

## Health Occupations Students of America

### Category II Skill Chart

Event	Skills	Class 1	Class 2	Class 3
Administrative Medical Assisting	Telephone Techniques: Schedule an Appointment and Take a Message			
	Transcribe Progress Notes			
	Complete Insurance Form			
	Alphabetical Filing			
	Patient Information Data Entry			
	Coding			
CPR & Rescue Breathing	Bleeding			
	Fracture			
CPR/First Aid	Burns			
	Heat Exposure			
	Obstructed Airway: Unconscious Infant			
	Obstructed Airway: Conscious Adult Becomes Unconscious			
	Adult Team CPR			
CPR and EMT	Two-Rescuer AED			
EMT	Patient Assessment - Trauma			
	Patient Assessment - Medical			
	Mechanical Aids to Breathing: Oxygen Administration, Bag-Valve-Mask/Oral Airway			
	Spinal Immobilization – Seated and Lying, Traction Splinting, Joint Injury, Long Bone			
	Bleeding Control/Shock Management			
Rescue Breathing	Adult Rescue Breathing			
	Infant Rescue Breathing			
Dental Assisting	Receive, Seat and Prepare Patient: Placing Barriers, Seating the Patient and Cleaning Operatory			
	Patient Education: Brushing and Flossing			
	History and Vital Signs			
	Identify Instruments			

<b>Event</b>	<b>Skills</b>	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>
Medical Assisting Clinical	Wrap Items for Autoclave			
	Obtain Medical History			
	Measure Infant Weight and Length			
	Position/Drape Patient for Examination			
	Put on Sterile Gloves			
MAC & Nursing Assisting & PC	Measure and Record Vital Signs			
Nursing Assisting and Personal Care	Handwashing			
	Make an Unoccupied Bed			
	Make an Occupied Bed			
	Position patient with a specified disability in bed			
	Transfer patient with specified disability from bed to a chair/wheelchair.			
Nursing Assisting	Prepare patient for a meal; determine intake			
Medical Laboratory Assisting	Artificial Venipuncture: Evacuated Tube, Syringe, and Butterfly Needle			
	Hematology - Perform Microhematocrit			
	Urinalysis: Determine physical properties, perform chemical tests, conduct microscopic examination of urinary sediment			
	Transfer culture from swab (culturette) to slide			
	Inoculate and streak agar plate			
	Perform a Gram Stain			
	Microscopic examination of gram stain			
Practical Nursing	Administer Medication Intramuscular and Subcutaneous			
	Administer Tracheostomy Care to a Patient with an Inner Cannula			
	Change a Sterile Dressing			
	Urethral Catheterization – Straight			
	Irrigate Nasogastric Tube			
Physical Therapy	Ambulating with a Walker			
	Adjustment of Crutches			
	Range of Motion			
	Ambulating with Crutches			
	Ice Pack Application			

<b>Event</b>	<b>Skills</b>	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>
<b>Sports Medicine</b>	Flexibility and Stretching			
	Measuring Body Fat with a Skinfold Caliper			
	Assess ROM and Strength Testing			
	Taping: Ankle, arch, elbow and restriction of thumb			
<b>Veterinary Assisting</b>	Preparation an Animal for Surgery			
	Restraining for Canine Venipuncture			
	Identify 15 instruments			
	Charting & Preliminary History and Physical			
	Wrapping Surgical Gown			
	Canine Cardiopulmonary Resuscitation			
	Apply/Remove Gauze Restraint Muzzle			
	Surgical Gowning/Closed Gloving			