

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

STUDENT INTERNSHIP SKILLS LIST
Job Title: Medical Assistant

Student Name: _____ Business: **Thoracic ICU/ LDS Hospital**

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
Ambulate patients		
Art lines		
Assist patients in feeding		
Balloon pump operation		
Check monitors		
Chest tube placement		
Chart vitals		
Clean rooms		
Change beds		
Dialysis		
Draw blood		
Draw labs		
Debridement of wound/dressing change		
Dopler test		
Difibulator EKG strips		

Supervisor Signature _____

Date _____

PROCEDURE OR SKILL	DATE OBSERVED	DATE PARTICIPATED
Extubation of patient		
Feeding tube		
Patient bath		
Put meds away		
Read vitals		
Respiratory tube placement		
Rounds		
Speak with patients		
Suctioning		
Stock carts		
Take radical line out		
Tube in head		