

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

STUDENT INTERNSHIP SKILLS LIST
Job Title: Medical Assistant

Student Name: _____ Business: **Utah Cardiology**

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
Blood pressure		
EKG/treadmill test		
Fill out P.T. papers		
Fill out patient charts		
Hook up holter & event monitors		
IV assist		
Mail in prescriptions		
Patient visit		
Put charts together		
P.T. tests		
Pull and file charts		
Stress and thalum test		
Take weight & height		
Take pulse		

Supervisor Signature _____

Date _____