



PRECEPTOR EVALUATION OF STUDENT

Columbia Gorge Community College Medical Assisting Program

Name of Student Being Evaluated: _____

INSTRUCTIONS: Consider each item separately and rate each item independently of all others.

For the Psychomotor Domain Tasks:

- 5 – Student was able to do the task independently without supervision
- 4 – Student was able to perform the task independently but with supervision
- 3 – Student was able to assist with the task minimally
- 2 – Student had the opportunity to observe the task but not ready to assist yet
- 1 – Student was only able to observe the task
- N/A – The task is not done in this setting (NA)

For the Affective Domain Skills:

- 5 – Was the student able to fully demonstrate the skill
- 4 – Was the student able to have opportunity to demonstrate but needed guidance
- 3 – Was the student making effort to utilize the skill in the workplace
- 2 – Was the student made aware of the skill but did not yet exhibit the ability to demonstrate it
- 1 – Was the student not doing this skill at all
- N/A – Was there no opportunity to observe the student with this skill.

Anatomy & Physiology – Psychomotor Domain						
1. Obtain vital signs	5	4	3	2	1	N/A
2. Perform collecting a blood specimen (capillary or venous)	5	4	3	2	1	N/A
3. Perform pulmonary function testing	5	4	3	2	1	N/A
4. Perform electrocardiography	5	4	3	2	1	N/A
5. Perform patient screening using established protocols	5	4	3	2	1	N/A
6. Administer oral medications	5	4	3	2	1	N/A
7. Administer parenteral (excluding IV) medications	5	4	3	2	1	N/A
8. Assist physician with patient care	5	4	3	2	1	N/A
9. Perform quality control measures	5	4	3	2	1	N/A
10. Perform CLIA waived testing (which ones?)	5	4	3	2	1	N/A
11. Screen test results	5	4	3	2	1	N/A
Applied Mathematics – Psychomotor Domain						
1. Prepare proper dosages of medication for administration	5	4	3	2	1	N/A
2. Maintain laboratory test results using flow sheets	5	4	3	2	1	N/A
3. Maintain growth charts	5	4	3	2	1	N/A
Applied Microbiology/Infection Control – Psychomotor Domain						
1. Participate in training on and practiced Standard Precautions	5	4	3	2	1	N/A
2. Select appropriate PPE for potentially infectious situations	5	4	3	2	1	N/A

3. Perform handwashing	5	4	3	2	1	N/A
4. Prepare items for autoclaving and sterilization procedures	5	4	3	2	1	N/A
5. Perform sterilization procedures	5	4	3	2	1	N/A
6. Obtain specimens and/or performed microbiological testing	5	4	3	2	1	N/A
Applied Communications – Psychomotor Domain						
1. Use reflection, restatement and clarification techniques to obtain a patient history	5	4	3	2	1	N/A
2. Report relevant information to others succinctly and accurately	5	4	3	2	1	N/A
3. Use medical terminology, pronouncing medical terms correctly, to communicate information, patient history, data and observations	5	4	3	2	1	N/A
4. Explain general office policies	5	4	3	2	1	N/A
5. Instruct patients according to their needs to promote health maintenance and disease prevention	5	4	3	2	1	N/A
6. Prepare a patient for procedures and/or treatments	5	4	3	2	1	N/A
7. Demonstrate telephone techniques	5	4	3	2	1	N/A
8. Document patient care and/or patient education	5	4	3	2	1	N/A
9. Compose professional/business letters	5	4	3	2	1	N/A
10. Respond to nonverbal communication	5	4	3	2	1	N/A
11. Develop and maintain a current list of community resources related to patients' healthcare needs	5	4	3	2	1	N/A
12. Advocate on behalf of patients	5	4	3	2	1	N/A
Administrative Functions – Psychomotor Domain						
1. Manage appointment schedule, using established priorities	5	4	3	2	1	N/A
2. Schedule patient admissions and/or procedures	5	4	3	2	1	N/A
3. Organize a patient's medical record	5	4	3	2	1	N/A
4. File medical records	5	4	3	2	1	N/A
5. Execute data management using electronic healthcare records such as the EMR	5	4	3	2	1	N/A
6. Use office hardware and software to maintain office systems	5	4	3	2	1	N/A
7. Use internet to access information related to the medical office	5	4	3	2	1	N/A
8. Maintain organization by filing	5	4	3	2	1	N/A
9. Perform routine maintenance of office equipment with documentation	5	4	3	2	1	N/A
10. Perform an office inventory	5	4	3	2	1	N/A
Basic Practice Finance – Psychomotor Domain						
1. Prepare a bank deposit	5	4	3	2	1	N/A
2. Perform accounts receivable procedures, including: a. Posting charges, payments or adjustments b. Perform billing, collection or refund procedures	5	4	3	2	1	N/A
3. Utilize computerized office billing systems	5	4	3	2	1	N/A
Managed Care/Insurance – Psychomotor Domain						
1. Apply both managed care policies and procedures	5	4	3	2	1	N/A
2. Apply third party guidelines	5	4	3	2	1	N/A
3. Complete insurance claim form	5	4	3	2	1	N/A
4. Obtain precertification, including documentation	5	4	3	2	1	N/A
5. Obtain preauthorization, including documentation	5	4	3	2	1	N/A
6. Verify eligibility for managed care services	5	4	3	2	1	N/A

Procedural and Diagnostic Coding – Psychomotor Domain						
1. Perform procedural coding	5	4	3	2	1	N/A
2. Perform diagnostic coding	5	4	3	2	1	N/A
Medical Law and Ethics – Legal Implications – Psychomotor Domain						
1. Respond to issues of confidentiality	5	4	3	2	1	N/A
2. Perform within scope of practice and standard of care for a medical assistant	5	4	3	2	1	N/A
3. Apply HIPAA rules in regard to privacy/release of information	5	4	3	2	1	N/A
5. Incorporate the Patient's Bill of Rights into personal practice	5	4	3	2	1	N/A
6. Complete an incident report, or explain how one would be completed.	5	4	3	2	1	N/A
7. Document accurately in the patient record	5	4	3	2	1	N/A
8. Apply local, state and federal health care legislation and regulation appropriate to the medical assisting practice setting	5	4	3	2	1	N/A
Medical Law and Ethics – Ethical Considerations – Psychomotor Domain						
1. Report illegal and/or unsafe activities and behaviors that affect health, safety and welfare of others to proper authorities	5	4	3	2	1	N/A
2. Develop a plan for separation of personal and professional ethics	5	4	3	2	1	N/A
Safety and Emergency Practices – Protective Practices – Psychomotor Domain						
1. Comply with safety signs, symbols and labels	5	4	3	2	1	N/A
2. Evaluate the work environment to identify safe vs. unsafe working conditions	5	4	3	2	1	N/A
3. Develop a personal (patient and employee) and/or environmental safety plan	5	4	3	2	1	N/A
4. Demonstrate proper use of eyewash, fire extinguishers, and sharps disposal containers.	5	4	3	2	1	N/A
5. Participate in a mock environmental exposure event with documentation of steps taken	5	4	3	2	1	N/A
6. Explain an evacuation plan for a physician's office	5	4	3	2	1	N/A
7. Demonstrate methods of fire prevention in the healthcare setting	5	4	3	2	1	N/A
8. Maintain provider/professional level CPR certification	5	4	3	2	1	N/A
9. Perform first aid procedures	5	4	3	2	1	N/A
10. Use proper body mechanics	5	4	3	2	1	N/A
11. Maintain a current list of community resources for emergency preparedness	5	4	3	2	1	N/A
Affective Domain						
1. Apply critical thinking skills in performing patient assessment and care	5	4	3	2	1	N/A
2. Use language/verbal skills that enable patients' understanding	5	4	3	2	1	N/A
3. Verify ordered doses/dosages prior to administration	5	4	3	2	1	N/A
4. Distinguish between normal and abnormal test results	5	4	3	2	1	N/A
5. Demonstrate empathy in communicating with patients, family and staff	5	4	3	2	1	N/A
6. Apply active listening skills	5	4	3	2	1	N/A
7. Use appropriate body language and other nonverbal skills in communicating with patients, family and staff	5	4	3	2	1	N/A
8. Demonstrate sensitivity appropriate to the message being delivered	5	4	3	2	1	N/A
9. Demonstrate sensitivity in communicating with both providers and patients	5	4	3	2	1	N/A
10. Display sensitivity to patient rights and feelings in collecting specimens	5	4	3	2	1	N/A
11. Demonstrate recognition of the patient's level of understanding in communications	5	4	3	2	1	N/A
12. Recognize and protect personal boundaries in communicating with others	5	4	3	2	1	N/A

13. Demonstrate respect for diversity in approaching patients and families in providing patient care	5	4	3	2	1	N/A
14. Demonstrate respect for individual diversity, incorporating awareness of one's own biases in areas including gender, race, religion, age and economic status	5	4	3	2	1	N/A
15. Apply ethical behaviors, including honesty/integrity in performance of medical assisting practice	5	4	3	2	1	N/A
16. Examine the impact personal ethics and morals may have on the individual's practice	5	4	3	2	1	N/A
17. Demonstrate awareness of the consequences of not working within the legal scope of practice	5	4	3	2	1	N/A
18. Recognize the importance of local, state and federal legislation and regulations in the practice setting	5	4	3	2	1	N/A
19. Work with physician to achieve the maximum reimbursement	5	4	3	2	1	N/A
20. Demonstrate assertive communication with managed care and/or insurance providers	5	4	3	2	1	N/A
21. Communicate in language the patient can understand regarding managed care and insurance plans	5	4	3	2	1	N/A
22. Demonstrate sensitivity and professionalism in handling accounts receivable activities with clients	5	4	3	2	1	N/A
23. Consider staff needs and limitations in establishment of a filing system	5	4	3	2	1	N/A
24. Implement time management principles to maintain effective office function	5	4	3	2	1	N/A
25. Explain the rationale for performance of a procedure to the patient	5	4	3	2	1	N/A
26. Show awareness of patients' concerns regarding their perceptions related to the procedure being performed	5	4	3	2	1	N/A

Comments: _____

Signature(s) of individual(s) completing this evaluation _____

Credentials & Title _____

Date _____