

BOSTON REED
Clinical Medical Assistant Program

SKILLS COMPETENCY ASSESSMENT

Module #5, Textbook Pg.# 404: **CLEAN WOUND AREAS**

Student's Name: _____

Date: _____

OBJECTIVE: Provided with all the necessary equipment and supplies, demonstrate cleaning a wound area, following procedure steps using standard precautions.

STANDARD PROCAUTIONS: Hand washing and gloves.

- Assemble equipment and materials.
- Wash Hands and put on gloves.
- Grasp Gauze sponges.
- Dip gauze into cleaning solution.
- Wash wound and wounded area to remove microorganisms and any foreign matter.
- Avoid further injury to wound.
- Work from inner to outer area 2 to 3 inches beyond wound.
- Irrigate wound thoroughly with cleansing solution.
- Blot wound dry with sterile gauze.
- Cover wound with dry sterile gauze.
- Instruct patient to call physician immediately if evidence of infection develops.
- Clean work area. Place all used material and gloves in biohazard waste receptacle.
- Wash Hands.
- Record and initial procedure in patients chart.

BOSTON REED
Clinical Medical Assistant
Clinical Midterm Scoring Sheet

Name: _____ Date: _____

Score: _____ Examiner: _____
(Must have score of 80% or better to pass)

Evaluate the following components:

1. Vital Signs – 30/40 points required to pass: **Score:** _____

BP within 6mm Hg S/D	_____	10 pts
HR within 6 beats	_____	10 pts
RR +/- 4	_____	10 pts
Timeframe < 5 minutes	_____	10 pts

2. Sterile Gloving – 10/10 points required to pass **Score:** _____

3. Other Skills – 32/40 points required to pass **Score:** _____
At random, choose 2 additional skills for the student to demonstrate.

Skill 1 _____ 20 points

Skill 2 _____ 20 points

4. Medical Assisting Skills – 8/10 points required to pass. **Score:** _____
Skills to be demonstrated throughout examination.

Customer Service	_____	1 pt
Communication Skills	_____	1 pt
Organizational Skills	_____	1 pt
Priority Setting	_____	1 pt
Time Management	_____	1 pt
Visual Assessment	_____	1 pt
Recognizing Abnormals	_____	1 pt
Patient Teaching	_____	1 pt
Interpreting MD orders	_____	1 pt
Ability to ask / answer questions	_____	1 pt

Name: _____
 City: _____
 Date: _____

Medication: In Class Assignment (MOD. #9)

Directions: You are to look up one of the following medications and answer the following information while in class today.

The meds you may look up, choose **ONE** of these: *Rocephin, Macrobid, Penicillin, or Bactrim DS.* Should you have any questions, please ask.

Turn this in by the end of class tonight.

My question:	Where to look:	What your answer is:
What type of medication is this?	<i>Classification/Category</i>	
What is this drug used for (in general)? (give no more than 2 examples)	<i>Action/Therapeutic effect/uses/Indications</i>	
Give an example of the SAFE range for dosage (you must include route of administration: PO, ID, SQ, IM, IV)	<i>Administration & Dosage</i>	
List one side effect and one contra indication	<i>Adverse reactions/Interactions/ Cautions/ Contraindications</i>	
List two patient education issues.	<i>Patient consideration/ Patient teaching</i>	

NOTICE OF PRIVACY PRACTICES

Effective April 14, 2003

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT PATIENTS MAY BE USED AND DISCLOSED

The purpose of this notice is to provide you with information on Boston Reed's information protection practices in accordance with the Health Insurance Portability and Accountability Act (HIPAA). The "HIPAA Privacy Rule" guarantees certain privacy rights to individuals.

Boston Reed students will abide by the terms of this notice currently in effect by maintaining the privacy of personal information. You will be provided with notice of our legal duties and privacy practices with respects to Protected Health Information.

Confidentiality: You are required to maintain confidentiality of patient information in accordance with state and federal law. No student will have access to or have the right to review any medical record, except where necessary in the regular course of the clinical program. The discussion, transmission or narration in any form by students of any patient information obtained in the regular course of the clinical program is forbidden except as permitted by law.

Definitions

Business Associate

A person or entity that uses Protected Health Information to perform a function or activity on behalf of an agency.

Protected Health Information

Information relating to a patient's past, present or future health or condition, the provision of health care to a patient, or payment for the provision of health care to a patient.

Protected Health Information includes, but is not limited to:

- Patient name, address and phone number
- Social Security number
- Service date
- Diagnosis information
- Billing records
- Services rendered

Authorization: Agencies may use and disclose Protected Health Information for purposes of treatment & health care operations. Any other uses or disclosure require a specific authorization by the patient or his or her representative. The authorization must be written in plain language and there are specific requirements for its content. For an authorization to be valid, it must contain required information, must not have expired and must be completely filled out.

Agencies can use and disclose Protected Health Information without a person's authorization when necessary for:

- coordination of specific treatment
- disclosure to health insurance carrier to the extent permitted by law
- payment
- health care operations
- as required or permitted by law

Protected Health Information will only be disclosed to Business Associates who have agreed in writing to maintain the privacy of Protected Health Information as required by law.

**Use or Disclosure
Required or
Permitted by Law**

Use or disclosure of Protected Health Information to the extent that the law requires the use or disclosure:

- *Public Health:* For public health activities or as required by the public health authority.
- *Health Oversight:* To a health oversight agency for activities such as audits, investigations and inspections. Oversight agencies are government agencies that oversee the health care system, government benefit programs, government regulatory programs and civil rights laws.
- *Legal Proceedings:* In response to an order of a court administrative tribunal, a subpoena, discovery request or other lawful process.
- *Law Enforcement:* For law enforcement purposes, including:
 - legal process or as otherwise required by law;
 - limited information requests for identifications and location
 - use or disclosure related to a victim of a crime;
 - suspicion that death has occurred as a result of criminal conduct;
 - in a medical emergency where it is likely that a crime has occurred.
- *Criminal Activity:* As requested by law enforcement, if the use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.

Persons are able to request restrictions on the use and disclosure of their Protected Health Information. If the request prevents an agency from providing service to said persons, the request can be denied.

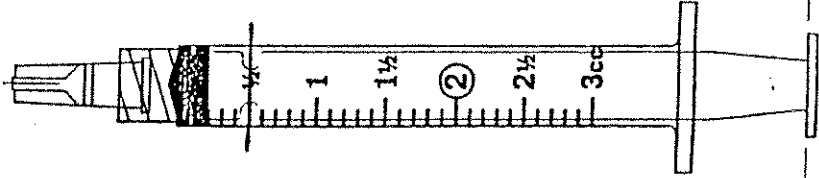
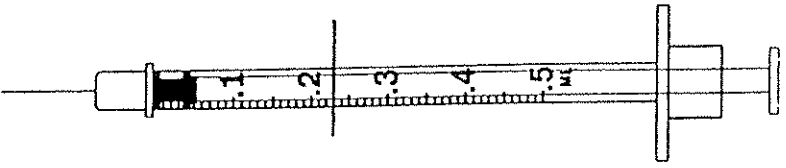
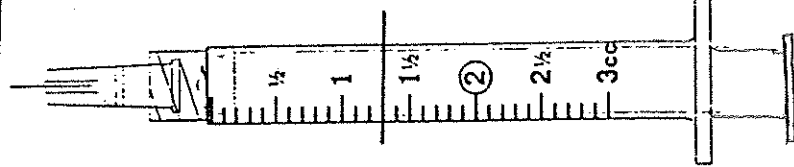
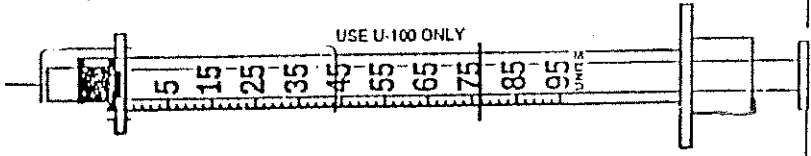
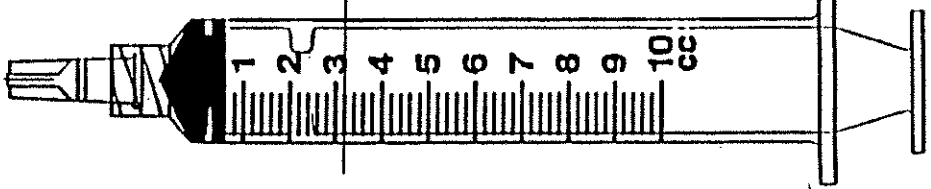
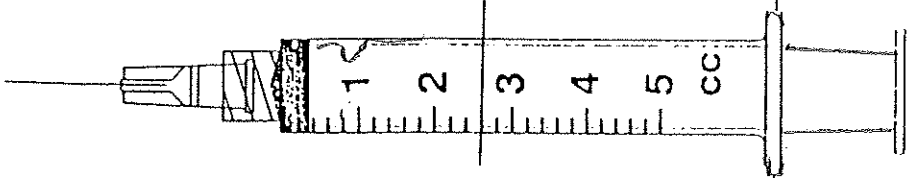
CONFIDENTIALITY ISSUES

DIRECTIONS: Answer each statement as TRUE or FALSE

- ____ 1. You should not ask a patient why he/she is being seen in the hallway.
- ____ 2. It is not appropriate to ask a patient why he is being seen while you are obtaining his/her weight at the scale in the hallway.
- ____ 3. You may not discuss a patient's case with another Medical Assistant unless that MA is *directly involved with the patient's care*.
- ____ 4. The only appropriate place to discuss a patient's health care in the office is behind closed doors.
- ____ 5. Violating a patient's right to confidentiality issues can become a legal matter.
- ____ 6. Confidentiality of patient records are a part of a federal law known as HIPAA.

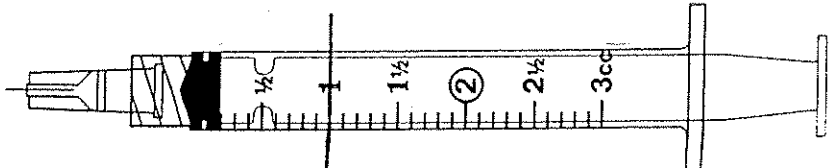
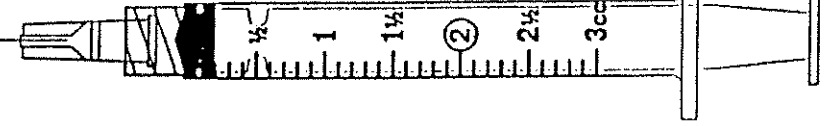
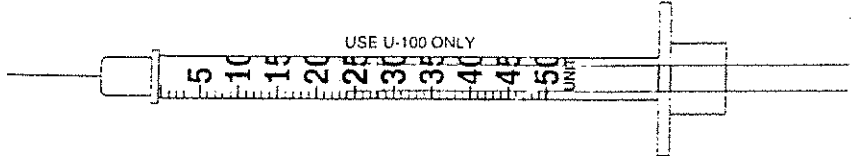
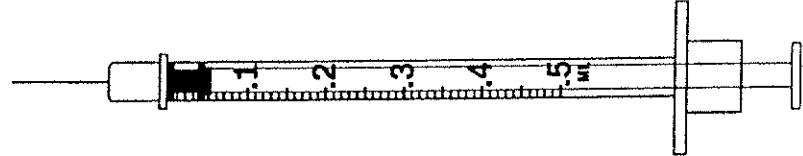
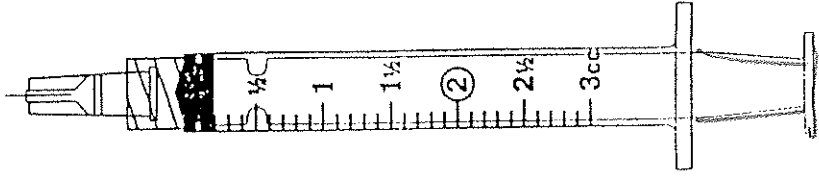
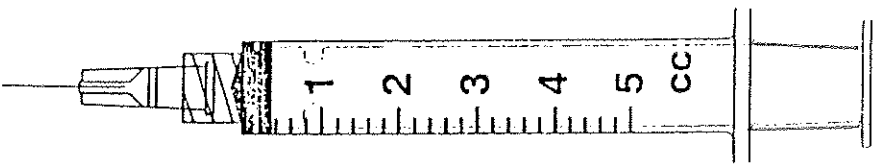
SYRINGE CALIBRATIONS

DIRECTIONS: Write the dosage that is indicated for each syringe below. Your answers must be precise and correctly labeled (i.e. 1 cc; 1/2 ml; 3 units) or the answer will be incorrect (20 Points)

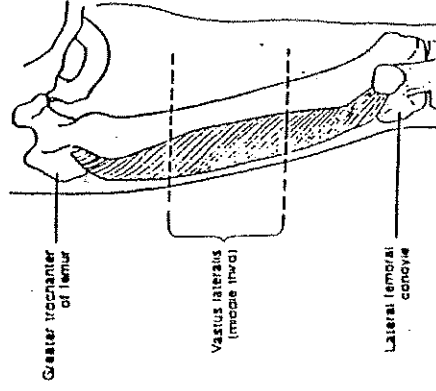
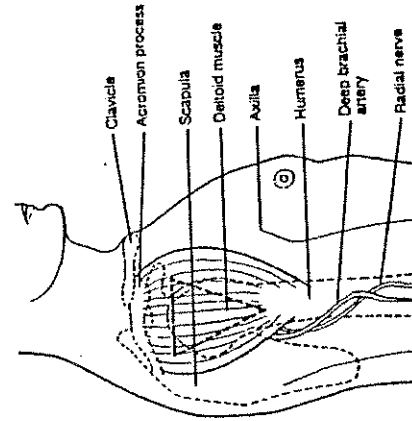
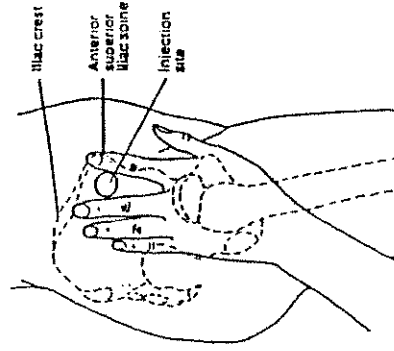
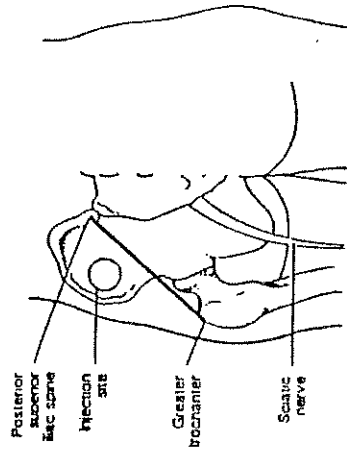
EXAMPLE ANSWER: 1/2 CC	#1 ANSWER:	#2 ANSWER:	#3 ANSWER:	#4 ANSWER:	#5 ANSWER:
					

SYRINGE CALIBRATIONS

DIRECTIONS: Mark the dosage that is indicated for each syringe. USE A RULER to mark your answers (20 Points)

EXAMPLE	#1	#2	#3	#4	#5
1 cc	2.6 ml	17 units	0.36 cc	0.7 cc	1.4 ml
					

IDENTIFICATION OF INJECTION SITES (By Picture)



Addendum to Workbook (MOD. #11) Achieving Skill Competency

Name: _____ Date: _____

Performing a Urine Pregnancy Test		
Objective: To accurately perform a Urine Pregnancy Test (OSOM Brand)		
Procedure	Performed	Comments
1. Washed hands.		
2. Assembled all equipment and supplies.		
3. Obtained urine sample from patient		
4. Used pipette to add three drops of urine to the sample well.		
5. Accurately read test results:		
Positive test results can be read as soon as the red line appears (1-2 minutes). Positive results are indicated by one blue line in the result window and one red line in the control window. This is a positive result and the sample contains hCG.		
Confirm negative test results in 5 minutes. Negative test results are no blue line in the result window but one red line in the control window. This is a negative result and the sample contains no detectable hCG. Do not read results after 10 minutes.		
6. Discarded testing equipment in biohazard waste bag.		
7. Washed hands.		
8. Recorded results.		

Pregnancy Tests

Pregnancy tests are used when pregnancy is suspected. Pregnancy tests may also be used to rule out pregnancy before prescribing birth control pills, X-ray studies, certain antibiotics or other drugs, and for females who are to undergo surgery.

Pregnancy testing is based on detection of human chorionic gonadotropin (hCG), a hormone secreted by the placenta that can be detected in the serum or urine of pregnant women as early as five days after conception. During pregnancy, hCG levels peak at about eight weeks, then drop to lower but detectable levels for the remainder of the pregnancy.

A positive reaction to any pregnancy test does not necessarily indicate a normal pregnancy. Detection of hCG can also indicate such abnormal conditions such as an ectopic pregnancy, a developing hydatidiform mole of the uterus or cancer of the lung, stomach, pancreas, colon or breast.

For quality control, kits must be stored and used at the temperature directed by the manufacturer. Most kits contain built-in control; however, appropriate positive and negative urine controls must always be run with patient specimens. Kits must not be used after expiration date. Manufacturer's instructions must be rigorously followed for the particular test used.

Precautions for Pregnancy Testing

1. Use a clean container for collection of the specimen. Disposable containers are preferred. Detergent residue on nondisposable containers may interfere with test results.
2. The first-voided morning urine has the highest concentration of hCG and is the preferred specimen. If this is not available, a urine specimen with a specific gravity of at least 1.010 is acceptable.
3. If the specimen cannot be tested immediately, it may be stored at 36-46 degrees Fahrenheit for up to twenty-four hours. Both urine and serum specimens may be used with some test kits; other kits use only one or the other.
4. Allow refrigerated urine specimens and test reagents to come to room temperature before testing.

MATH HOMEWORK (MOD. # 12)



Instructor: Boston Reed Company

Name: _____

Class: _____

Score: _____

Date: _____

Complete each question before checking the answers. Correct your work, then re-do the problems you missed until you get them right.

1. _____ MD Order: MedX 1.5g PO. On Hand: MedX 750mg tabs. How many tablets will you give?
2. _____ MD Order: MedX 1.5g IM. On Hand: MedX 500mg/cc. How many mg do you give? How many cc's do you draw up? _____
3. _____ MD Order: MedK 25mg PO. On Hand: MedK 10mg tabs. How many tablets do you give?
4. _____ MD Order: MedA 3g PO. On Hand: MedA 750mg tabs. How many tablets do you give?
5. _____ MD Order: MedK elixer 125mg PO. On Hand: MedK elixer 25mg/5cc. How many cc's do you give?
6. _____ MD Order: MedA elixer 1g PO. On Hand: MedA elixer 200mg/3cc. How many cc's do you give?
7. _____ MD Order: MedX 60mg IM. On Hand: MedX 100mg/cc. How many cc's do you inject?
8. _____ MD Order: ZMed 650mg. On Hand: ZMed 325mg. How many tablets do you give?
9. _____ MD Order: KrZMED 2g PO. On Hand: KrZMED 500mg tablets. How many tablets do you give?
10. _____ MD Order: MedQ 1500mg PO. On Hand: MedQ 1g tablets. How many tablets do you give?
11. _____ Mr. Smith weighs 180 pounds. MD Order: MedX 5mg/kg PO. How many kg's does Mr. Smith weigh? How many mg of MedX is Mr Smith going to receive? (you may round off to the nearest kg) _____
12. _____ Mr. Jones weighs 240 pounds. MD Order: MedX 2mg/kg. How many kg's does Mr. Jones weigh? How many mg of MedX is Mr. Smith going to receive? _____

Answers are on the back.

MATH HOMEWORK ANSWERS

1. 2 Tablets
2. 1500mg; 3cc's
3. 2 ½ Tablets
4. 4 Tablets
5. 25 cc's
6. 15 cc's
7. 0.60 cc's
8. 2 tablets
9. 4 Tablets
10. 1 ½ Tablets
11. 82kg; 410mg
12. 109kg; 218mg

Math Homework #2 (MOD. #14)



Instructor: _____

Name: _____

Class: MA _____

Date: _____

This is a take home math test. This is due one week from the date given. Please complete all work. You may use a calculator or do the work long hand. If you do the work long hand I require you show all work and turn it in with this assignment. You may correct your own work as you go. All answers are attached. Good luck.

1. _____ The doctor has ordered for Mrs. Vartan to receive Rocephin 1/2G IM before she leaves the office. You go to prepare the medicine and find available a vial that says Rocephin 1000mg/cc. How many cc's do you inject? _____
2. _____ Johnny is 9 years old and weighs 88 pounds. The doctor has ordered ABX 15mg/kg IM now. You have available ABX 400mg/ml. How many Kg's does Johnny weigh? _____ How many cc's do you give? _____
3. _____ MD Order: MedQ liquid 500mg PO now. On Hand: MEDQ 125mg/5cc. How many cc's do you give? _____
4. _____ MD Order: MedK 2500mg PO now. On Hand: MedK 1gm scored tablets. How many do you give? _____
5. _____ MD Order: MedX concentrate 225mg PO now. On Hand: MedX conc. 75mg/2cc. How many cc's do you give? _____
6. _____ What is 90% of 1000? _____
7. _____ What is 45% of 180? _____
8. _____ $1 \frac{5}{8}$ divided by $\frac{9}{10}$ = _____
9. _____ $5 \frac{3}{4}$ divided by $2 \frac{2}{3}$ = _____
10. _____ MD Order: MedT elixer 90mg PO now. On Hand: MedT elixer 30mg/tsp. How many Teaspoons do you give? _____ How many Tablespoons is that? _____ How many cc's is that? _____

Answers for Math Homework #2

1. $\frac{1}{2}$ cc
2. 40Kg, 1.5cc's
3. 20cc's
4. $2\frac{1}{2}$ tablets
5. 6cc's
6. 900
7. 81
8. $1\frac{29}{36}$
9. $2\frac{5}{32}$
10. 3tsp, 1TBSP, 15cc's.

Student Name: _____

Lab Activity Sheet (MOD. #15)

	Assigned Task <small>All of these tasks must be observed by partner... have them read along in the skills book to help you in your practice.</small>	Student initials when completed	Signature of partner or student used as the patient
1	DSD -wash hands before & after, observe sterile field, glove when ready to touch the patient		
2	Oral meds. Remember: 3 checks of medication, √ expiration date, √ allergies, wash hands, verify patient, know what your are giving.		
3	Minimum of <u>2</u> ID injections - Remember: 3 checks of medication, √ expiration date, √ allergies, wash hands, gloves, verify patient, provide for privacy, stabilize needle, do not aspirate, dispose of sharps, wash hands again.		
4	Minimum of <u>2</u> SQ injections - Remember: 3 checks of medication, √ expiration date, √ allergies, wash hands, gloves, verify patient, provide for privacy, stabilize needle, <u>aspirate</u> , dispose of sharps, wash hands again.		
5	Minimum of <u>2</u> IM - injections . Remember: 3 checks of medication, √ expiration date, √ allergies, wash hands, gloves, verify patient, provide for privacy, stabilize needle, <u>aspirate</u> , dispose of sharps, wash hands again.		
6	Neuro check. Look for PEARL (Pupils equal and reactive to light) If not make a note of the abnormality on the back of this form.		
7	Gown-Mask-Glove Have partner observe and correct		
8	Sterile Gloves - Have partner observe and correct-follow in skills book		
9	Take and record Ht & Wt on 2 people. Compare your results with your partners.		

Ht#1		Wt#1		Ht#2		Wt#2	
Partner results		Partner results		Partner results		Partner results	

1 0	Laceration Tray/ surgical assist. Trays are out for viewing. See pp.79-87 skill book		
1 1	Instruct partner in Self Breast exam		
1 2	Instruct partner in Self Testicular Exam		

Assigned Task All of these tasks must be observed by partner...have them read along in the skills book to help you in your practice					Student initials when completed	Signature of partner or student used as the patient	
1 3	Take tympanic temperatures on yourself and then on 2 other people.						
Temp Self		Temp #1		Temp #2			
1 4	Apical Pulse on 2 people. Compare results with your partner.						
	AP # 1		AP # 2				
	Partner's results		Partner's results				
1 5	Electronic BP on 2 people.						
	BP # 1		BP # 2				
1 6	Determine Chief Complaint- Have <u>2 people</u> make up a chief complaint. You must determine the complaint and document on a separate piece of paper- be brief and use medical terminology where appropriate.						
1 7	Full vital signs on 6 different people. Have your partner time you & you time your partner <u>3 minutes or less</u> for each! Do comparison VS to check for accuracy.						
V S	Patient Name	T oral	P	R	BP manual	Your initials/ - partner initials	Patient Signature
1 -						You-	
						Partner-	
2						You-	
						Partner-	
3						You-	
						Partner-	
4						You-	
						Partner-	
5						You-	
						Partner-	
6						You-	
						Partner-	