

Component III: Clinical

Module D: Minor Office Surgery

Topic 1: Medical Assistant Role

Statement of Purpose

To prepare the learner with knowledge and basic skills necessary to carry out the role and responsibilities in minor office surgery.

Student Learning Outcomes

Upon completion of this topic, the learner will be able to:

1. Spell and define the key terms.
2. Describe the Medical Assistant administrative role in minor surgical procedures.
3. Describe the Medical Assistant clinical role in minor surgical procedures.
4. List the guidelines the Medical Assistant must follow during a sterile procedure.

Terminology

1. Contamination
2. Pre-operative
3. Post-operative
4. Sterile field
5. Surgical consent

References

1. Kronenberger, J., Southard D. L., & Woodson, D. (2012). *Comprehensive Medical Assisting* (4th Ed.). Philadelphia, PA: Lippincott, Williams & Wilkins.
2. Booth, Kathryn A. (2010). *Medical Assisting, Administrative and Clinical Procedures*, (4th Ed.) New York: McGraw-Hill.

Content Outline/Theory Objectives	Suggested Learning Activities
<p>Objective 1 Spell and define key terms.</p> <ul style="list-style-type: none"> A. Review the terms listed in the terminology section. B. Spell the listed terms accurately. C. Pronounce the terms correctly. D. Use the terms in their proper context. 	<ul style="list-style-type: none"> A. Games: word searches, crossword puzzles, Family Feud, Jeopardy, bingo, spelling bee, hangman and concentration. B. Administer vocabulary pre-test and post-test. C. Discuss learning gaps and plan for applying vocabulary.
<p>Objective 2 Describe the Medical Assistant's administrative role in minor surgical procedures.</p> <ul style="list-style-type: none"> A. Completing insurance forms. B. Obtaining signed informed consent forms. C. Scheduling. D. Explain basic aspects of the surgical procedure. E. Answer basic procedure questions. F. Obtain patient's medication history <ul style="list-style-type: none"> 1. Over-the-counter. 2. Prescription. 3. Habitual or recreational. G. Reinforce the physician's pre-operative instructions with patient <ul style="list-style-type: none"> 1. Fluid intake. 2. Fasting before surgery (if required). 3. Special preps <ul style="list-style-type: none"> a. At home skin care. b. Bowel preparations. 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Handouts of sample forms obtained from local medical offices or outpatient surgery centers
<p>Objective 3 Describe the Medical Assistant's clinical role in minor surgical procedures.</p> <ul style="list-style-type: none"> A. Clinical role <ul style="list-style-type: none"> 1. Room preparation <ul style="list-style-type: none"> a. Clean. b. Neat and organized. c. Well lit. 2. Ensure all equipment, instruments and supplies are clean, disinfected or sterilized and properly arranged. 3. Assist the Physician during the procedure. 4. Applying dressing (wound covering). 5. Instruct on post-op care. <ul style="list-style-type: none"> a. Post-operative wound care <ul style="list-style-type: none"> 1) Dressing changes. 2) Application of topical medications. 3) Observation of wound site 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Role Play

<ul style="list-style-type: none"> • Healing. • Infection. • Removal of sutures. • Removal of staples. <ul style="list-style-type: none"> b. Prescription, medications. c. Return visits. <p>6. Monitor patient post-operatively</p> <ul style="list-style-type: none"> a. Vital signs. b. Nausea. c. Pain. d. Ensure that patient has safe transportation home. <p>B. Role in surgery</p> <p>1. Unsterile assistant (or circulator/floater)</p> <ul style="list-style-type: none"> a. Ensure patient safety. b. Monitor patient comfort. c. Other duties <ul style="list-style-type: none"> 1) Assist with injection of additional anesthetic. 2) Add additional sterile items to the sterile tray. 3) Pour sterile solutions. 4) Keep the surgical area clean and neat during the procedure. 5) Reposition and drape the patient as necessary. 6) Adjust lighting. d. Process specimens. <p>2. Sterile scrub assistant</p> <ul style="list-style-type: none"> a. Perform a surgical scrub and wear sterile gloves. b. Close and arrange instruments. c. Pass sterile instruments. d. Swab wound as requested. e. Retract wound as requested. f. Cut sutures as requested. 	
<p>Objective 4 List the guidelines the Medical Assistant must follow during a sterile procedure.</p> <ul style="list-style-type: none"> A. Sterile packages <ul style="list-style-type: none"> 1. Avoid wetting. 2. Microorganisms drawn in by wicking action. B. Always face sterile field. C. Hold instruments above waist level. D. Place instruments in middle of table. E. Do not spill liquids on sterile field. F. Do not sneeze, cough or talk over the sterile field. G. Never reach over the sterile field. H. Soiled supplies <ul style="list-style-type: none"> 1. Do not pass over sterile field. 	<ul style="list-style-type: none"> A. Lecture/Discussion B. Assigned Readings C. Practice set-up of minor procedure table. D. Group discussion on types of incidents that should be reported to the Physician.

<ul style="list-style-type: none"> 2. Do not place on sterile field. I. Observation of sterile field <ul style="list-style-type: none"> 1. Contamination, alert Physician. 2. Re-establish sterile field before continuing procedure. J. Honesty and integrity <ul style="list-style-type: none"> 1. High amount of potential damage that can come from infection. 2. High liability for Physician. 	
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