INSTRUCTOR: JULIAN A. KILER

"The mission of RCOE is to ensure the success of all students through extraordinary service, support, and partnerships"
**Procedure:**

**Performer:**

**Grade:**

**Instructor Signature:**

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<table>
<thead>
<tr>
<th>SEQUENCE OF PROCEDURES</th>
<th>1st ATTEMPT</th>
<th>2nd ATTEMPT</th>
<th>3rd ATTEMPT</th>
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<tr>
<td><strong>Medical Asepsis</strong></td>
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<td>Hand Washing or Hand Sanitizing.</td>
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<tr>
<th><strong>Supplies Preparation</strong></th>
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<td>Completeness and function of each supply.</td>
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<th><strong>Patient Preparation</strong></th>
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<td>1. Introduce self.</td>
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<td>2. Verify Patient with at least two identifiers.</td>
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<td>3. Therapeutic Communication Skills.</td>
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<td>4. Explain Procedures.</td>
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<td>5. Instruct the Patient.</td>
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**Important Steps of Procedures**
### Able to explain the rationales of the procedure steps.

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### Able to perform the skills correctly

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### Proper practice on the applications of infection control and safety concepts

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### NOTES:

#### Post Procedures

1. Wash or sanitize hands.
2. Asking patient for any questions or concern.
3. Patient observation (If applicable).
4. Documentation.
5. Sanitize and clean up the exam room.

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### NOTES:
PROCEDURE 1: Aseptic Handwashing

Task: To perform a medically aseptic handwashing

Condition: Given the equipment and supplies as listed in the procedure, the student will perform the task, adhering to the standards listed below.

Evaluator Signature: ___________________________ Date: ________________
Evaluator Comments: __________________________

PROCEDURE 2: Apply Surgical Gloves

Task: To perform a surgical hand wash and apply surgical gloves

Condition: Given the equipment and supplies as listed in the procedure, the student will demonstrate the proper steps for performing a surgical hand wash and applying sterile gloves, adhering to the steps listed below.

Evaluator Signature: ___________________________ Date: ________________
Evaluator Comments: __________________________

PROCEDURE 3: Remove Contaminated Gloves

Task: To properly remove contaminated gloves

Evaluator Signature: ___________________________ Date: ________________
Evaluator Comments: __________________________
PROCEDURE 4: Donning and removing a Gown, Mask, Gloves, and Cap

**Task:** To provide protection from infectious diseases while in an inpatient setting.

**Condition:** Disposable gown, cap, mask, gloves. Hand washing equipment, biohazard waste bag, labeling pen, and writing pen

Evaluator Signature: ____________________________ Date: ______________
Evaluator Comments:

PROCEDURE 33: Sanitization and Lubrication of Instruments

**Task:** To sanitize and lubricate instruments

**Condition:** Given the equipment and supplies as listed in the procedure, the student will demonstrate the procedure for sanitizing and lubricating instruments, adhering to the steps listed below.

**Equipment and Supplies:**
- Disposable gloves, lab safety glasses, laboratory apron (fluid resistant), utility gloves (rubber), nylon scrub brush, towel, sink, running water, container to hold all instruments, low-sudsing (low pH) detergent or germicidal agent.

**Note:** All instruments should be rinsed under warm running water immediately after use to remove gross signs of contamination (blood, tissue, or body fluids). They should be submerged in water with low-pH detergent until ready to be sanitized.

Evaluator Signature: ____________________________ Date: ______________
Evaluator Comments:

**Proc. 33: Wrap Instruments for Sterilization & Autoclaving**

**Task:** To wrap instruments for sterilization and operate an automated autoclave

**Condition:** Given the equipment and supplies as listed in the procedure, the student will demonstrate the procedure for wrapping surgical instruments and sterilizing them in a fully automated autoclave, adhering to the steps listed below.

**Equipment and Supplies:**
- Autoclave wrapping material or sterilization pouch, sterilization indicator strips, autoclave tape

**Note:** Sterilization pouch may be used for individual instruments.

Evaluator Signature: ____________________________ Date: ______________
Evaluator Comments:
**Proc. 34: Disinfect a Surgical Tray & Place a Sterile Barrier on the Tray**

**Task:** To disinfect a surgical tray and place a sterile barrier on the tray

**Condition:** Given the equipment and supplies as listed in the procedure, and a student to play the part of the patient, the student will demonstrate the proper steps for disinfecting a surgical tray and placing a sterile barrier on the tray, adhering to the steps listed below.

**Supplies:** Mayo stand, gauze 4x4 saturated with disinfectant (not dripping), sterile barrier or drapes.

**EVALUATION**
Evaluator Signature: _____________________________ Date: ______________

**Proc. 35: Set Up a Complete Sterile Tray & Pour a Sterile Solution**

**Task:** To set up a complete sterile tray and pour a sterile solution

**Condition:** Given the equipment and supplies as listed in the procedure, the student will demonstrate the proper steps for setting up a sterile tray and pouring sterile solutions, adhering to the steps listed below.

**Supplies:** sterile packet(s), bottle of sterile solution, sterile stainless steel bowl or container, sterile field, and a waste container.

**EVALUATION**
Evaluator Signature: _____________________________ Date: ______________

**Proc. 36: Open Sterile Items & Place Them on the Sterile Field**

**Task:** To open sterile items and place them on the sterile field

**Condition:** Given the equipment and supplies as listed in the procedure, the student will demonstrate the proper steps for opening sterile items and placing them on a sterile field, adhering to the steps listed below.

**Supplies:** Mayo stand, sterile packet(s), sterile transfer forceps, sterile gloves, sterile towels or drapes, waste container

**EVALUATION**

JKiler, MCAP Lab Handbook, SCE, Riverside County Office of Education
Proc. 37: Perform a Surgical Handwash, Surgical Gowning, & Surgical Gloving

Task: To perform a surgical handwash and apply surgical gloves

Condition: Given the equipment and supplies as listed in the procedure, the student will demonstrate the proper steps for performing a surgical handwash and applying sterile gloves, adhering to the steps listed below.

Supplies: Germicidal liquid soap in dispenser, large wall clock, sink with hand, knee, or foot on/off controls, sterile towel packet, sterile scrub sponge, orangewood stick or nail file.

Procedure 38: Prepare the Skin for a Surgical Procedure

Objective: The student, using the supplies and equipment listed below, will demonstrate how to prepare the patient’s skin for a surgical procedure with a surgical scrub and shave.

Supplies: shave prep kit, including razor, sterile basin pack, antiseptic germicidal soap, sterile 4 x 4s, sterile applicators, sterile sponge forceps, Mayo stand or side tray, sterile water or saline, waste receptacle, hazardous waste container, plastic bags for disposal of contaminated material, sterile gloves, sterile towels, sterile drapes, antiseptic
Proc 39: Apply Skin Closures

Task: To apply sterile skin closures
Condition: Given the equipment and supplies as listed in the procedure, the student will demonstrate the proper steps for applying sterile skin closures, adhering to the steps listed below.

Evaluator Signature: ___________________________ Date: ________________

Proc 40: Suture or Staple Removal

Task: To remove sutures and staples
Condition: Given the equipment and supplies as listed in the procedure, the student will demonstrate the proper steps for removing sutures or staples, adhering to the steps listed below.

Supplies: Suture removal kit, including suture scissors, thumb forceps, and sterile 4x4 gauze, or staple removal kit, including staple remover and sterile 4 x 4 gauze; antiseptic swabs; sterile 4 x 4 gauze, gloves, surgical tape, biohazard waste container, sharps container, if necessary

Evaluator Signature: ___________________________ Date: ________________

Proc 41: Assist the Physician with Minor Surgical Procedures

Objective: The student, using the supplies and equipment listed below, will demonstrate how to assist the physician with minor surgery by preparing for the procedure, anticipating physician needs, and providing or reinforcing instruction to the patient or significant other(s).

Supplies: Sterile surgical pack, including two pairs of sterile gloves, towel pack, 4 X 4 sponge pack, sterile drapes, needle pack and suture materials, sterile instrument pack, sterile syringe pack, two sterile surgical basins, and sterile specimen containers, Mayo stand and/or a surgical instrument table, transfer forceps and holder, waste container lined with plastic bag, sharps disposal container, biohazard waste container, local anesthetic, alcohol preps
SAMPLE CLINICAL SKILLS EXAM

Medical Asepsis

Twenty-one year old Suzy Wallace has come in for her 9:30 appointment to have her sutures removed. Suzy had a minor surgical procedure performed on her abdomen. You are assisting as a circular MA. After the sutures are removed, iodine is reapplied and allowed to air-dry before a dressing is applied. Instructions for application of new dressings are reviewed. Suzy is given a copy of wound care instructions that provide a list of signs to look for that may indicate a possible infection.

a) Apply PPE in a correct order and way. Do as well on removing them.
b) Observe the wound, report to Physician.
c) Physician ordered you to remove the sutures, apply steri-strips bandage and changing the dressing.
   a. Wash or sanitize hands.
   b. Remove the old dressing with non-sterile gloves.
   c. Remove the dressing into the biohazards trash can together with the gloves.
   d. Wash or sanitize hands.
   e. Set-up the sterile tray.
   f. Transfer the suture removal kit into the sterile field.
   g. Prep the skin with iodine and normal saline solution.
   h. Wash or sanitize hands.
   i. Apply sterile gloves.
   j. Remove suture and apply steri-strips and new dressing.
   k. Wash or sanitize hands.
   l. Educate patient on wound care instruction.
   m. Offer questions to be asked and ensure that patient understands the instruction before patient needs to sign the paper.
Perform Snellen Chart + Jaeger + Ishihara

Robert Nelson has recently decided to purchase a life insurance policy. The insurance company has asked him to undergo a full physical examination. Robert has come to Riverside Medical Practice to see Dr. Bork. Jillian is Dr. Bork’s medical assistant. She has been asked to set the room for the examination and prepare Robert to be seen. It is standard that the vital signs will be reviewed, the eyes, ears and throat will be visually examined and an EKG performed and interpreted. The physician will also do a review of all the body systems.

a) Perform Snellen Test!

b) Explain the interpretation of the results below:
   OD= 20/50; OS= 20/70; OU= 20/50!

c) Document the procedure and results!

References: