

SIMTICS

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SIMTICS Medical Assisting Module Outlines

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Administer Intramuscular Injections

Description

This procedure teaches you how to prepare for, perform, and document the safe and correct administration of an intramuscular injection.

Learning Objectives

- Describe pre-procedure considerations for administering an intramuscular injection.
- Describe and demonstrate the preparation for administering an intramuscular injection.
- Describe and demonstrate suitable injection sites for intramuscular injections.
- Describe and demonstrate appropriate needle and syringe selection for intramuscular injections.
- Describe and demonstrate correct preparation of the medication to be injected.
- Describe and demonstrate methods for reducing patient discomfort.
- Describe and demonstrate safe and correct administration of intramuscular injections using the deltoid, vastus lateralis, and dorsogluteal sites.
- Describe and demonstrate needle and blood safety.
- Understand and apply the correct post-procedure considerations.
- Define and demonstrate correct documentation.
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Understand and apply the appropriate drug safety guidelines (seven rights).
- Define and use related medical terminology.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Choose and inspect the injection site

Step 2.1 - Select site

Step 2.1.1 - Deltoid

Step 2.1.2 - Vastus lateralis

Step 2.1.3 - Dorsogluteal

Step 2.1.4 - Ventrogluteal

Step 2.2 - Position the patient

Step 2.3 - Inspect the intended site

Step 3 - Clean the injection site

Step 4 - Administer the intramuscular injection

Step 4.1 - Standard technique

Step 4.2 - Z-track technique

Step 5 - Apply the dressing

Step 6 - Complete the procedure

Administer Subcutaneous Injections

Description

This procedure teaches you how to prepare for, perform, and document the safe and correct administration of a subcutaneous injection.

Learning Objectives

- Describe pre-procedure considerations for administering a subcutaneous injection.
- Describe and demonstrate the preparation for administering a subcutaneous injection.
- Describe and demonstrate needle and blood safety.
- Describe and demonstrate suitable injection sites for subcutaneous injections.
- Discuss the appropriate needle and syringe sizes for subcutaneous injection.
- Describe and demonstrate the preparation of the substance to be injected.
- Describe and demonstrate safe and correct administration of a subcutaneous injection.
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Understand and apply drug administration safety guidelines (seven rights).
- Understand correct post-procedure considerations.
- Describe and demonstrate correct documentation.
- Define and demonstrate correct recording and reporting procedures.
- Define and use related medical terminology.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Choose and inspect the injection site

Step 2.1 - Select a site

Step 2.1.1 - Upper arm

Step 2.1.2 - Anterolateral thigh

Step 2.1.3 - Abdomen

Step 2.2 - Position the patient

Step 2.3 - Inspect the intended injection site

Step 3 - Clean the site

Step 4 - Administer the subcutaneous injection

Step 5 - Apply the dressing

Step 6 - Complete the procedure

Administer Intradermal Injections

Description

This procedure teaches you how to prepare for, perform, and document the safe and correct administration of an intradermal injection.

Learning Objectives

- Describe pre-procedure considerations for administering intradermal injections.
- Describe and demonstrate the preparation necessary for administering intradermal injections.
- Describe and demonstrate needle and blood safety.
- Describe and demonstrate appropriate needle and syringe selection for an intradermal injection.
- Describe and demonstrate the preparation of the medication to be injected intradermally.
- Describe and demonstrate suitable injection sites for intradermal injections.
- Describe and demonstrate safe and correct administration of an intradermal injection.
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Understand and apply drug administration safety guidelines (seven rights).
- Understand correct post-procedure considerations.
- Describe and demonstrate correct recording and reporting procedures.
- Define and use related medical terminology.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1. Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Choose and inspect the injection site

Step 2.1 - Select a site

Step 2.1.1 - Anterior forearm

Step 2.1.2 - Upper chest

Step 2.1.3 - Upper back

Step 2.2 - Position the patient

Step 2.3 - Inspect the intended injection site

Step 3 - Clean the site

Step 4 - Administer the intradermal injection

Step 5 - Complete the procedure

Obtain Adult Vital Signs

Description

This procedure teaches you how to prepare for, perform, and assess adult vital signs.

Learning Objectives

- Describe pre-procedure considerations for measurement of vital signs.
- Describe and demonstrate the preparation for taking an adult's vital signs.
- Define normal values for adult vital signs, including average body temperatures, pulse rates, respiratory rates, and blood pressures.
- Understand and explain factors that affect body temperature and blood pressure.
- Describe and demonstrate how to take a patient's oral, aural, and axillary temperatures accurately.
- Describe and demonstrate how to obtain apical and radial pulse rate, volume, and rhythm accurately.
- Describe and demonstrate how to take a respiration rate accurately.
- Describe and demonstrate how to take blood pressure accurately and differentiate the Korotkoff phases.
- Know the correct post-procedure considerations.
- Define and demonstrate correct recording and reporting procedures.
- Define and use related medical terminology.
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Obtain the patient's temperature

Step 2.1 - Oral temperature

Step 2.2 - Aural temperature

Step 2.3 - Axillary temperature

Step 3 - Obtain the patient's pulse

Step 3.1 - Apical pulse

Step 3.2 - Radial pulse

Step 4 - Obtain respiratory rates

Step 5 - Obtain blood pressure

Step 5.1 - Select an arm and cuff

Step 5.2 - Position the cuff

Step 5.3 - Estimate the systolic pressure

Step 5.4 - Obtain blood pressure

Step 5.5 - Complete the blood pressure reading

Step 5.6 - Automatic blood pressure cuff

Step 6 - Obtain oxygen saturation level using pulse oximetry

Step 7 - Complete the procedure

Obtain Pediatric Vital Signs

Description

This procedure teaches you how to prepare for, perform, and assess pediatric vital signs.

Learning Objectives

- Describe pre-procedure considerations for taking pediatric vital signs.
- Describe and demonstrate the preparation for taking pediatric vital signs.
- Define normal values for pediatric vital signs, including average body temperature, pulse rates, respiratory rates, and blood pressure.
- Understand and describe factors that affect body temperature, pulse rates, respiration rates, and blood pressure.
- Describe and demonstrate how to:
 - o take pediatric aural and axillary temperature accurately
 - o obtain pediatric apical and brachial pulse rate, volume, and rhythm accurately.
 - o obtain pediatric respiration rate accurately
 - o obtain an accurate pediatric blood pressure reading and how to differentiate the Korotkoff phases.
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Define and demonstrate correct recording and reporting.
- Define and use related medical terminology.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

Table of Contents

Step 1 - Preparation

- Step 1.1 - Equipment preparation
- Step 1.2 - Medical assistant preparation
- Step 1.3 - Patient preparation

Step 2 - Obtain the child's temperature

- Step 2.1 - Temporal temperature
- Step 2.2 - Aural temperature
- Step 2.3 - Axillary temperature
- Step 2.4 - Rectal temperature

Step 3 - Obtain the child's pulse

- Step 3.1 - Apical pulse
- Step 3.2 - Brachial pulse

Step 4 - Obtain the child's respiratory rate

Step 5 - Obtain the child's blood pressure

- Step 5.1 - Select an arm and cuff
- Step 5.2 - Position the cuff
- Step 5.3 - Estimate the systolic pressure
- Step 5.4 - Obtain the blood pressure
- Step 5.5 - Complete the blood pressure reading
- Step 5.6 - Automatic blood pressure cuff

Step 6 - Obtain oxygen saturation level using pulse oximetry

Step 7 - Complete the procedure

Pediatric Assessment (Infant)

Description

This procedure teaches you how to prepare for and perform a pediatric assessment of an infant.

Learning Objectives

- Describe pre-procedure considerations related to this procedure.
- Describe and demonstrate the preparation for this procedure.
- Describe and demonstrate approaches for interacting with the infant and the parent/caregiver.
- Describe and demonstrate how to measure an infant's head circumference, length, and weight accurately.
- Describe growth charts and their purpose.
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Understand correct post-procedure considerations.
- Define and demonstrate correct documentation and plotting on growth charts.
- Describe and demonstrate how to convert imperial to metric measurements and vice-versa.
- Define and use related medical terminology.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

Table of Contents

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Measure the infant's head circumference

Step 3 - Measure the infant's weight

Step 3.1 - Using a balance scale

Step 3.2 - Using an electronic scale

Step 4 - Measure the infant's length

Step 4.1 - Using a pediatric measuring table or mat

Step 4.2 - Using the examination table

Step 5 - Complete the procedure

Perform Skin Prep for Minor Surgical Procedures

Description

This procedure teaches you how to prepare for and perform skin prep for minor surgical procedures.

Learning Objectives

- Understand the purpose and importance of pre-surgery skin preparation.
- Describe pre-procedure considerations for pre-surgery skin preparation.
- Describe and demonstrate how to prepare for the procedure.
- Describe and demonstrate the procedure of skin preparation.
- Describe the correct post-procedure considerations.
- Define and demonstrate correct recording and reporting.
- Define and use related medical terminology.
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.1.1 - Prepare the room

Step 1.1.2 - Assemble the equipment

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Expose the skin

Step 3 - Scrub the skin

Step 3.1 - Remove body hair, if required

Step 3.2 - Repeat the skin scrub

Step 4 - Paint the skin with antiseptic solution

Step 5 - Complete the skin preparation

Prepare for Minor Surgical Procedures

Description

This procedure teaches you how to prepare for minor surgical procedures, and correctly open and add required sterile instruments to the surgical instrument pack, while using a sterile technique.

Learning Objectives

- Describe the pre-procedure considerations for Prepare for Minor Surgical Procedures.
- Describe and demonstrate the process for opening a sterile pack and creating a sterile field.
- Describe and demonstrate the process for transferring sterile instruments.
- Describe and demonstrate the process for pouring sterile solution onto a sterile field.
- Describe and demonstrate correct post-procedure considerations.
- Define and demonstrate correct recording and reporting procedures.
- Define and use related medical terminology.
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Open a sterile pack and create a sterile field

Step 3 - Transfer sterile instruments using forceps

Step 4 - Pour sterile solution onto a sterile field

Step 5 - Complete the setup

Assist with Minor Surgical Procedures

Description

This procedure teaches you how to prepare for, and safely assist with, minor surgical procedures.

Learning Objectives

- Describe pre-procedure considerations for preparing for, and assisting with, surgical procedures.
- Describe and demonstrate the preparation for minor surgical procedures.
- Understand and apply the principles of an aseptic technique.
- Describe common minor surgical procedures and specify the role of the medical assistant in those.
- Describe and demonstrate how to maintain a sterile field during minor surgical procedures.
- Describe and demonstrate how to assist effectively and correctly with minor surgical procedures.
- Describe and demonstrate how to apply a dressing after a minor surgical procedure.
- Describe and demonstrate correct post-procedure considerations.
- Define and demonstrate correct recording and reporting procedures.
- Define and use related medical terminology.
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Drape the surgical site

Step 2.1 - Drape the site with a fenestrated drape

Step 2.2 - Drape the site with square drapes

Step 3 - Assist during administration of anesthetic

Step 4 - Assist during surgery

Step 4.1 - Assist when surgery commences

Step 4.2 - Assist during surgery

Step 4.3 - Assist with completion of the surgery

Step 5 - Apply a dressing

Step 6 - Complete the procedure

Perform Suture Removal

Description

This procedure teaches you how to prepare for and perform suture removal.

Learning Objectives

- Describe pre-procedure considerations for suture removal.
- Describe and demonstrate the preparation for suture removal.
- Describe and demonstrate sterile technique.
- Describe different suture types and the appropriate situations for their use.
- Describe and demonstrate suture removal.
- Describe wound healing.
- Describe and demonstrate wound care.
- Describe and demonstrate correct post-procedure considerations.
- Define and demonstrate correct recording and reporting procedures.
- Define and use related medical terminology.
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Expose the wound

Step 2.1 - Position the patient

Step 2.2 - Medical assistant position

Step 3 - Inspect the suture line

Step 4 - Remove the sutures

Step 5 - Apply the dressing

Step 6 - Complete the procedure

Perform ECG (EKG) and Interpret

Description

This procedure teaches you how to prepare for, perform and interpret a 12-lead electrocardiogram (ECG or EKG).

Learning Objectives

- Describe pre-procedure considerations for performing an ECG.
- Describe and demonstrate the preparation for performing an ECG.
- Describe the basic electrophysiology of the heart.
- Describe and explain the electrical heart views and properties of a 12-lead ECG.
- Describe and demonstrate how to perform an accurate 12-lead ECG.
- Identify tracings of a normal cardiac condition and common arrhythmias.
- Identify and explain ECG artifacts, and how to resolve them.
- Describe stress testing and Holter monitoring.
- Know the correct post-procedure considerations.
- Define and use related medical terminology.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Clean the sites

Step 3 - Apply and attach the electrodes

Step 3.1 - Place the electrodes on the extremities

Step 3.2 - Place the precordial electrodes on the chest

Step 3.3 - Connect the lead wires

Step 4 - Record the ECG

Step 5 - Analyze the 12-lead ECG

Step 5.1 - Assess the heart rate

Step 5.1.1 - The 6-second ECG count

Step 5.1.2 - The small square count

Step 5.1.3 - The large square count

Step 5.2 - Assess the rhythm

Step 5.2.1 - Assess the atrial rhythm

Step 5.2.2 - Assess the ventricular rhythm

Step 5.3 - Examine the PQRST complex

Step 5.3.1 - Assess the P wave

Step 5.3.2 - Assess the intervals

Step 5.3.3 - Assess the wave and segment appearance

Step 5.4 - Common abnormal ECG recordings

Step 5.4.1 - Sinus arrhythmias

Step 5.4.2 - Atrial arrhythmias

Step 5.4.3 - Junctional arrhythmia

- Step 5.4.4 - Ventricular arrhythmia
- Step 5.4.5 - AV blocks
- Step 5.4.6 - Biochemical arrhythmias
- Step 5.4.7 - Pacemaker systems
- Step 5.4.8 - Myocardial infarction

Step 6 - Complete the procedure

Step 7 - Stress testing and Holter monitoring

Step 7.1 - Stress testing

Step 7.2 - Holter monitoring

Irrigate the Eye and Instill Eye Medication

Description

This procedure teaches you how to prepare for and perform both irrigation of the eye, and instill eye medication.

Learning Objectives

- Describe pre-procedure considerations for eye irrigation and for instillation of medication into an eye.
- Describe and demonstrate the preparation for eye irrigation and for instillation of medication into an eye.
- Describe and demonstrate how to perform safe and correct eye irrigation.
- Describe and demonstrate how to instill medication safely into a patient's eye.
- Understand and apply drug administration safety guidelines (seven rights).
- Describe and demonstrate correct post-procedure considerations.
- Define and demonstrate correct recording and reporting.
- Define and use related medical terminology.
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Position the patient

Step 2.1 - Eye irrigation

Step 2.2 - Medication instillation

Step 3 - Irrigate the eye

Step 3.1 - Clean the eye

Step 3.2 - Prepare the solution for eye irrigation

Step 3.2.1 - Pre-packaged dispenser

Step 3.2.2 - Stock solution

Step 3.2.3 - Pre-packaged bag of solution

Step 3.3 - Irrigate the eye

Step 4 - Instill eye medication

Step 4.1 - Prepare the medication for eye instillation

Step 4.2 - Instill the medication

Step 5 - Complete the procedure

Irrigate the Ear and Instill Ear Medication

Description

This procedure teaches you how to prepare for and perform irrigation of the ear, and instill ear medication.

Learning Objectives

- Describe pre-procedure considerations for irrigating patient's ears and instilling medication.
- Describe and demonstrate the preparation for ear irrigation and for instillation of medication into an ear.
- Describe and demonstrate how to perform safe ear irrigation.
- Describe and demonstrate how to instill medication safely into a patient's ear.
- Understand and apply drug administration safety guidelines (seven rights).
- Describe and demonstrate correct post-procedure considerations.
- Define and demonstrate correct recording and reporting procedures.
- Define and use related medical terminology.
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Position the patient

Step 2.1 - Ear irrigation

Step 2.2 - Medication instillation

Step 3 - Irrigate the ear

Step 3.1 - Prepare the ear for irrigation

Step 3.2 - Irrigate the ear

Step 4 - Instill ear medication

Step 4.1 - Prepare the medication for ear instillation

Step 4.2 - Instill the medication

Step 5 - Complete the procedure

Perform Capillary Puncture and Hematology Testing

Description

This procedure teaches you how to prepare for, perform, and document safe and correct techniques using capillary puncture for blood glucose, hematocrit, and cholesterol testing.

Learning Objectives

- Describe pre-procedure considerations for capillary puncture and hematology testing.
- Describe and demonstrate the preparation for capillary puncture.
- Describe laboratory safety according to OSHA guidelines.
- Describe and demonstrate correct identification of the collection site.
- Describe and demonstrate the correct technique for performing capillary puncture and collection.
- Identify and demonstrate the use of different collection tubes.
- Describe and demonstrate how to perform and read a microhematocrit test.
- Describe and demonstrate how to perform and read a blood glucose test.
- Describe and demonstrate how to perform and read a total cholesterol test.
- Describe correct post-procedure considerations.
- Describe correct recording and reporting procedures.
- Define and use related medical terminology.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

Table of Contents

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Identify the appropriate collection site

Step 3 - Clean the site

Step 4 - Obtain the blood sample

Step 4.1 - Puncture the collection site

Step 4.2 - Capillary tube collection

Step 4.3 - Microtainer tube collection

Step 4.4 - Point of care testing strip collection

Step 5 - Prepare the sample for transport

Step 5.1 - Transporting capillary tubes

Step 5.2 - Transporting microtainer tubes

Step 6 - Apply the dressing

Step 7 - Microhematocrit measurement

Step 7.1 - Prepare the samples

Step 7.2 - Read the measurement

Step 7.2.1 - Using a centrifuge with a built-in microhematocrit reader

Step 7.2.2 - Using a centrifuge without a built-in microhematocrit reader

Step 8 - Blood glucose level assessment

Step 9 - Total cholesterol level assessment

Step 10 - Complete the procedure

Obtain Swabs for Culture

Description

This procedure teaches you how to prepare and obtain swabs for culture from the back of the throat and wound.

Learning Objectives

- Describe pre-procedure considerations for obtaining a wound or throat swab.
- Describe and demonstrate the preparation for obtaining a wound or throat swab.
- Identify signs of wound infection.
- Describe and demonstrate how to collect a wound specimen safely and correctly by swabbing or aspirating.
- Describe and demonstrate correct post-procedure considerations.
- Define and demonstrate correct recording and reporting.
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Define and use related medical terminology.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Obtain a throat swab

Step 3 - Obtain a wound specimen

Step 3.1 - Inspect the wound

Step 3.2 - Obtain a wound swab

Step 3.3 - Obtain a wound aspirate

Step 3.4 - Clean the wound

Step 4 - Complete the procedure

Perform Venipuncture

Description

This procedure teaches you how to prepare for, perform, and document safe and correct methods for blood collection, using a variety of venipuncture techniques.

Learning Objectives

- Describe pre-procedure considerations.
- Describe and demonstrate the preparation for venipuncture.
- Describe and demonstrate laboratory safety according to Occupational Safety and Health Administration (OSHA) guidelines
- Describe and demonstrate correct identification of the venipuncture site.
- Describe and demonstrate three different methods of blood collection.
- Identify and demonstrate the use of different collection tubes.
- List and describe the proper order of draws in venipuncture blood collection.
- Describe and demonstrate the correct post-procedure considerations.
- Define and demonstrate correct recording and reporting procedures.
- Define and use related medical terminology.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.1.1 - Syringe collection technique

Step 1.1.2 - Vacuum collection technique

Step 1.1.3 - Winged (butterfly) collection technique

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 1.3.1 - Position the patient

Step 2 - Identify the appropriate collection site

Step 2.1 - Expose the intended puncture site

Step 2.2 - Apply the tourniquet

Step 2.3 - Palpate the vein

Step 3 - Clean the site

Step 4 - Obtain the blood sample

Step 4.1 - Syringe and butterfly collection technique

Step 4.2 - Evacuated tube collection technique

Step 5 - Prepare the blood sample

Step 5.1 - Prepare blood-collection tubes

Step 6 - Apply the dressing

Step 7 - Complete the procedure

Administer Nebulizer Treatment and Assess Peak Flow

Description

This procedure teaches you how to prepare for and administer nebulizer treatment and assess peak flow.

Learning Objectives

- Describe pre-procedure considerations for administering nebulizer treatment and assessing peak flow.
- Describe and demonstrate the preparation for administering nebulizer treatment and assessing peak flow.
- Describe and demonstrate how to perform a peak flow test.
- Describe and demonstrate how to perform nebulizer treatment.
- Describe and demonstrate how to perform a spirometric test.
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Understand and apply the seven rights of drug administration.
- Describe and demonstrate the correct post-procedure considerations.
- Define and demonstrate correct recording and reporting procedures.
- Define and use related medical terminology.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.1.1 - Peak flow meter

Step 1.1.2 - Nebulizer

Step 1.1.3 - Spirometer

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Perform a peak flow meter test

Step 2.1 - Instruction on technique

Step 2.2 - Perform the test

Step 3 - Administer nebulizer treatment

Step 3.1 - Assess the patient

Step 3.2 - Prepare the medication

Step 3.3 - Position the patient

Step 3.4 - Commence treatment

Step 4 - Perform a spirometric test

Step 4.1 - Obtain vital signs, height, and weight

Step 4.2 - Position the patient

Step 4.3 - Practice the maneuver

Step 4.4 - Perform the forced volume capacity test

Step 5 - Complete the procedure

Assist with Pap Smear and Breast Examination

Description

This procedure teaches you how to prepare for, and assist with, a routine breast examination and Pap smear.

Learning Objectives

- Describe pre-procedure considerations related to this procedure
- Describe and demonstrate correct equipment set up for a Pap smear test
- Describe and demonstrate the correct patient preparation for a Pap smear test
- Describe and demonstrate the correct specimen preparation for a Pap smear test
- Describe and demonstrate correct labelling of specimen for a Pap smear test
- Describe and demonstrate correct post-procedure considerations
- Define and demonstrate correct recording and reporting
- Define and use related medical terminology
- Understand and apply Occupational Safety and Health Administration (OSHA) guidelines.
- Explain the Patient Privacy Rule (HIPAA), Patient Safety Act, and Patients' Bill of Rights.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Assist the physician with the breast exam

Step 3 - Assist the physician with the pelvic exam and Pap test

Step 3.1 - Standard Pap smear test

Step 3.2 - Liquid-based Pap test

Step 3.3 - Pelvic examination

Step 4 - Complete the procedure

Step 4.1 - Prepare the specimen for the laboratory

Step 4.2 - Complete the documentation

Obtain Patient History

Description

A patient history is a record of a patient's medical past, including previous illnesses, surgeries, and vaccinations, as well as information about the patient's current state of health. A key responsibility of a medical assistant is to take patient history. In this module, students will learn how to obtain and document needed information for patient history, and how to use therapeutic communication techniques to gather the needed information.

Learning Objectives

- Demonstrate therapeutic communication feedback techniques to obtain information when gathering patient history.
- Obtain and document patient history.
- Respond to nonverbal communication while iterating with the patient.
- Demonstrate correct documentation of the patient's record using the SOAP format.

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Introduction

Step 1 - Preparation

 Step 1.1 - Equipment preparation

 Step 1.2 - Medical assistant preparation

 Step 1.3 - Patient preparation

Step 2 - Procedure

Step 3 - Complete the documentation

Patient Positioning

Description

Medical assistants will assist the physician by placing patients in various positions to ensure the examination will be at the comfort of the patient, while also allowing the best access for the physician. In this module, students will learn proper body mechanics in patient positioning and identify the basic principles in gowning, positioning, and draping a patient for an examination.

Learning Objectives

- Identify verbal and nonverbal communication when interacting with patients.
- Identify the medical assistant's role in preparing the patient for examination.
- Demonstrate proper body mechanics in patient positioning.
- Demonstrate the basic principles in gowning, positioning, and draping a patient for examination.
- Demonstrate therapeutic communication feedback techniques when positioning a patient for an examination.

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Introduction

Step 1 - Preparation

Step 1.1 - Equipment preparation

Step 1.2 - Medical assistant preparation

Step 1.3 - Patient preparation

Step 2 - Begin positioning

Step 2.1 - Fowler's position

Step 2.2 - Semi-Fowler's position

Step 2.3 - Supine position

Step 2.4 - Dorsal recumbent position

Step 2.5 - Lithotomy position

Step 2.6 - Sims' (lateral) position

Step 2.7 - Prone position

Step 3 - Complete the documentation

Handling Medical Emergencies

Description

The medical assistant plays an important role in the handling of medical emergencies, since they are often the first point of contact in the medical office. It is the responsibility of the medical assistant to be aware and knowledgeable of certain kinds of emergency care performed in the medical office. Proper training in medical emergencies can often save a patient's life or prevent irreversible outcomes. In this module, students will learn about various types of medical emergencies and the techniques for how to properly handle the same.

Learning Objectives

- Identify a medical emergency.
- Respond to verbal and nonverbal cues in recognizing a medical emergency.
- Explain the steps involved in preparing and responding to various medical emergencies.
- Demonstrate the proper actions and techniques to provide care and assistance in medical emergency situations.
- Provide proficient documentation of the incident and the actions taken.

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Step 1 - Respiratory distress/Anaphylaxis

Step 2 - Cardiac distress (angina/myocardial infarction)

Step 3 - Wound care

Electronic Health Records

The electronic health record is a digital record of a patient's health history and is vital in providing high-quality patient care, as well as improved workflow processes between physicians and other providers. An important role of the medical assistant is to be proficient in accurately recording patient demographic and clinical data in the electronic health record, as the information will be used for proper billing and reimbursement, tracking of patient health history, and for compliance in the medical facility. In this module, students will learn the clinical importance of those duties.

Learning Objectives

- Understand the history and current use of patient health records, their importance to an individual's health, and their contribution to the healthcare team.
- Become familiar with the content of a typical electronic health record (EHR).
- Explain the documents in the health record.
- Describe the basic functions and advanced clinical decision support features of EHR software.
- Describe advantages and disadvantages of EHR systems.
- Identify various professional organizations aimed at promoting the use of EHR systems.

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Step 1 - Front-office preparation

Step 1.1 - Preparing to welcome patients

Step 1.2 - Preparing patient and office forms

Step 1.3 - Preparing patient and office communication

Step 2 - Back-office preparation

Step 2.1 - Reviewing information

Step 2.2 - Welcoming the patient to the room

Step 2.3 - Entering vitals and patient interview

Step 3 - Checkout procedures

Step 3.1 - Initial checkout procedures

Step 4 - Complete the procedure

MA Comprehensive Review Modules

These modules contain collections of simulation scenarios and quiz questions from related modules, and are designed for students to review what they have learned from the other modules listed in this document.

Please do not use these on their own. They do not contain the text, video and anatomy that the students need in order to learn the procedures that the simulations and quizzes will test them on.

There are 6 of these comprehensive review modules for MA and another two related to the Medical Lab Tests bundle:

1. MA Comprehensive Review: Injections – contains simulations and quizzes (only) from:
 - Administer Intradermal Injections
 - Administer Intramuscular Injections
 - Administer Subcutaneous Injections

2. MA Comprehensive Review: Surgical Procedures – contains simulations and quizzes (only) from:
 - Prepare for Minor Surgical Procedures
 - Perform Skin Prep for Minor Surgical Procedures
 - Assist with Minor Surgical Procedures
 - Assist with Suture Removal

3. MA Comprehensive Review: Screening Procedures – contains simulations and quizzes (only) from:
 - Assist with Pap Smear
 - Obtain Adult Vital Signs
 - Obtain Pediatric Vital Signs
 - Pediatric Assessment (Infant)

4. MA Comprehensive Review: Administering Medication – contains simulations and quizzes (only) from:
 - Irrigate the Eye and Instill Eye Medication
 - Irrigate the Eye and Instill Ear Medication
 - Administer Nebulizer Treatment and Assess Peak Flow

5. MA Comprehensive Review: Vascular/General Procedures – contains simulations and quizzes (only) from:
 - Perform Venipuncture
 - Perform Capillary Puncture and Hematology Testing
 - Perform and Interpret ECG
 - Obtain Swabs for Culture

6. MA Comprehensive Quiz Review
 - Contains quiz questions only, randomly selected from **all 18** MA modules in this document.

7. MLT Comprehensive Review: All lab tests - Contains simulations and quizzes (only) from:
 - Perform Urinalysis
 - Perform Rapid Mono Test
 - Perform Rapid Strep Test
 - randomly selected the Medical Lab Test module bundle

8. Comprehensive Quiz Review for MA and MLT
 - Contains quiz questions only, randomly selected from **all 18** MA modules in the base clinical suite and the Medical Lab Test module bundle.

At the current time we do not have Comprehensive Review modules for the MA Extension bundle or the Professional Skills bundle (details of those bundles on next page).

Note: Add-on Bundles

These bundles can be purchased as add-ons to extend the Medical Assisting suite.

Medical Lab Tests Bundle - 3 modules

- Perform Rapid Infectious Mononucleosis Test
- Perform Rapid Strep Test
- Perform Routine Clinical Urinalysis Test

Professional Skills Bundle – 4 modules

- Communication
- Teamwork and Conflict Management
- Time Management
- Ethics

Basic Life Support Bundle – 3 modules

- Perform Basic Life Support (BLS) on an Adult
- Perform Basic Life Support (BLS) on a Child
- Perform Basic Life Support (BLS) on an Infant