

# Blueprints



## *Job Ready Assessment Blueprint*

*Test Code: 4043 / Version: 01*  
*Health Assisting*

**Enhancing today's workforce  
through tailored performance solutions**

## Specific Competencies and Skills Tested in this Assessment:

### First Aid and General Safety

- Recognize and demonstrate appropriate first aid and emergency techniques
- Recognize and demonstrate fire safety and general safety procedures involved in patient care
- Recognize and demonstrate appropriate procedures for handling waste and hazardous materials
- Recognize signs, symptoms, and reporting mandates for violent or abusive situations
- Recognize and demonstrate infection control measures, including standard precautions, hand washing techniques, isolation, and personal protective equipment (PPE)
- Differentiate symptoms requiring emergency care



### Medical Terminology

- Identify and interpret word suffixes and prefixes
- Identify and interpret word roots
- Identify and interpret approved medical abbreviations and acronyms
- Identify and differentiate various medical and surgical definitions and conditions
- Identify and interpret anatomic terms, including body planes and cavities
- Exhibit understanding of healthcare terms

### Body Systems

- Identify various body systems, structures, and functions
- Recognize abnormal signs and symptoms of disease processes

### Observation and Communication

- Recognize and practice professional patient and staff communications
- Demonstrate accuracy in completing medical forms
- Demonstrate proper office skills, telephone technique, and etiquette
- Identify and communicate signs and symptoms of major medical conditions
- Recognize and respond to cultural diversity
- Recognize and provide care for all stages of growth and development

***Specific Competencies and Skills continued:***

**Documentation and Legal Issues of the Health Assisting Profession**

- Demonstrate understanding of confidentiality and HIPAA regulations
- Exhibit and identify professional behaviors, resources, and practices of a health assistant
- Identify legal and ethical issues in the health assisting field
- Demonstrate accurate documentation procedures

**Health Assisting Skills**

- Accurately measure and record vital signs, height, and weight
- Demonstrate proper body mechanics, including patient transfer, positioning, lifting, and moving
- Assist with elimination needs (e.g., bowel and bladder)
- Assist with obtaining body fluid specimens
- Assist with personal care and hygiene
- Obtain and accurately measure patient intake and output
- Assist with patient nutritional needs
- Assist with, observe, and report patient skin care conditions
- Identify patient chart components (e.g., flowchart, admission, history)
- Demonstrate appropriate filing techniques for patient records
- Identify and utilize appropriate procedures for cleaning equipment

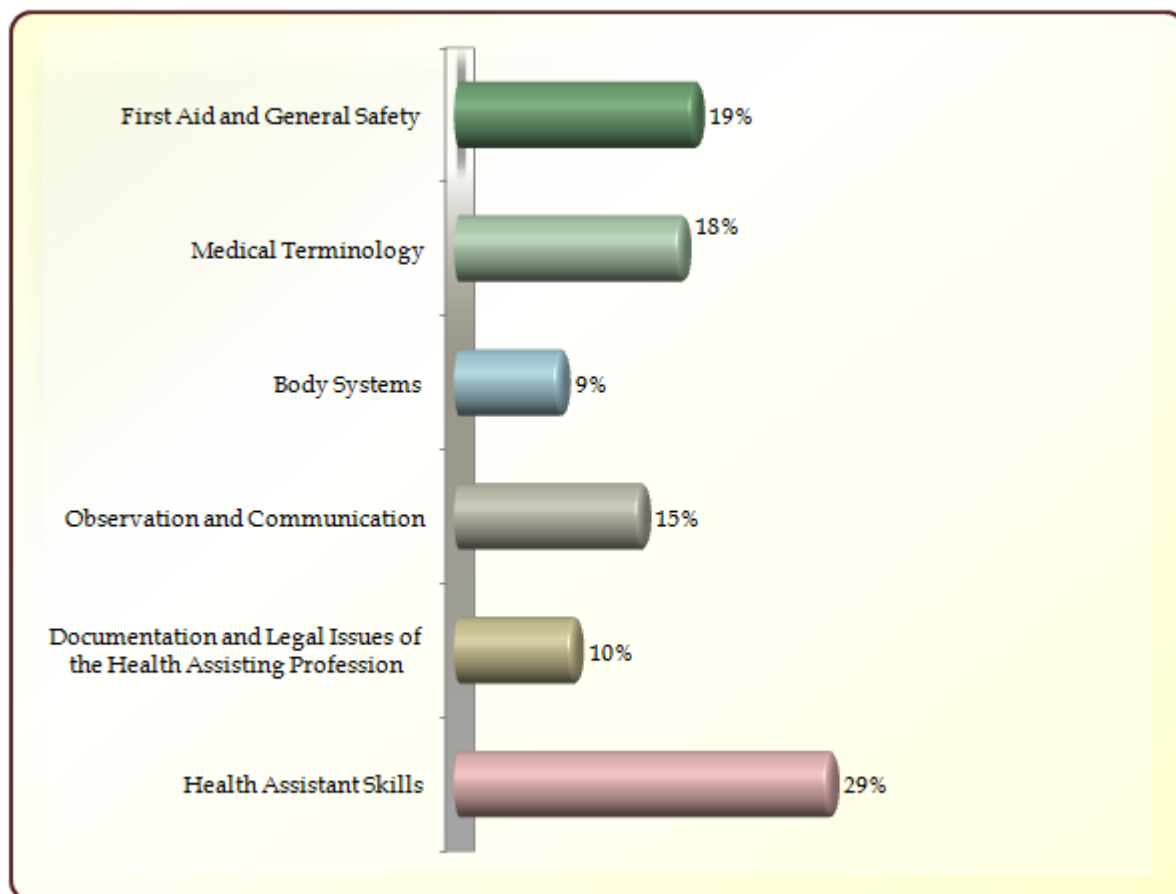


## Written Assessment:

**Administration Time:** 3 hours

**Number of Questions:** 163

### Areas Covered:



## Sample Questions:

After assisting a physician with a procedure, the suture removal scissors should be

- A. autoclaved prior to disposal
- B. placed in a red "biohazard" bag
- C. put in an approved sharps container
- D. double bagged and incinerated

The heart and lungs are located in which body cavity?

- A. ventral
- B. cardiac
- C. thoracic
- D. peritoneal

When leaving a phone message regarding lab results on a patient's answering machine,

- A. give complete information about the test results
- B. leave the doctor's name and home phone number
- C. instruct the patient to call the lab
- D. maintain the patient's confidentiality

The proper procedure for a bed bath or partial bath is to start at the

- A. extremity closest to the health assistant
- B. abdomen
- C. eyes and face
- D. extremity farthest from the health assistant

What method does an autoclave use to sterilize supplies or equipment?

- A. ultraviolet filtered rays
- B. chemical solutions
- C. steam under pressure
- D. ionic charges

## Performance Assessment:

**Administration Time:** 1 hour and 10 minutes

**Number of Jobs:** 4

### Areas Covered:

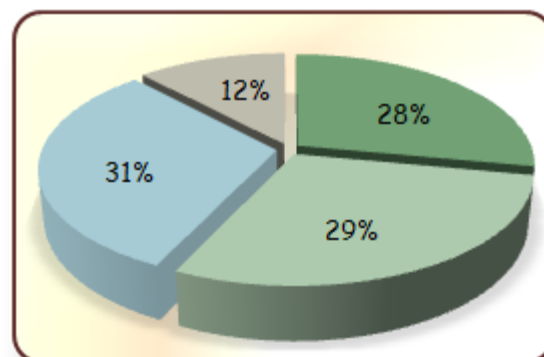
**28% Wash Hands and Apply/Remove Personal Protective Equipment (Gown, Gloves, and Mask)**

Gather equipment, maintain clean technique, hand washing technique, put on and remove cover gown, mask, and gloves (clean) in correct order; hand washing (after removal of PPE), and clean work area, and time to complete Job 1.

**29% Empty a Urine Collection - Drainage Bag and Collect Urine Sample for Lab**  
Obtain authorization and access equipment; identify patient or mannequin, and explain procedure; wash hands and put on gloves; placement of measuring graduated cylinder; remove drainage outlet and release clamp; empty urine; secure catheter; graduate care and measurement; completion of procedure; and time to complete Job 2.

**31% Measure Vital Signs, Height and Weight**  
Gather equipment; identify patient, explain procedures, verbalize hand washing; take temperature, accuracy of temperature reading; take radial pulse, accuracy of radial pulse reading; count respirations, accuracy of respiratory rate reading; take blood pressure, accuracy of blood pressure reading; obtain height, accuracy of height reading; obtain weight, accuracy of weight reading; clean work area; comfort and safety; and time to complete Job 3.

**12% Transfer Patient from Bed to Wheelchair**  
Body mechanics, patient transfer from bed to wheelchair, patient transfer from wheelchair to bed, and time to complete Job 4.



**Sample Job:** Transfer Patient from Bed to Wheelchair

**Maximum Time:** 15 minutes

**Participant Activity:** The participant, using a gait belt, will demonstrate the proper procedure for moving a patient with left-side partial paralysis from a bed to a wheelchair, and then moving the same patient from the wheelchair back to the bed.

