

# KCLA-0030 Basic Healthcare Procedures

## Course Description

Provides guidelines to learn about and apply standards of CDC and OSHA in regard to personal safety, asepsis, standard precautions and handling of biohazard wastes. Provides fundamental understanding and skills to obtain vital signs, basic first aid and healthcare provider level CPR.

## Competencies

Upon completion of the course, you will be rated as MC (Mastered Competency) or NM (Not-Mastered Competency) based on your demonstrated ability of the course's established competencies. You will:

- Explain the transmission of disease
- Differentiate aspects of medical asepsis and sterilization
- Perform aseptic techniques and sterilization procedures
- Apply CDC and OSHA guidelines for personal safety
- Obtain accurate vital signs using correct procedures
- Demonstrate first aid techniques
- Demonstrate Healthcare Provider level CPR as defined by the American Heart Association

## Assessment

Within this course you will be completing summative objective assessments and summative performance assessments. These are after Module 3 and then built in at the end of Module 4 and Module 5. The objective tests consists of multiple choice, matching, and ordering questions. The performance assessment will be performance of skills learned and practiced within the course. You must pass American Heart Association assessments with a minimum score of 84% and other course assessments with a minimum score of 80% for objective assessments and 85% for performance assessments before you will be graded with an MC for the course.

## Syllabus and Learning Resources

Read the [KCLA 0030 Syllabus \(Links to an external site.\)](#)[Links to an external site.](#) to understand the expectations for this course. The instructor will go through the syllabus and review the textbook with you on your first day of class. In this course, you will also be able to utilize the learning resources in the evolve website available through the Online Lnk or within the modules under Evolve Student Resources.

- *Kinn's The Clinical Medical Assistant* (text, study guide, procedure checklist manual ISBN: 9780323446464)
- American Heart Association Heartsaver First Aid (Available in the classroom - ask your instructor)
- American Heart Association BLS Provider Manual (Available in the classroom - ask your instructor)
- [Evolve Student Resources Online Link \(Links to an external site.\)](#)[Links to an external site.](#)

**\*NOTE:** Some assignments will require completion of an interactive pdf file. Be sure to download the file from Canvas to your flashdrive and rename and save. Work from this saved file on the flashdrive to complete, resave, and upload.

## Online Communication Policy

This [document \(Links to an external site.\)Links to an external site.](#) provides information of what to anticipate for communication timelines from your instructor and for student participation throughout the course.

## Course Navigation

In the left navigation bar is a Course Tools menu. It provides information about what tools you need for the course, and how to navigate in Canvas. Start the course with the first module below. You can also click on the **Modules** link in the left navigation bar to navigate through the course.

[Module 1](#)   [Module 2](#)   [Module 3](#)   [Summative Assessment Group 1](#)

[Module 4](#)   [Module 5](#)

[Course Image References Available Here](#)

## Module 1 : Introduction to Infection Control

Infection control is an important aspect that needs specific skills and attention by healthcare professionals. Learning to break the cycle in the chain of infection will protect the patients you work with as well as yourself and your family.

### Competencies

- Explain the transmission of disease
- Differentiate aspects of medical asepsis and sterilization

### When you have completed this module you will be able to:

- Define characteristics of pathogenic organisms
- Apply chain of infection processes to healthcare practices
- Apply the major areas included in the OSHA Compliance Guidelines
- Discuss protocols for disposal of potentially infectious materials

## Skills Sheet Module 1

In this module, you will need to download and print the Skills Sheet. This will help you keep track of assignments and assessments that need to be completed in this module. Have your instructor pass off each skill or activity that is required as you work through the module. This is retained in your student file upon completion. You will be doing this for each module.

[Skills Sheet Module 1](#)

The video and reading the chapters in your textbook will provide information that will prepare you to begin your career as a Clinical Lab Assistant by introducing you to the world of healthcare and your place within it.

The learning activities will help you remember the details of the chapter and then you will be able to use the powerpoint to review the highlights. After that you can check your understanding with the Knowledge Check.

## Instructional Activities Chapter 20

1. Read Chapter 20 in the *Kinn's The Clinical Medical Assistant* text.
  2. View the [Infection Control Procedures \(Links to an external site.\)](#)[Links to an external site.](#) video.
  3. View the Elsevier's Medical Assisting Procedure Video clips in [Evolve \(Links to an external site.\)](#)[Links to an external site.](#) to help you prepare for the skills practices.
- Infection Control
    - Participate in Bloodborne Pathogen Training: Use Standard Precautions to Remove Contaminated Gloves and Discard hazardous Material
    - Participate in Bloodborne Pathogen Training: Perform Medical Aseptic Hand Washing

## Practice Chapter 20

Now that you have read the chapter, complete the exercises indicated below in the Study Guide. (Note: Any exercises that ask you to join an outside organization, contact or go to outside facilities can be disregarded). These exercises will help you use the information you learned so that it will be better understood and retained in memory. Use the answer key to self-check your work and correct mistakes you may have made. Have your instructor sign off completion of these exercises on your Skills Sheet.

Complete the following activities to practice what you have just learned. The learning activities will help you remember the details of the chapter.

Complete the Study Guide workbook exercises for Chapter 20.

1. Vocabulary Review
2. Skills and Concepts
3. Case Study
4. Workplace Applications
5. Internet Activity - no reports are required, but explore items #1 (OSHA) and #2 (CDC) for information, #5 [Utah's Reportable Diseases.](#)
6. Check your understanding by using the [self-check answer key.](#)
7. Have your instructor sign off the completed assignments on your Skills Sheet.

## OSHA Standard in Healthcare Settings Training Program

### Healthcare Compliance Pros Website

You will access Healthcare Compliance Pros training to complete this module. This company provides training for many areas in healthcare. You have been introduced to the OSHA Standards for the healthcare setting in your reading in the chapter. That overview will help you as you complete the detailed training module for this important item from Healthcare Compliance Pros.

### Instructions

1. Contact your instructor and provide your email address so that registration for this training can be completed. This must be done before you will have access.

2. Start the training by accessing the [Healthcare Compliance Pros website \(Links to an external site.\)Links to an external site.](#)
  1. Click on 'Client Login' in the top right of the screen.
  2. Enter the email you provided for registration and '*password*' for the access password.
3. Complete the OSHA training program by following it step by step, and complete the test. You must get a minimum score of 80% to pass the test.

**Note: If you have problems with access to the training website, DO NOT contact the company. Instead please contact your instructor.**

As you work through the training:

- Define the expectations for following OSHA guidelines in a healthcare setting.

## OSHA Online Training

Upon successful completion of the training program you will have access to a certificate.

### Instructions

1. Print a copy of the certificate for yourself.
2. Upload an electronic version of the certificate into Canvas for credit for the assignment.
3. Have your instructor sign off the completion on the Skills Sheet.

## Procedure 20-1: Remove Contaminated Gloves and Discard Biohazardous Material

While working in a healthcare environment you must know how to protect yourself and others from potentially infectious materials. One way to do this is the proper use of gloves and another is the proper disposal of other potentially infectious materials (OPIM).

1. Review the steps taken in [Accessibility score: Low Click to improve Procedure 20-1: Remove Contaminated Gloves and Discard Biohazardous Material](#)
2. View the following demonstration videos and reference handouts are to review the steps that will be needed as you practice these skills.

### Demo Videos:

- [Clean Gloves \(Links to an external site.\)Links to an external site.](#)
- [Regulated Medical Waste \(Links to an external site.\)Links to an external site.](#)

### Reference Handouts:

- [Accessibility score: High Click to improve Application and Removal of Clean Disposable Gloves](#)
  - [Accessibility score: Perfect Click to improve Guidelines for Discarding Medical Waste in the Medical Facility](#)
3. Ask your instructor to review the procedure with you in the lab, and complete the procedure with instructor assistance for the first attempt.

4. It is recommended that you practice these skills a minimum of five times on your own. You will be assessed in the Summative Assessment Group 1 for these skills based on the procedure checklist. At that time you will have a total of three (3) attempts to pass with an 85% overall score while not missing any of the critical items (those marked with an \*asterisk).
5. Have your instructor sign off your skills sheet for the Procedure 20-1 demonstration.

## Procedure 20-4: Aseptic Handwash

Medical aseptic technique is critically important for healthcare workers and the patients they encounter. One of the best tools for asepsis is good hand hygiene. This includes the use of hand sanitizer and hand washing. It is important for you to know when each is appropriate and how to perform these skills. You may be thinking that handwashing is a simple task, yet there are specific techniques and time frames you must incorporate into the habits you currently use.

1. Review the steps taken in [Accessibility score: Low Click to improve Procedure 20-4 Aseptic Handwash](#)
2. View the following demonstration videos and reference handouts are to review the steps that will be needed as you practice these skills.

### Demo Videos:

- [Aseptic Handwash \(Links to an external site.\)](#)[Links to an external site.](#)

### Reference Handouts:

- [Accessibility score: High Click to improve Using Hand Sanitizer](#)
  - [Accessibility score: Perfect Click to improve CDC Hand Hygiene Guidelines](#)
3. Ask your instructor to review the procedure with you in the classroom lab, and complete the procedure with instructor assistance for the first attempt. You will be using Glo-germ to help you identify areas that you may miss while handwashing. This substance glows under a black light so you can visualize areas that you have missed. (use only a small amount - approximately 1/8 teaspoon of the powder or 1/2 tsp of the lotion).
  4. It is recommended that you practice these skills a minimum of five times on your own. You will be assessed in the Summative Assessment Group 1 for these skills based on the procedure checklist. At that time you will have a total of three (3) attempts to pass with an 85% overall score while not missing any of the critical items (those marked with an \*asterisk). Use of Glo-germ will be used for the performance assessment and none should be visible under the black light upon completion of the handwash procedure.
  5. Have your instructor sign off your skills sheet for the Procedure 20-4 demonstration.

## Infection Control Spelling List

As a healthcare professional it is important that you develop the ability to correctly spell the sometimes complicated words used in the medical field. Any information that may be put directly into patient's medical records or information sent to colleagues or other facilities must be accurate for reasons of patient care and for legal reasons.

Open the Healthcare [Infection Control Spelling List](#). You will see twenty words (usually part of your vocabulary list in the front of the chapter of your textbook). The first word is the correct spelling of the word and the form that you will be tested on. The second word is a phonetic version of that word. Practice the correct spelling of each word.

When you are ready you must come to the classroom testing area to take the spelling test. Within the test will be a visual display of the phonetic spelling of each of the words on the spelling list, a link that you can click on to hear each word pronounced, and a box in which you will type in the correct spelling of each word.

## Infection Control Spelling Exam- Requires Respondus LockDown Browser

### Instructions

You must come to the classroom testing center to take this Quiz. You will log into the testing computer in Lockdown Browser. An instructor will need to input a code to give you access to the quiz. You will see the phonetic spelling of the words from the Spelling list, have the opportunity to listen to the pronunciation of the word, and then you must type the correctly spelled word into the box. You must get 80% to pass this quiz. You have a total of three attempts. Have your instructor sign off the test score on your Skills Sheet.

### Testing Procedures:

1. Click **Take this Quiz** link.
2. Click the play button to listen to the word, then type that word correctly.
3. When you have answered all the questions, click the **Submit** button. You will be shown your score.

## Summary Chapter 20

View [Chapter 20 slides](#) to review the module information and determine if you need to review any concepts in more detail. This will provide a broad overview of the highlights of the chapter content.

## Knowledge Check Chapter 20

Chapter 20 quiz on Evolve may be used first as a Knowledge Check. This is an optional assignment. You do not need to submit anything for this assignment.

In [Evolve \(Links to an external site.\)](#)Links to an external site., within Student Resources, go to the correct chapter and click on the link. Click on the Chapter review quiz to complete.

## Kinn's Chapter 20 Practice Quiz

### Instructions

This quiz can be taken inside or outside the classroom. It does not require a password. It will not count towards your grade. It is highly recommended that you take it and pass at a minimum of 80% to determine if any content areas need to be reviewed before going to the next module.

Read the questions carefully and choose the best answers.

## Module 2 : Introduction to Sterilization Techniques

Sterilization is a process by which all microscopic pathogenic organisms are destroyed. This process is used in many areas of healthcare - in laboratories to sterilize instruments and destroy pathogens on cultures plates, and in medical offices or hospitals sterilization is common to destroy pathogens on surgical instruments.

## Competencies

- Perform aseptic techniques and sterilization procedures
- Apply CDC and OSHA guidelines for personal safety

### When you have completed this module you will be able to:

- Apply the concepts of medical asepsis
- Apply the concepts of surgical asepsis to the healthcare setting
- Differentiate among sanitization, disinfection, and sterilization procedures
- Demonstrate the correct procedure for sanitizing contaminated instruments
- Perform sterilization of instruments using an autoclave

## Skills Sheet Module 2

In this module, you will need to download and print the Skills Sheet. This will help you keep track of assignments and assessments that need to be completed in this module. Have your instructor pass off each skill or activity that is required as you work through the module. This is retained in your student file upon completion. You will be doing this for each module.

### [Skills Sheet Module 2](#)

The video and reading the chapters in your textbook will provide information that will prepare you to begin your career as a Clinical Lab Assistant by introducing you to the world of healthcare and your place within it.

The learning activities will help you remember the details of the chapter and then you will be able to use the powerpoint to review the highlights. After that you can check your understanding with the Knowledge Check.

## Instructional Activities Chapter 50

1. Read Chapter 50 - pages 1175 through the end of Chemical Sterilization on page 1182, in the *Kinn's The Clinical Medical Assistant* text.

## Practice Chapter 50

Now that you have read the chapter, complete the exercises indicated below in the Study Guide. (Note: Any exercises that ask you to join an outside organization, contact or go to outside facilities can be disregarded). These exercises will help you use the information you learned so that it will be better understood and retained in memory. Use the answer key to self-check your work and correct mistakes you may have made. Have your instructor sign off completion of these exercises on your Skills Sheet.

Complete the following activities to practice what you have just learned. The learning activities will help you remember the details of the chapter.

Complete the Study Guide workbook exercises for Chapter 50.

1. Vocabulary Review
2. Skills and Concepts #1,2,3,6 7,11,13,14,17, 23,24
3. Case Study #1



4. Workplace Application #1
5. Check your understanding by using the [self-check answer key](#).
6. Have your instructor sign off the completed assignments on your Skills Sheet.

## Procedure 20-5: PPE, Sanitizing Instruments and Discarding Biohazardous Material

Preparing instruments or other items for the autoclave is an essential component to ensuring that the items are able to be sterilized effectively in the autoclave. Any residual matter on the instruments have the potential to make sterilization in the autoclave or by chemical means ineffective.

1. Review the steps taken in [Accessibility score: Low Click to improve Procedure 20-5: PPE, Sanitizing Instruments and Discarding Biohazardous Material](#)
2. View the following demonstration videos and reference handouts are to review the steps that will be needed as you practice these skills.

### Demo Videos:

Sanitization of Instruments

Reference Handouts:

[Accessibility score: High Click to improve Sanitization of Instruments and Chemical Disinfection](#)

3. Ask your instructor to review the procedure with you in the classroom lab, and complete the procedure with instructor assistance for the first attempt. You will be using a 'Glo-germ contaminated' instrument to help you identify areas that you may miss while sanitizing. This substance glows under a black light so you can visualize areas that you have missed.
4. It is recommended that you practice this skills a couple of times on your own. You will be assessed in the Summative Assessment Group 1 for this skills based on the procedure checklist. At that time you will have a total of three (3) attempts to pass with an 85% overall score while not missing any of the critical items (those marked with an \*asterisk). Use of Glo-germ will be used for the performance assessment and none should be visible under the black light upon completion of the sanitization procedure.
5. Have your instructor sign off your skills sheet for the Procedure 20-5 demonstration.

## Procedure 50-1: Wrap Instruments for Autoclave

Correct wrapping of instruments protects them from potential contamination after autoclaving and also allows for easy access of the instrument without risk of contamination. There are various techniques and materials that may be used including items that help to validate sterilization.

1. Review the steps taken in [Accessibility score: Low Click to improve Procedure 50-1: Wrap Instruments for Autoclave](#)

You will be wrapping instruments with both the CSR wrap and using a autoclave tube or envelope.

2. View the following demonstration videos and reference handouts are to review the steps that will be needed as you practice these skills.



**Demo Videos:**

- [Autoclave Envelope \(Links to an external site.\)Links to an external site.](#)
- [Autoclave Wrap \(Links to an external site.\)Links to an external site.](#)

3. Ask your instructor to review the procedure with you in the classroom lab, and complete the procedure with instructor assistance for the first attempt.

4. It is recommended that you practice these skills a minimum of five times on your own. Have your instructor review each practice to be sure you are doing it correctly. You will be assessed in the Summative Assessment Group 1 for these skills based on the procedure checklist. At that time you will have a total of three (3) attempts to pass with an 85% overall score while not missing any of the critical items (those marked with an \*asterisk). Use your Glo-Germ sanitized instrument for this skill. Be sure to use both the CSR wrap and the tubing or envelope each time you practice. Use of the [Accessibility score: High Click to improve Autoclave Log](#) may be used to track practices.

5. Have your instructor sign off your skills sheet for the Procedure 50-1 demonstration.

**Procedure 50-2: Operate the Autoclave**

Correct operation of the autoclave is essential to sterilize the contents that were loaded. It must reach a specific minimum temperature (250 degrees F), a specific minimum PSI (15 at sea level - increased for higher altitudes), and run at the minimum temperature and pressure for a minimum amount of time based on the item being sterilized as well as the way it is wrapped (or unwrapped).

1. Review the steps taken in Procedure 50-2: Operate the Autoclave. Use the instruments you wrapped using both the CSR wrap and using a autoclave tube or envelope.

2. View the following demonstration videos and reference handouts are to review the steps that will be needed as you practice these skills.

**Demo Videos:**

- [Using the Autoclave \(Links to an external site.\)Links to an external site.](#)

3. Ask your instructor to review the procedure with you in the classroom lab, and complete the procedure with instructor assistance for the first attempt.

4. It is recommended that you practice these skills a minimum of five times on your own. Have your instructor review each practice to be sure you are doing it correctly. You will be assessed in the Summative Assessment Group 1 for these skills based on the procedure checklist. At that time you will have a total of three (3) attempts to pass with an 85% overall score while not missing any of the critical items (those marked with an \*asterisk). Use your wrapped instrument for this skill. Use of the [Accessibility score: High Click to improve Autoclave Log](#) may be used to track practices.

5. Have your instructor sign off your skills sheet for the Procedure 50-2 demonstration.

**Summary Chapter 50**

View [Chapter 50 slides](#) to review the module information and determine if you need to review any concepts in more detail. This will provide a broad overview of the highlights of the chapter content.

**Practice Quiz Sterilization Techniques**

## Instructions

This quiz can be taken inside or outside the classroom. It does not require a password. It will not count towards your grade. It is highly recommended that you take it and pass at a minimum of 80% to determine if any content areas need to be reviewed before going to the next module.

## Testing Procedures:

1. Click **Take this Quiz** link.
2. Read each question and choose the best answer(s).
3. When you have answered all the questions, click the **Submit** button. You will be shown your score.

## Module 3: Introduction to Vital Signs

Although a Clinical Lab Assistant's primary job is work within the laboratory it is still a valuable skill to be able to obtain vital signs as you work in a healthcare setting. This cross-training will make you a more valuable employee and able to assist if needed, and especially if a patient needs assessment following specimen collection such as venipuncture.

Vital signs typically are considered to be blood pressure, temperature, pulse, and respiration. You will learn how to accurately obtain these as well as evaluate their normal ranges. You will also learn to obtain the measurements of height and weight.

Competency Obtain accurate vital signs using correct procedures

When you have completed this module you will be able to:

- Cite normal ranges for vital signs
- Obtain and record vital signs accurately
- Measure and record height and weight accurately

## Skills Sheet Module 3

In this module, you will need to download and print the Skills Sheet. This will help you keep track of assignments and assessments that need to be completed in this module. Have your instructor pass off each skill or activity that is required as you work through the module. This is retained in your student file upon completion. You will be doing this for each module.

### [Skills Sheet Module 3](#)

The video and reading the chapters in your textbook will provide information that will prepare you to begin your career as a Clinical Lab Assistant by introducing you to the world of healthcare and your place within it.

The learning activities will help you remember the details of the chapter and then you will be able to use the powerpoint to review the highlights. After that you can check your understanding with the Knowledge Check.

## Instructional Activities Chapter 24

1. Read Chapter 24 in the *Kinn's The Clinical Medical Assistant* text.
2. View the [Taking Measurements and Vital Signs \(Links to an external site.\)Links to an external site.](#) video.

3. View the following short videos in the [Evolve \(Links to an external site.\)Links to an external site.](#) Student Resources that relate to the skills you will be performing.

- Elsevier's Medical Assisting Procedure Video: Chapter 24 Vital Signs
  - Obtain a Temporal Artery Temperature
  - Determine a Patient's Blood Pressure
  - Measure a Patient's Weight and Height

4. \*(Optional Activity) Watch the [Measuring Blood Pressure animation \(Links to an external site.\)Links to an external site.](#) (Sumanas, Inc.) This will help you understand the differences between systolic and diastolic readings and how they can be measured.

\*Note: New recommendation regarding threshold for high blood pressure.

## Practice Chapter 24

Now that you have read the chapter, complete the exercises indicated below in the Study Guide. (Note: Any exercises that ask you to join an outside organization, contact or go to outside facilities can be disregarded). These exercises will help you use the information you learned so that it will be better understood and retained in memory. Use the answer key to self-check your work and correct mistakes you may have made. Have your instructor sign off completion of these exercises on your Skills Sheet.

Complete the following exercises in the Study Guide for Chapter 24 to help you retain the information. Complete these on a separate piece of paper.

1. Vital Signs:
  1. Vocabulary review
  2. Skills and Concepts Part I, II, III, IV, V, VI, VII
  3. Health Record Activities
2. Self-correct your work with the [Answer Key.](#)

Use the following StudyStack interactive activities for review: Flashcards, Matching, Study Stack, Study Table, Target, Type-in, Hangman, Crossword, Hungry Bug, Bug Match, Unscramble, Chopped, Quiz, and Test. The 'Target' activity has an interactive image to review letter layout.

- [Methods of Examination \(Links to an external site.\)Links to an external site.](#)
- [Vital Signs StudyStack \(Links to an external site.\)Links to an external site.](#)
- [Vital Signs Additional StudyStack \(Links to an external site.\)Links to an external site.](#)

### Resource:

As you begin to obtain blood pressure readings, this YouTube video may help you know what to expect as you listen to the various phases of the Korotkoff sounds to evaluate the systolic and diastolic readings.

[Korotkoff Sounds \(Links to an external site.\)Links to an external site.](#)

## Vital Signs Skills Practice

The ability to obtain accurate Vital Signs (also referred to occasionally as Cardinal Signs) is one of the most important skills of the healthcare professional.

1. Review the steps taken in each of the procedure checklists and follow these as you practice. The final performance assessment will be based upon these.

- [Procedure 24.1 Oral Temperature Using A Digital Thermometer](#)
- [Procedure 24.2 Aural Temperature Using A Tympanic Thermometer](#)
- [Procedure 24.3 Temporal Artery Temperature](#)
- [Procedure 24.4 Axillary Temperature](#)
- [Procedure 24.6 Radial Pulse and Respiratory Rate](#)
- [Procedure 24.7 Blood Pressure](#)
- [Procedure 24.8 Measuring A Patient's Height and Weight](#)

2. View the following demonstration videos and reference handouts are to review the steps that will be needed as you practice these skills.

### Demo Videos:

[\(Links to an external site.\)Links to an external site.](#)

- [Tympanic Temperature \(Links to an external site.\)Links to an external site.](#)
- [Apical Pulse \(Links to an external site.\)Links to an external site.](#)
- [Pulse \(Links to an external site.\)Links to an external site.](#)
- [Measure Respirations \(Links to an external site.\)Links to an external site.](#)
- [Blood Pressure \(Links to an external site.\)Links to an external site.](#)
- [Weight \(Links to an external site.\)Links to an external site.](#)
- [Body Mass Index \(Links to an external site.\)Links to an external site.](#)

### Reference Handouts:

- [Blood Pressure Range Chart](#)
- [Measuring Blood Pressure in the Leg](#)

3. Ask your instructor to review the procedures with you in the classroom lab, and complete the procedure with instructor assistance for the first attempt.

4. It is required that you practice these skills a minimum of ten times on your own with 'patients'. Document your results on the [Vital Signs Documentation Form](#)

*(This form must be submitted with the LMS in the next assignment. You will need to submit two forms - it is recommended that you have an instructor review practice number six with you to check your technique). You will be assessed in the Summative Assessment Group 1 for these skills based on the procedure checklist. At that time you will have a total of three (3) attempts to pass with an 85% overall score while not missing any of the critical items (those marked with an \*asterisk).*

### For Additional Practice and Critical Thinking:

[Interactive Blood Pressure Practice. \(Links to an external site.\)](#)[Links to an external site.](#) Although this uses an older mercury type gauge for the sphygmomanometer it will allow you to practice evaluating what you hear with what you see to evaluate a blood pressure reading.

### Critical Thinking:

1. You have just taken a blood pressure reading and have obtained 220/110. What should you do?
2. Your patient has had a bilateral mastectomy. How do you obtain a blood pressure reading?

## Vital Signs Practice Documentation

1. After completing the ten practices required for Vital Signs using manual and electronic instruments upload both of your completed Vital Sign Documentation forms. Documentation included will be:

- Temperature (oral, tympanic, temporal, axillary)
- Pulse (radial, apical)
- Respirations
- Blood Pressure
- Height
- Weight

2. Have your instructor sign off your skills sheet for the Vital Sign demonstration.

## Vital Signs Spelling List

As a healthcare professional it is important that you develop the ability to correctly spell the sometimes complicated words used in the medical field. Any information that may be put directly into patient's medical records or information sent to colleagues or other facilities must be accurate for reasons of patient care and for legal reasons.

Open the Healthcare [Vital Signs Spelling List](#). You will see twenty words (usually part of your vocabulary list in the front of the chapter of your textbook). The first word is the correct spelling of the word and the form that you will be tested on. The second word is a phonetic version of that word. Practice the correct spelling of each word.

When you are ready you must come to the classroom testing area to take the spelling test. Within the test will be a visual display of the phonetic spelling of each of the words on the spelling list, a link that you can click on to hear each word pronounced, and a box in which you will type in the correct spelling of each word.

## Vital Signs Spelling Test- Requires Respondus LockDown Browser

### Instructions

You must come to the classroom testing area to take the spelling test. Within the test will be a visual display of the phonetic spelling of each of the words on the spelling list, a link that you can click on to hear each word pronounced, and a box in which you will type in the correct spelling of each word.

Click on the play button and listen to the word. Type the word correctly. The pronunciations are dictionary.com and merriam-webster.com.

Have your instructor sign off this section of the Skills Sheet.

## Summary Chapter 24

View [Chapter 24 slides](#) to review the module information and determine if you need to review any concepts in more detail. This will provide a broad overview of the highlights of the chapter content.

## Knowledge Check Chapter 24

Chapter 24 quiz on Evolve may be used first as a Knowledge Check. This is an optional assignment. You do not need to submit anything for this assignment.

In [Evolve \(Links to an external site.\)](#)Links to an external site., within Student Resources, go to the correct chapter and click on the link. Click on the Chapter review quiz to complete.

## Kinn's Chapter 24 Practice Quiz

### Instructions

This quiz can be taken inside or outside the classroom. It does not require a password. It will not count towards your grade. It is highly recommended that you take it and pass at a minimum of 80% to determine if any content areas need to be reviewed before going to the next module.

Read the questions carefully and choose the best answers.

## Summative Objective Assessment 1- Requires Respondus LockDown Browser

### Instructions

You must come to the classroom to complete this test. An instructor will need to provide a code for you to have access to this test. You must obtain a minimum of 80% to pass.

Choose the correct answer to each question.

Turn in your Skills Sheet to the instructor so that they may sign off on your activities. If all items in the module are complete your instructor will keep the completed Skills Sheet.

## Asepsis and Sterilization Summative Performance Assessment

Talk with your instructor to arrange a time for the final Asepsis and Sterilizations skills pass off. Print the Procedure Checklists for the instructor to use as a grading tool.

You will perform each of the vital signs skills you have been practicing and will be graded based upon meeting the requirement stated in the Procedure Checklists for **each skill**.

You must complete **each skill** with an 85% overall score with no critical items being missed to pass.

- Based on the rubric 85% = Meets Expectations
- Based on the rubric below 85% = Does Not Meet Expectations (will need to be repeated)

- [Accessibility score: Low Click to improve Procedure 20.1 Remove contaminated gloves and Discard Biohazardous Material](#)
- [Accessibility score: Low Click to improve Procedure 20.4 Aseptic Handwash](#)
- [Accessibility score: Low Click to improve Procedure 20.5 PPE, Sanitizing Instruments, Discarding Biohazardous Material](#)
- [Accessibility score: Low Click to improve Procedure 50.1 Wrap Instruments for Autoclave](#)
- [Accessibility score: Low Click to improve Procedure 50.2 Operate Autoclave](#)

## Vital Signs Summative Performance Assessment

1. Talk with your instructor to arrange a time for the final vital signs skills pass off. Print the Procedure Checklists for the instructor to use as a grading tool.

2. You will perform each of the vital signs skills you have been practicing and will be graded based upon meeting the requirement stated in the Procedure Checklists for **each skill**.

\*Your readings must be within the following range of the instructor's assessment:

- Blood pressure: 4 points (plus or minus)
- Temperature: exact instrument reading
- Pulse : 2 points (plus or minus)
- Respiration: 2 points (plus or minus)
- Height: 1/4" (plus or minus)
- Weight: 1 lb (plus or minus)

You must complete **each skill** with an 85% overall score with no critical items being missed to pass.

- Based on the rubric above 85% = Exceeds Expectations
- Based on the rubric 85% = Meets Expectations
- Based on the rubric below 85% = Does Not Meet Expectations (will need to be repeated)

3. Submit the documentation online for each of the vital signs obtained.

- [Accessibility score: Low Click to improve Procedure 24.1 Oral Temperature Using A Digital Thermometer](#)
- [Accessibility score: Low Click to improve Procedure 24.2 Aural Temperature Using A Tympanic Thermometer](#)
- [Accessibility score: Low Click to improve Procedure 24.3 Temporal Artery Temperature](#)
- [Accessibility score: Low Click to improve Procedure 24.4 Axillary Temperature](#)
- [Accessibility score: Low Click to improve Procedure 24.6 Radial Pulse and Respiratory Rate](#)
- [Accessibility score: Low Click to improve Procedure 24.7 Blood Pressure](#)
- [Accessibility score: Low Click to improve Procedure 24.8 Measuring A Patient's Height and Weight](#)

## Module 4 : Introduction to Safety and Emergency Practices

Healthcare professionals should assure that the facility is a safe place for employees as well as patients. This is accomplished through attention to the physical attributes of the facility as well



as knowing when and how to respond to emergencies that may arise. This module will focus on these areas to help you play an active role and know how to respond in an emergency.

## Competency

Demonstrate first aid techniques

When you have completed this module you will be able to:

- Evaluate safety factors in the medical office environment
- Summarize the general rules for managing emergencies
- Recognize and respond to life-threatening emergencies
- Perform First Aid procedures as recommended by American Heart Association

## Skills Sheet Module 4

In this module, you will need to download and print the Skills Sheet. This will help you keep track of assignments and assessments that need to be completed in this module. Have your instructor pass off each skill or activity that is required as you work through the module. This is retained in your student file upon completion. You will be doing this for each module.

### [Skills Sheet Module 4](#)

The video and reading the chapters in your textbook will provide information that will prepare you to begin your career as a Clinical Lab Assistant by introducing you to the world of healthcare and your place within it.

The learning activities will help you remember the details of the chapter and then you will be able to use the powerpoint to review the highlights. After that you can check your understanding with the Knowledge Check.

## Instructional Activities Chapter 29

1. Read Chapter 29 in the *Kinn's The Clinical Medical Assistant* text.
2. View the video [Emergencies and First Aid Procedures \(Links to an external site.\)](#)[Links to an external site.](#) video.

\*Optional: View the videos located in Evolve Student Resources:

- Telephone Screening and Appropriate Documentation
- Care for a Patient Who Has Fainted or is in Shock
- Control Bleeding

## Practice Chapter 29

Now that you have read the chapter, complete the exercises indicated below in the Study Guide. (Note: Any exercises that ask you to join an outside organization, contact or go to outside facilities can be disregarded). These exercises will help you use the information you learned so that it will be better understood and retained in memory. Use the answer key to self-check your work and correct mistakes you may have made. Have your instructor sign off completion of these exercises on your Skills Sheet.

Complete the following activities to practice what you have just learned. The learning activities will help you remember the details of the chapter.

Complete the Study Guide workbook exercises for Chapter 29.

1. Safety and Emergency Practices:

1. Vocabulary review
2. Skills and Concepts
3. Case Studies
4. Health Record Activities

2. Self-correct your work with the [Answer Key](#).

Use the following StudyStack interactive activities for review: Flashcards, Matching, Study Stack, Study Table, Target, Type-in, Hangman, Crossword, Hungry Bug, Bug Match, Unscramble, Chopped, Quiz, and Test. The 'Target' activity has an interactive image to review letter layout.

[Medical Emergencies \(Links to an external site.\)](#)[Links to an external site.](#)

## Emergency Procedures Practices

It may be necessary to know some basic bandaging techniques. The following videos show various ways of bandaging that you will be practicing in First Aid training.

1. Review the bandaging videos.

[Spiral bandage \(Links to an external site.\)](#)[Links to an external site.](#)

[Figure-eight bandage \(Links to an external site.\)](#)[Links to an external site.](#)

[Splinting upper extremity and creating a sling \(Links to an external site.\)](#)[Links to an external site.](#)

[Use of a cravat \(Links to an external site.\)](#)[Links to an external site.](#)

2. Have your instructor assist you with bandaging practices as needed. Demonstrate the following types of bandaging:

- Cravat
- Spiral bandage
- Figure eight bandage

3. Additional areas of patient care may be needed. Review the Procedure checklists and become familiar with the techniques. Ask your instructor for assistance as needed. You will be evaluated on your demonstration of the skills as indicated in Procedures Checklists.

[Accessibility score: Low Click to improve Procedure 29-9: Administer Oxygen](#)

[Accessibility score: Low Click to improve Procedure 29-13: Apply a Wrist Splint](#)

## Safety and Emergency Practices

Every healthcare facility should be examined and reviewed for safety hazards since it is essential for the safety of employees and patients. It is also important to know what to do in case of an emergency such as a fire, and how to safely evacuate all present from the building at the time of the emergency.

**NOTE:** UPLOAD ALL INTERACTIVE ASSIGNMENTS AT ONE TIME (Resubmitting deletes the first submission)

- Save all links with fillable PDF documents for assignments to your flashdrive BEFORE filling them out
- Complete the task given in the assignment

- Resave the completed form with your name and assignment title to your flashdrive
- Upload saved and completed file into Canvas

1. Using the form for Hazard Assessment found below, complete an evaluation. You may do this on campus, in the classroom, your place of employment or at home.

C = Compliant

NC = Not Compliant

NA = Not Applicable

This gives you insight into how an onsite evaluation of safety protocols may be performed. Upload the completed form in the LMS once it is completed.

[Accessibility score: Low Click to improve Workplace Safety Evaluation Form](#)

2. Read the fire protocols. Print and complete the Evacuation assignment from the links below, then submit it to the instructor for credit. The RACE portion should be completed and submitted through Canvas and the floor plan evacuation route should be turned in on paper.

[Accessibility score: High Click to improve In Case of Fire - Protocols reference](#)

[Accessibility score: High Click to improve RACE and Printable Evacuation Interactive](#)

## Summary Chapter 29

View [Chapter 29 slides](#) to review the module information and determine if you need to review any concepts in more detail. This will provide a broad overview of the highlights of the chapter content.

## Knowledge Check Chapter 29

Chapter 29 quiz on Evolve may be used first as a Knowledge Check. This is an optional assignment. You do not need to submit anything for this assignment.

In [Evolve \(Links to an external site.\)](#)[Links to an external site.](#), within Student Resources, go to the correct chapter and click on the link. Click on the Chapter review quiz to complete.

## Kinn's Chapter 29 Practice Quiz

### Instructions

This quiz can be taken inside or outside the classroom. It does not require a password. It will not count towards your grade. It is highly recommended that you take it and pass at a minimum of 80% to determine if any content areas need to be reviewed before taking the chapter test.

### Testing Procedures:

1. Click **Take this Quiz** link.
2. Read each question and choose the best answer(s).
3. When you have answered all the questions, click the **Submit** button. You will be shown your score.

## **Kinn's Chapter 29 Test - Medical Emergencies - Requires Respondus LockDown Browser**

### **Instructions**

You must come to the classroom to complete this test. An instructor will need to provide a code for you to have access to this test. You must obtain a minimum of 80% to pass.

Choose the correct answer to each question.

Turn in your Skills Sheet to the instructor so that they may sign off on your activities. If all items in the module are complete your instructor will keep the completed Skills Sheet.

## **American Heart Association Heartsaver First Aid**

American Heart Association Heartsaver First Aid course is designed to provide knowledge and skills that may help save a life. You will learn the basics of first aid, the most common life-threatening emergencies, how to recognize them, how to call for help, and how to perform lifesaving skills.

When you have completed this module you will be able to:

- List the priorities, roles and responsibilities of first aid rescuers
- Use PPE's
- Assess the victim and find the problem
- Perform key steps in first aid

## **AHA First Aid Instruction**

You will be completing the American Heart Association Basic First Aid Training.

1. Obtain the American Heart Association Heartsaver First Aid Student Manual from your instructor.
2. Read the manual in it's entirety and complete the review questions at the end of each section.
3. Check your answers and review information that you missed.
4. Obtain the American Heart Association Heartsaver First Aid Training video from your instructor. Watch all sections. All testing will be completed after you have seen the entire video.

## **American Heart Association Heartsaver First Aid**

Arrange a time with your instructor to complete the testing portion of the First Aid Training. There will be a written test and hands-on performance of first aid skills.

1. Ask your instructor for the written exam to complete the written portion of the testing. You must obtain a score of 84% or higher to pass.
2. Print and review the [Accessibility score: Low Click to improve AHA Heartsaver First Aid Skills Sheet](#).
3. Demonstrate these skills to an instructor.
4. Complete the [Accessibility score: High Click to improve AHA Course Evaluation](#) form and give to your instructor

## Module 5 : Introduction to American Heart Association Basic Life Support

American Heart Association provides training for cardiopulmonary resuscitation with the use of an automated external defibrillator (AED), pocket mask, bag valve mask (BVM) with one rescuer or team rescue on adults, children, and infants.

### Competency

Demonstrate Healthcare Provider level CPR as defined by the American Heart Association

When you have completed this module you will be able to:

- Describe the importance of high-quality CPR and its impact on survival
- Recognize the signs of someone needing CPR
- Perform provider-level CPR on adults, children, and infants according to American Heart Association guidelines
- Demonstrate the technique for relief of foreign-body airway obstruction for an adult, child, and infant

### Skills Sheet Module 5

In this module, you will need to download and print the Skills Sheet. This will help you keep track of assignments and assessments that need to be completed in this module. Have your instructor pass off each skill or activity that is required as you work through the module. This is retained in your student file upon completion. You will be doing this for each module.

#### [Skills Sheet Module 5](#)

The video and reading the chapters in your textbook will provide information that will prepare you to begin your career as a Clinical Lab Assistant by introducing you to the world of healthcare and your place within it.

The learning activities will help you remember the details of the chapter and then you will be able to use the powerpoint to review the highlights. After that you can check your understanding with the Knowledge Check.

## Instructional Activities AHA Basic Life Support

1. Obtain the Student Manual from your instructor.
2. Read the manual in its entirety and answer the review questions at the end of each section on a separate sheet of paper. Check your answers in the Appendix page 85. Review the manual if there are any questions that you missed or were unsure of.
3. Set up a time with your instructor to view the AHA CPR training video while practicing the skills of CPR on the mannequins within the classroom.

### \*Optional Activity:

Use the [Interactive CPR \(Links to an external site.\)](#) activity to access your understanding of the basics of CPR.

## American Heart Association Healthcare Provider CPR

You will be evaluated on your knowledge and skill of CPR through written exam in which you must achieve 84% or higher, and a hands-on skill evaluation using the mannequins, pocket mask, bag mask and AED trainer.

1. Print the AHA Skills Evaluation forms for grading of skill demonstration of [Accessibility score: Low Click to improve Adult CPR](#) and [Accessibility score: Low Click to improve Infant CPR](#). Review the requirements of the hands-on skills that you will be assessed. Give these forms to the instructor as you test the hands-on skills.
2. Obtain the written exam from your instructor. You may use the student manual as you complete this exam. A minimum score of 84% must be obtained to pass.
3. Complete the [Accessibility score: High Click to improve AHA Course Evaluation Form](#) and give to your instructor.