



**Butte County Career Technical Education Center
Regional Occupational Program
MEDICAL ASSISTANT**



Personal Characteristics & Requirements

Thank you for your interest in the Butte County Career Technical Education Center (CTEC) ROP Medical Assistant program.

Medical Assistants and Medical Assistant students must be able to perform specific essential functions with or without reasonable accommodation.

- Communicate information and ideas verbally so others will understand
- Listen and understand information and ideas presented verbally and in writing
- See details at close range and at a distance and see clearly enough to read hand-written and computer generated communications
- Stand on your feet for long periods of time and quickly and repeatedly bend, stretch, twist and reach
- Lift objects up to 25 lbs.
- Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
- Choose the right mathematical methods or formulas to solve a problem
- Shift back and forth between two or more activities or sources of information (such as speech, sounds, touch or other sources)
- Apply safety and infection control standards learned in the program to maintain a safe and clean environment for patients and self
- Interact appropriately with patients, physicians, peers and supervisors
- Maintain 80% or higher on all coursework
- Miss no more than 3 class/community classroom days

ROP students are required to wear uniforms and appropriate safety apparel and meet industry/business standard grooming requirements including, nail, hair, makeup, hygiene, body-odor, tattoo and piercing. The ROP dress code prohibits visible tattoos and facial piercing.

As an applicant to this program, I acknowledge that I have read and understand the essential job qualifications and am capable of performing the skills and abilities outlined in this document with or without accommodation. I understand that my status as a student in this program depends on my continued ability to successfully demonstrate these skills and abilities.