient assessment and care.
- Read accurately numbers, letters, and cursive writing on instruments, computer screen, and paper.
- Discriminate shapes and color in order to identify reagents and other materials such as laboratory media, stained preparations, and the physical properties of various body fluids.
- All the above with or without corrective devices.

**Auditory Standards**

- Sufficient auditory perception to receive verbal communication from patients and members of the health care team.
- Hear heart sounds, blood pressure sounds, patient distress sounds, instrument timers and alarms.
- All of the above with or without corrective devices.

**Communication Standards**

- Sufficient communication skills (verbal, nonverbal, and written) to interact effectively with individuals.
- Speak in the English language in clear, concise manner in order to communicate with patients, families, healthcare providers and the community.
- Comprehend oral and written language including medical terminology in order to communicate with patients, families, healthcare providers and the community.
- Write in English clearly, legibly, for documentation in patient chart.

**Mental / Cognitive Standards**

- Sufficient intellectual and emotional functions to plan and implement their duties in a responsible manner;
- Function safely, responsibly and effectively under stressful situations.
- Remain alert to surroundings and potential emergencies.
- Integrate information and make decisions based on data.
- Interact effectively and appropriately with patients, families, and coworkers.
- Display attitudes and actions consistent with ethical standards of medical assisting.
- Maintain composure while managing and prioritizing multiple tasks.
- Communicate an understanding of the principles of confidentiality respect, tact, politeness, collaboration, teamwork and discretion.

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RECEIPT OF MEDICAL ASSISTANT PROGRAM TECHNICAL STANDARDS  
WCTC Copy

I \_\_\_\_\_ have received a copy of the WCTC Medical Assistant program technical standards. I can meet these technical standards.

If I have any questions I will ask:

The MA Program Director Maribeth Blankenheim 262-691-5397

The Program Counselor Grace Davis-Harris 262.691.5197

The Transition Retention Specialist Colleen Gonzalez 262.691.5429

The Director of Retention, Counseling, Special Services Deb Jilbert 262.691.5210

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

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