

Davis School District
School-To-Careers
Work-Based Learning

STUDENT INTERNSHIP SKILLS LIST
Job Title: Medical Assistant/Family Practice

Student Name: _____ Business: _____

Transferable Job Skills: *A number of workplace skills are necessary in all career fields. These skills (listed below) should be observed and practiced at all student internship sites. Mentors will evaluate interns on transferable job skills each term.*

- Work Habits and Attitudes
- Technical Skills
- Thinking and Problem Solving Skills
- Communication Competencies
- Interpersonal Effectiveness
- Quality of Work Accomplished
- Dependability & Punctuality
- Appearance and Grooming

Specific Job Skills: *This list is designed to help you learn important skills during your internship period. The column on the left will designate various procedures used in your internship. Each time you observe or participate in a procedure, record the date.*

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Answer phone calls		
Blood count test (CBC)		
Blood sugar test		
Call backs		
Call in medications		
Draw blood		
Ear irrigation		
File		
Fill out lab forms		
Give a urine dip stick test		
Injections		
Kindergarten physicals		
Measure babies height		
Minor surgery		
Nebulizer treatment		
Oximeter		
Physical examinations		
Place patients in rooms		
Put dictations into charts		
Record patients history		
Set up rooms		

Stitches		
Strep test		
Synagis shot		
Take temperature		
Take blood pressure		
Take patients weight and height		
TB test		
Vision test		
Washing wounds		
Do hearing test		
Well baby checks		
Secondary insurance		
Type labels		
Fill out diagnostic charts		
Mail insurance forms		
Stuff envelopes		
Label and spin blood		
Spin QBC and give to nurses		
Mole removal		
Wart removal/freezing		
Xray procedures		

Supervisor Signature _____

Date _____