

Procedures Clinical Setting II
MDCA 1417.001 TR
Fall 2023

COURSE SYLLABUS

Instructor: ***Karen Pitts, BAAS, AAS, CMA (AAMA)***
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Course Description

This course places emphasis on patient assessment, examination, and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures and other treatments appropriate for the medical office.

We will also assess Pharmacology Psychomotor Competencies MDCA 1348 in this course.

Prerequisite:

MDCA 1317 Procedures in a Clinical Setting I

Required Texts:

Kinn's The Medical Assistant An Applied Learning Approach 14th ed., Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver

Kinn's The Medical Assistant An Applied Learning Approach 14th ed. Study Guide and Procedural Checklist Manual, Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver

Publisher: Elsevier

ISBN Number: 978-0-323-58126-4, 978-0-323-60869-5

Student Learning Outcomes:

1. On entry-level skills students will demonstrate the cognitive and psychomotor ability to perform medical office procedures for patient assessment, examination, and treatment as directed by a physician.

2. On entry-level skills students will demonstrate the cognitive and psychomotor ability to perform medical office procedures for collection and documentation of patient information.
3. On entry level skills students will demonstrate the cognitive and the psychomotor ability to perform medical office procedures for office clinical procedures, and other treatments appropriate for the medical office.
4. Basic understanding and performance of electrocardiography

Cognitive Competencies:

- II.C.3.a/b – Identify normal and abnormal results as reported in graphs and tables
- III.C.3.a/b – Identify the following as practiced within an ambulatory care setting: medical asepsis, surgical asepsis
- III.C.4 – Identify methods of controlling the growth of microorganisms
- XII.C.7.a/b – Identify principles of body mechanics and ergonomics

Psychomotor competencies:

I.P.11.a/b/c/d/e – Collect specimens and perform: CLIA waived hematology test, CLIA waived chemistry test, CLIA waived urinalysis, CLIA waived immunology test, CLIA waived microbiology test

- I.P.2.a/d – Electrocardiography and pulmonary function testing
- I.P.3 – Perform patient screening following established protocol
- I.P.8 – Instruct and prepare a patient for a procedure or a treatment
- II.P.3 – Document on a growth chart
- III.P.1 – Participate in bloodborne pathogen training
- III.P.4 – Prepare items for autoclaving
- III.P.5 – Perform sterilization procedures
- III.P.6 – Prepare a sterile field
- III.P.7 – Perform within a sterile field
- III.P.8 – Perform wound care
- III.P.9 – Perform dressing change
- III.P.10.a/b - Demonstrate proper disposal of biohazardous material: sharps and regulated waste
- V.P.2 – Correctly use and pronounce medical terminology in healthcare interactions
- XII.P.1. - Comply with safety practices
- XII.P.3 – Use proper body mechanics
- XII.P.4 – Evaluate an environment to identify unsafe conditions

Affective competencies:

- A.1 – Demonstrate critical thinking skills
- A.2 – Reassure patients
- A.3 – Demonstrate empathy for patients' concerns

Course Policies:

Students are expected to attend and participate in all classes. If you are absent, regardless of the cause, you are still responsible for any course work missed. You are allowed three absences from class. On the fourth absence, your course grade will be reduced one letter grade. Class begins promptly at 8:30am. For every 3 times you are tardy to class, it will be recorded as one absence. Please make sure you arrive on time. Students are responsible for checking their Blackboard Course Messages, Blackboard Announcement Board, NTCC email, and Microsoft Teams for instructor communications. All email contact should be done through your NTCC email per our IT Department.

Drop Policy: The last day to drop with a grade of W is **Tuesday, November 21, 2023.**

Instructional Methods and Tools:

The instructional methods and tools are tied to the course and chapter learning objectives by allowing the student to research, discover, and perform the differing educational exercises in class and within the Sim Chart Learning Platform. This course uses the following tools to aid students in successfully achieving the learning objectives in this course:

1. The Sim Chart Learning Platform will be used for the majority of assignments and procedures related to electronic health records and business practices.
2. Completion of hands-on competencies.
3. Articles, lectures, and powerpoint presentations supplied by the instructor.

Evaluation and Grading Criteria:

Exams will be given throughout the semester and will cover chapter reviews, terminology, and any additional materials given by the instructor during lecture. If there is any alteration in the class calendar, the change will be announced in class. If a student exits the room during an exam, the time will be noted and for every minute the student is out of the room, that number of points will be subtracted from the test score.

In addition, medical assisting students must obtain a passing score on all psychomotor and affective domain objectives (competencies) in the course. CAAHEP accreditation requires 100% of all medical assisting graduates pass 100% of all competencies.

Examinations and Competency Procedures

There will be chapter and multi-chapter examinations and one (1) comprehensive final examination. There will be multiple competency procedure assessments that will count as a test grade. If you are absent the day of a competency procedure check-off, it will

be up to you to contact your instructor to schedule a competency procedure make-up appointment. Failure to schedule a make-up appointment with your instructor will result in a final grade of zero (0) being entered for your competency. ***In addition, medical assisting students must obtain a passing score on all psychomotor and affective domain objectives (competencies) in the course. CAAHEP accreditation requires 100% of all medical assisting graduates pass 100% of all competencies.*** All class examinations are considered to be a major part of the course work upon which a portion of your final grade will be based. If the total average of the chapter exams is below 75%, the student will not qualify to sit for the final examinations. There are NO make-up exams! Class exams are listed on the class calendar. If this calendar must be altered, the change in the schedule will be announced in class. If you have a conflict with the date, you must contact me well in advance of the examination. Failure to do so will result in an examination grade of zero. There is absolutely no make-up exam for the final exam. You must be in attendance to take the final. If you are not able to take the final exam, a grade of 0 will be given for the exam. A grade of zero will be assigned for any missed unannounced quizzes.

Assignments:

All assignments are due on the specified due date. **No late assignments will be accepted.** If you are unable to turn in your assignment on the specified date, you must contact me in advance to make arrangements for submission.

Academic Dishonesty:

Academic dishonesty is considered an act of cheating. Each student has a responsibility to follow the college policies regarding academic dishonesty which are found on page 86 in the Northeast Texas Community College General Catalog. Please see my letter regarding Academic Integrity found on BlackBoard under “START HERE”

Any student in violation of this policy will automatically receive a grade of “0” for that assignment. A second violation will result in suspension from the program.

APA (American Psychological Association) Format: APA is a specific format that is a guideline for every aspect of writing, from determining authorship to constructing a [table](#) to avoiding [plagiarism](#) and constructing accurate reference citations. This format must be adhered to for all writing assignments to avoid plagiarizing your written material. If you are unfamiliar with APA formatting, I have provided an Internet link on the “**START HERE**” page for reference.

Grading Scale:

Discussion Board, Homework/Workbook Assignments/Student Contract	15%
Procedure Competency	25%
Quizzes and Chapter Exams	30%
Final Comprehensive Exams	30%

Grading Scale: The grading scale of all evaluations combined will be as the following

90% - 100%	=	A
89% - 80%	=	B
79% - 75%	=	C
Below 75%	=	F

75% is the minimum passing level of achievement. Any student who receives a final score below 75% will not pass the course. In addition, medical assistant students must obtain a passing score on all psychomotor and affective domain objectives (competencies) in the course. CAAHEP accreditation requires 100% of all medical assisting graduates pass 100% of all competencies.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to: online through the BlackBoard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, BlackBoard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the BlackBoard course site.

ADA Statement

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook or you can contact the Coordinator of Special Populations at 903-434-8202, or visit the website:

<http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1>

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tobacco Use:

The use of tobacco products including smokeless tobacco, smoking tobacco, and any legal smoking preparation is prohibited in all College buildings, enclosed facilities, inner campus, and College owned vehicles.

Tobacco use is prohibited in:

1. All enclosed buildings and facilities, including but not limited to classrooms, offices, food service areas, lavatories and residence halls
2. All exterior areas in the inner campus and parking lots.
3. All college owned vehicles.

Tobacco use is permitted in:

1. Personal vehicles
2. Designated smoking huts on the west side of campus.

CELL PHONES, PAGERS & OTHER ELECTRONIC DEVICES

Classrooms should be free of all unnecessary distractions from the tasks of learning. Therefore, as a general rule, students should silence all personal electronic devices not being used for coursework prior to entering the classroom. Instructional management is a right and a responsibility of the instructor; therefore, policy regarding the use of electronic devices in the classroom may vary depending upon the nature of the course or the guidelines of the instructor. Upon entering the classroom, all cell phones will be placed in vibrate/silent mode.

CLASSROOM COMPUTERS

The computers in the classroom are for course work only. Checking social media sites and other Internet activity not related to educational work is prohibited. Computers are monitored at the discretion of the instructor. Please make sure that you read the Social

Media and Electronic Devices policy found in your MA Program Handbook. **If you are found in violation of this policy, your course grade will be decreased one letter grade for each occurrence.**

LEARNING OBJECTIVES:

Chapter 32 – Assisting in Dermatology

1. Define, spell, and pronounce the terms listed in the vocabulary.
2. Explain the major functions of the skin.
3. Describe the anatomic structures of the skin.
4. Compare various skin lesions and give examples of each.
5. Describe typical integumentary system infections and infestations.
6. Differentiate among various inflammatory and autoimmune integumentary disorders.
7. Recognize thermal and cold injuries to the skin.
8. Compare the characteristics of benign and malignant neoplasms.
9. Do the following relating to benign and malignant neoplasms:
 - Explain the grading and staging of malignant tumors.
 - Conduct patient education on the warning signs of cancer.
 - Describe skin malignancies and their treatment.
 - Define the ABCDE rule for identifying a malignant melanoma.
10. Do the following relating to dermatologic procedures:
 - Discuss how to assist with a dermatologic examination.
 - Summarize allergy testing procedures.
 - Describe the diagnosis and treatment of allergies.
11. Explain dermatologic procedures performed in the ambulatory care setting.
12. Discuss the medical assistant's role in patient education, in addition to legal and ethical issues that would apply to a dermatology practice.

Chapter 34 Assisting in Gastroenterology

1. Define, spell, and pronounce the terms listed in the vocabulary.
2. Describe the primary functions of the GI system.
3. Identify the anatomic structures that make up the GI system and describe the physiology of each.
4. Differentiate among the abdominal quadrants and regions.
5. Summarize the typical symptoms and characteristics of GI complaints and perform telephone screening for patients with GI complaints.
6. Distinguish among cancers of the GI tract.
7. List common esophageal and gastric disorders; also, describe the signs and symptoms, diagnostic tests, and treatments of each.
8. List intestinal disorders; also, describe the signs and symptoms, diagnostic tests, and treatments of each.
9. Do the following related to diseases of the liver and gallbladder:
 - Classify disorders of the liver and gallbladder, and list the signs and symptoms, diagnostic tests, and treatments for each.
 - Describe the similarities and differences among the various forms of infectious viral hepatitis.
10. Summarize the medical assistant's role in the GI examination.
11. Do the following when it comes to assisting with gastroenterology diagnostic procedures:
 - Explain the common diagnostic procedures for the GI system.
 - Demonstrate the procedure for assisting with an endoscopic colon examination.
 - Perform the procedural steps for assisting with the collection of a fecal specimen.
12. Describe the medical assistant's role in the proctologic examination.

13. Describe patient education, in addition to legal and ethical issues, related to assisting in gastroenterology.

Chapter 41 Assisting in Urology and Male Reproduction

1. Define, spell, and pronounce the terms listed in the vocabulary.
2. Describe the anatomy and physiology of the urinary system.
3. Do the following related to disorders of the urinary system:
 - Explain the susceptibility of the urinary system to diseases and disorders.
 - Identify the primary signs and symptoms of urinary problems.
 - Detail common diagnostic procedures of the urinary system.
4. Discuss the causative factors of urinary incontinence, in addition to the various treatments and medications used to treat it.
5. Compare and contrast infections and inflammations of the urinary tract.
6. Describe urinary tract disorders and cancers.
7. Summarize the causes of renal failure and how it is treated.
8. Summarize the typical pediatric urologic disorders.
9. Describe the anatomy and physiology of the male reproductive system.
10. Determine the causes and effects of prostate disorders.
11. Outline common types of genital pathologic conditions in men, and perform patient education for the testicular self-examination.
12. Analyze the effects of sexually transmitted infections in men and summarize the characteristics of HIV infection, including diagnostic criteria and treatment protocols.
13. Describe the medical assistant's role in urologic and male reproductive examinations.
14. Discuss patient education, legal and ethical issues, and HIPAA applications in the urology practice.

Chapter 42 Assisting in Obstetrics and Gynecology

1. Define, spell, and pronounce the terms listed in the vocabulary.
2. Explain the anatomy and physiology of the female reproductive system.
3. Trace the ovum through the three phases of menstruation.
4. Compare and contrast current contraceptive methods.
5. Summarize menstrual disorders and conditions.
6. Distinguish among different types of gynecologic infections.
7. Do the following related to benign and malignant tumors of the female reproductive system:
 - Differentiate between benign and malignant neoplasms of the female reproductive system.
 - Prepare for and assist with the female examination, including obtaining a Papanicolaou (Pap) test.
 - Demonstrate patient preparation for a loop electrosurgical excision procedure (LEEP).
 - Teach the patient the technique for a breast self-examination.
8. Compare the positional disorders of the pelvic region.
9. Summarize the process of pregnancy and parturition.
10. Describe the common complications of pregnancy.
11. Specify the signs, symptoms, and treatments of conditions related to menopause.
12. Outline the medical assistant's role in gynecologic and reproductive examinations and demonstrate how to assist with a prenatal examination.
13. Distinguish among diagnostic tests that may be done to evaluate the female reproductive system.
14. Summarize patient education guidelines for obstetric patients, in addition to legal and ethical implications in a gynecology practice.

Chapter 43 Assisting in Pediatrics

1. Define, spell, and pronounce the terms listed in the vocabulary.

2. Describe childhood growth patterns.
3. Summarize the important features of the Denver II Developmental Screening Test.
4. Discuss developmental patterns and therapeutic approaches for pediatric patients.
5. Identify four different growth and development theories.
6. Consider the implications of postpartum depression.
7. Explain common pediatric gastrointestinal disorders, in addition to failure to thrive and obesity.
8. Describe disorders of the respiratory system in children.
9. Distinguish among pediatric infectious diseases.
10. Recognize the etiologic factors and signs and symptoms of the two primary pediatric inherited disorders.
11. Summarize the immunizations recommended for children by the Centers for Disease Control and Prevention (CDC).
12. Demonstrate how to document immunizations and maintain accurate immunization records.
13. Compare a well-child examination with a sick-child examination.
14. Outline the medical assistant's role in pediatric procedures.
15. Measure the circumference of an infant's head.
16. Obtain accurate length and weight measurements, and plot pediatric growth patterns.
17. Accurately measure pediatric vital signs, and perform vision screening.
18. Correctly apply a pediatric urine collection device.
19. Describe the characteristics and needs of the adolescent patient.
20. Specify child safety guidelines for injury prevention, and explain the management of suspected child abuse, neglect, or exploitation.
21. Summarize patient education guidelines for pediatric patients.
22. Discuss the legal and ethical implications in a pediatric practice.

Chapter 35 Assisting in Orthopedics and Rheumatology

1. Define, spell, and pronounce the terms listed in the vocabulary.
2. Describe the principal anatomic structures of the musculoskeletal system and their functions.
3. Differentiate among tendons, bursae, and ligaments.
4. Summarize the major muscular disorders.
5. Identify and describe the common types of fractures.
6. Explain the difference between osteomalacia and osteoporosis.
7. Classify typical spinal column disorders.
8. Differentiate among the various joint disorders.
9. Summarize the medical assistant's role in assisting with orthopedic procedures.
10. Explain the common diagnostic procedures used in orthopedics.
11. Discuss therapeutic modalities used in orthopedic medicine.
12. Apply cold therapy to an injury.
13. Discuss various heat treatments and assist with hot moist heat application to an orthopedic injury.
14. Discuss therapeutic ultrasonography, massage, exercise, and electrical muscle stimulation.
15. Explain the use of common ambulatory devices, properly fit a patient with crutches, and coach a patient in the correct mechanics of crutch walking.
16. Discuss the management of fractures and prepare for and assist with both the application and removal of a cast.
17. Summarize patient education guidelines for orthopedic patients.
18. Discuss the legal and ethical implications in an orthopedic practice.

Chapter 36 Assisting in Neurology and Chapter 37 Behavioral Health

1. Define, spell, and pronounce the terms listed in the vocabulary.
2. Summarize the anatomy and physiology of the nervous system.

3. Differentiate between the central and peripheral nervous systems.
4. Distinguish among common nervous system diseases and conditions and identify the typical symptoms associated with neurologic disorders.
5. Describe the pathology of cerebrovascular diseases.
6. Identify the various types of epilepsy.
7. Compare and contrast encephalitis and meningitis.
8. Explain the dynamics of brain and spinal cord injuries.
9. Summarize common central nervous system (CNS) and peripheral nervous system (PNS) diseases.
10. Differentiate among common mental health disorders.
11. Analyze the medical assistant's role in the neurologic examination.
12. Explain the common diagnostic procedures for the nervous system.
13. Outline the steps needed to prepare a patient for an electroencephalogram (EEG).
14. Describe the steps for preparing a patient for and assisting with a lumbar puncture.
15. Discuss the implications of patient education in a neurologic and mental health practice.
16. Explain the legal issues and Health Insurance Portability and Accountability Act (HIPAA) applications associated with neurology and mental health.

Chapter 38 Assisting in Endocrinology

1. Define, spell, and pronounce the terms listed in the vocabulary.
2. Summarize the anatomy and physiology of the endocrine system.
3. Explain the mechanism of hormone action.
4. Differentiate among the diseases and disorders of the endocrine system.
5. Describe the diagnostic criteria for diabetes mellitus.
6. Do the following with regard to diabetes mellitus:
 - Compare and contrast pre-diabetes, diabetes type 1, diabetes type 2, and gestational diabetes.
 - Outline the treatment plan and management of the different types of diabetes mellitus.
 - Perform blood glucose screening with a glucometer.
 - Identify the characteristics of hypoglycemia and hyperglycemia.
 - Describe acute and chronic complications associated with diabetes mellitus.
7. Discuss follow-up for patients with diabetes and summarize patient education approaches to diabetes.
8. Discuss legal and ethical issues to consider when caring for patients with endocrine system disorders.

Chapter 40 Assisting in Pulmonary Medicine

1. Define, spell, and pronounce the terms listed in the vocabulary.
2. Describe the organs of the respiratory system and their functions.
3. Explain the process of ventilation.
4. Discuss respiratory system defenses and use correct respiratory system terminology when documenting in the health record.
5. Describe upper respiratory infections (e.g., the common cold, sinusitis, and allergic rhinitis) in addition to lower respiratory infections (e.g., pneumonia).
6. Explain the diagnosis and treatment of tuberculosis.
7. Do the following related to chronic obstructive pulmonary disease:
 - Summarize the disorders associated with chronic obstructive pulmonary disease and their treatments.
 - Teach a patient how to use a peak flow meter.
 - Administer a nebulizer treatment.
 - Detail patient teaching for the use of a metered-dose inhaler.
8. Discuss obstructive sleep apnea, including causes, risk factors, complications, and treatment.
9. Describe the cancers associated with the pulmonary system.

10. Summarize the medical assistant's role in assisting with pulmonary procedures.
11. Distinguish among common diagnostic procedures for the respiratory system; perform a volume capacity spirometry test and pulse oximeter procedure; and collect a sputum sample for culture.
12. Discuss patient education, in addition to legal and ethical issues associated with pulmonary medicine.

Chapter 39 Assisting in Cardiology

1. Define, spell, and pronounce the terms listed in the vocabulary.
2. Explain the anatomy and physiology of the heart and its significant structures.
3. Summarize risk factors for the development of heart disease.
4. Do the following related to coronary artery disease and myocardial infarction:
 - Describe the signs, symptoms, and medical procedures used in the diagnosis and treatment of coronary artery disease and myocardial infarction.
 - Summarize metabolic syndrome and associated risk factors.
 - Explain the signs and symptoms of myocardial infarction in women.
5. Compare and contrast the treatment protocols for hypertension.
6. Outline the causes and results of congestive heart failure.
7. Summarize the effects of inflammation and valve disorders on cardiac function.
8. Describe the anatomy and physiology of the vascular system.
9. Differentiate among the various types of shock.
10. Summarize the characteristics of common vascular disorders.
11. Discuss arterial disorders, including causes, risk factors, and common treatments.
12. Outline typical cardiovascular diagnostic procedures.
13. Describe patient education topics, and legal and ethical issues, for cardiovascular patients.

Chapter 44 Assisting in Geriatrics

1. Define, spell, and pronounce the terms listed in the vocabulary.
2. Do the following related to the aging process:
 - Discuss the impact of a growing aging population on society.
 - Identify the stereotypes and myths associated with aging.
 - Role-play the effect of sensorimotor changes of aging.
3. Do the following related to the cardiovascular, endocrine, gastrointestinal, integumentary, and musculoskeletal body systems:
 - Explain the changes in the anatomy and physiology caused by aging.
 - Summarize the major related diseases and disorders faced by older patients.
4. Do the following related to the nervous system, pulmonary system, sensory organs, urinary system, and reproductive systems:
 - Explain the changes in the anatomy and physiology caused by aging.
 - Summarize the major related diseases and disorders faced by older patients.
 - Describe various screening tools for dementia, depression, and malnutrition in aging adults.
5. Explain the effect of aging on sleep.
6. Differentiate among independent, assisted, and skilled nursing facilities.
7. Summarize the role of the medical assistant in caring for aging patients.
8. Determine the principles of effective communication with older adults.
9. Discuss patient education, as well as legal and ethical issues, associated with aging patients.

Chapter 26 Principles of Electrocardiography

1. Define, spell, and pronounce the terms listed in the vocabulary.
2. Illustrate the electrical conduction system through the heart and discuss the cardiac cycle.

3. Explain the concepts of cardiac polarization, depolarization, and repolarization.
4. Identify the PQRST complex on an electrocardiographic tracing.
5. Summarize the properties of the electrocardiograph and discuss the features of electrocardiograph paper.
6. Describe the electrical views of the heart recorded by the 12-lead electrocardiograph.
7. Discuss the process of recording an electrocardiogram and perform an accurate reading of the electrical activity of the heart.
8. Compare and contrast electrocardiographic artifacts and the probable cause of each.
9. Interpret a typical electrocardiograph tracing.
10. Describe common electrocardiographic arrhythmias.
11. Summarize cardiac diagnostic tests and fit a patient with a Holter monitor.
12. Discuss patient education and the legal and ethical issues involved when performing ECGs.

Chapter 24 Surgical Supplies and Instruments

1. Define, spell, and pronounce the terms listed in the vocabulary.
2. Describe typical solutions and medications used in minor surgical procedures.
3. Summarize methods for identifying surgical instruments used in minor office surgery, and then identify some surgical instruments.
4. Outline the general classifications of surgical instruments.
5. Describe the care and handling of surgical instruments.
6. Identify drapes and different types of sutures and surgical needles.
7. Explain the medical assistant's responsibility to help ease patients' concerns about procedures.

Chapter 25 Surgical Asepsis and Assisting with Surgical Procedures

1. Define, spell, and pronounce the terms listed in the vocabulary.
2. Define the concepts of aseptic technique.
3. Explain the differences between sanitization, disinfection, and sterilization.
4. Summarize tips for improving autoclave techniques; demonstrate how to prepare items for autoclave sterilization.
5. Explain how to wrap materials and discuss the types and uses of sterilization indicators.
6. Summarize the correct methods of loading, operating, and unloading an autoclave.
7. Summarize common minor surgical procedures.
8. Detail the medical assistant's role in minor office surgery.
9. Explain how to perform skin prep for surgery and how to perform a surgical hand scrub.
10. Outline the rules for setting up and maintaining a sterile field; explain how to perform the following procedures related to sterile techniques:
 - Open a sterile pack and create a sterile field.
 - Transfer sterile instruments and pour solutions into a sterile field.
 - Demonstrate how to apply sterile gloves without contaminating them.
11. Discuss how to assist the physician during surgery and demonstrate how to assist with a minor surgical procedure and suturing.
12. Summarize postoperative instructions and explain how to remove sutures and surgical staples.
13. Explain the process of wound healing.
14. Explain how to properly apply dressings and bandages to surgical sites.
15. Conduct patient education in aseptic technique and surgical procedures and discuss the legal and ethical concerns regarding surgical asepsis and infection control.

Procedures:

- Procedure 42-1. Instruct and Prepare a Patient for Procedures and/or Treatments: Assist with the Examination of a Female Patient and Obtain a Smear for a Pap Test (I.P.9)
- Procedure 40-2. Assist the Provider with Patient Care: Perform Volume Capacity Spirometry Testing (I.P.2.d)
- Procedure 26-1. Perform Electrocardiography: Obtain a 12-Lead ECG (I.P.2.a)
- Procedure 49-1. Identify Surgical Instruments (Kinns 13th Ed.)
- Procedure 24-1. Prepare Items for Autoclaving: Wrap Instruments and Supplies for Sterilization in an Autoclave (III.P.4)
- Procedure 24-2. Perform Sterilization Procedures: Operate the Autoclave (III.P.5)
- Procedure 25-1. Perform Skin Prep for Surgery
- Procedure 25-2. Perform Hand washing: Perform a Surgical Hand Scrub(III.P.3)
- Procedure 25-3. Prepare a Sterile Field(III.P.6), Perform within a Sterile Field: Use Transfer Forceps (III.P.7), Perform within a Sterile Field: Pour a Sterile Solution into a Sterile Field(III.P.7)
- Procedure 25-5. Perform within a Sterile Field: Putting on Sterile Gloves (III.P.7)
- Procedure 25-6. Perform within a Sterile Field: Assist with Minor Surgery
- Procedure 50-10. Perform Wound Care: Assist with Suturing (Kinns 13th Ed.)
- Procedure 25-7. Perform Wound Care and a Dressing Change: Apply or Change a Sterile Dressing (III.P.8) (III.P.9)
- Procedure 25-8. Perform Wound Care: Remove Sutures and/or Surgical Staples (III.P.8)
- Procedure 19-1, 19-3. Select Appropriate Barrier/Personal Protective Equipment and Demonstrate Proper Disposal of Bio-hazardous Material: Use Standard Precautions for Sanitizing Instruments and Discarding Bio-hazardous Material (III.P.2) (III.P.10.a) (III.P.10.b) (XII.P.2.c)