

**ASSIGNMENT SHEET**

**CHAPTER 17: MINOR SURGERY IN THE MEDICAL OFFICE**

**Unit 1: Instruments**

**WORDS TO KNOW CHALLENGE**

**A. Matching: Match the term in column I with its description in column II.**

COLUMN I	COLUMN II
_____ 1. Forceps	a. Used to hold the suture needle
_____ 2. Hemostat	b. Locking mechanism
_____ 3. Needle holder	c. Engraved fissures found on the blades of hemostats and forceps
_____ 4. Ratchet	d. Instrument used to draw back tissue and hold open a surgical site
_____ 5. Retractor	e. Used to enlarge a body cavity for better viewing
_____ 6. Serrations	f. Instrument used for holding or seizing
_____ 7. Speculum	g. Instrument used to clamp off blood vessels

**B. Word Scramble: Unscramble the following terms.**

- |          |   |
|----------|---|
| 1. _____ | <u>E</u> <u>N</u> <u>D</u> <u>L</u> <u>E</u> <u>E</u> <u>D</u> <u>O</u> <u>E</u> <u>R</u> <u>L</u> <u>H</u> |
| 2. _____ | <u>T</u> <u>R</u> <u>A</u> <u>C</u> <u>E</u> <u>R</u> <u>T</u> <u>R</u> <u>O</u>                            |
| 3. _____ | <u>S</u> <u>P</u> <u>E</u> <u>R</u> <u>C</u> <u>O</u> <u>F</u>  |
| 4. _____ | <u>T</u> <u>H</u> <u>A</u> <u>E</u> <u>T</u> <u>C</u> <u>R</u>  |
| 5. _____ | <u>E</u> <u>R</u> <u>S</u> <u>S</u> <u>A</u> <u>R</u> <u>I</u> <u>O</u> <u>N</u> <u>T</u>                   |
| 6. _____ | <u>U</u> <u>S</u> <u>P</u> <u>E</u> <u>M</u> <u>C</u> <u>L</u> <u>U</u>                                     |
| 7. _____ | <u>T</u> <u>H</u> <u>E</u> <u>A</u> <u>S</u> <u>T</u> <u>O</u> <u>M</u>                                     |

**UNIT REVIEW**

**A. Short Answer**

1. List the items included in the basic setup for most minor surgical procedures. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Explain how to care for surgical instruments before and following use. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Explain how to properly clean an instrument following contamination. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Sharp instruments should be placed in which type of container for soaking? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. List the three main classifications for instruments.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

6. Explain the difference between dressing and tissue forceps.

\_\_\_\_\_

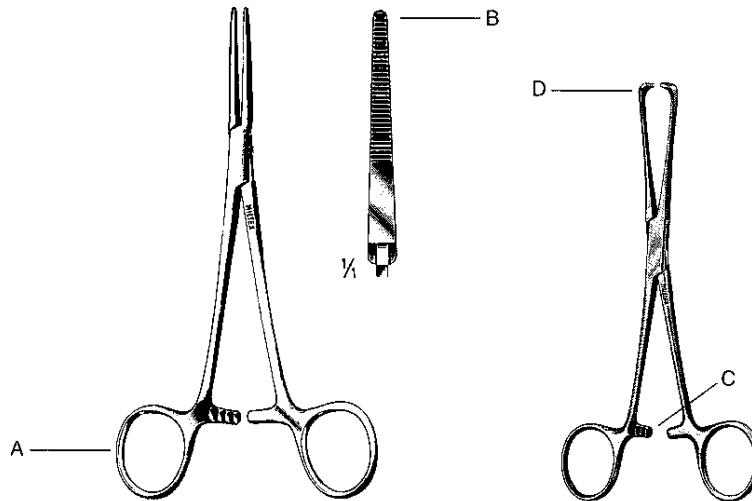
\_\_\_\_\_

**B. Matching: Match the term in column I with its description in column II.**

COLUMN I	COLUMN II
_____ 1. Operating scissors	a. Clamps surgical drapes in place
_____ 2. Dressing forceps	b. Used to grasp surgical sponges
_____ 3. Towel clamp	c. Opens the nasal cavity for better viewing
_____ 4. Nasal speculum	d. Used to pick up dressings
_____ 5. Sponge forceps	e. Cuts tissue

**C. Labeling: Identify the parts of the instruments shown.**

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_



**CASE STUDIES**

**Scenario 1**

Maryn is setting up a sterile tray for a surgical procedure and accidentally brushes up against the sterile drape on the Mayo stand. The physician is in a hurry and wants to get started, so Maryn simply continues and the patient has the procedure. Several days after the procedure, the patient is back in the office because he has developed an infection at the surgical site.

**Critical Thinking Questions**

1. What should Maryn have done after brushing up against the drape? \_\_\_\_\_  
\_\_\_\_\_
2. What happened to the sterile tray as a result of Maryn's action? \_\_\_\_\_  
\_\_\_\_\_
3. Was Maryn's mistake the cause of the patient's infection? \_\_\_\_\_  
\_\_\_\_\_

**Scenario 2**

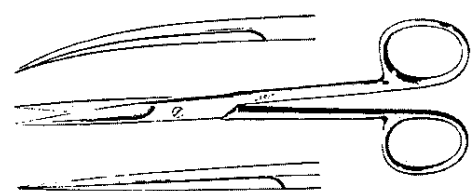
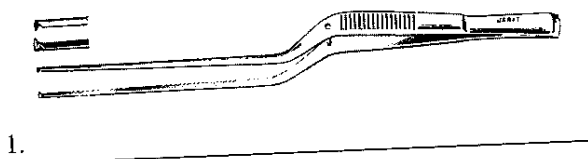
Madison has not had time to sterilize the surgical instruments on the counter from an earlier procedure because she has been so busy with patient care. Another co-worker says that his physician needs the instruments for a procedure right away. Madison explains that the instruments have been cleaned and disinfected, but not sterilized.

**Critical Thinking Questions**

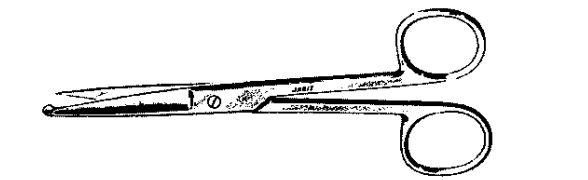
1. What should Madison tell her co-worker? \_\_\_\_\_  
\_\_\_\_\_
2. Should these instruments be used anyway? \_\_\_\_\_  
\_\_\_\_\_
3. What should Madison do about the situation? \_\_\_\_\_  
\_\_\_\_\_

**UNIT APPLICATION**

**Identification:** Identify the following surgical instruments. Refer to Table 17-1 in the textbook.



4. \_\_\_\_\_



2. \_\_\_\_\_



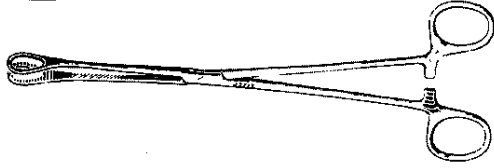
5. \_\_\_\_\_



3. \_\_\_\_\_

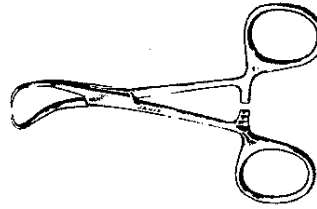


6. \_\_\_\_\_



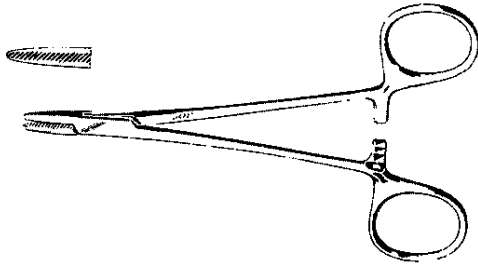
7.

\_\_\_\_\_



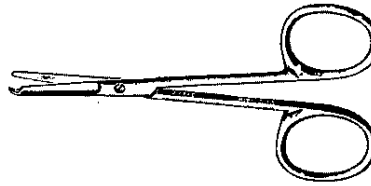
9.

\_\_\_\_\_



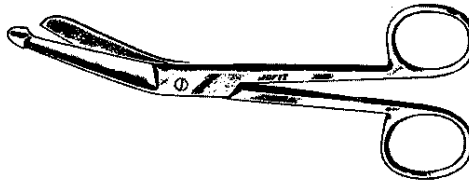
8.

\_\_\_\_\_



10.

\_\_\_\_\_



11.

\_\_\_\_\_

### CERTIFICATION AND REGISTRATION PREPARATION

- \_\_\_\_\_ 1. The detergent in the soaking solution should be of a(n) \_\_\_\_\_ pH.
- a. acid
  - b. alkaline
  - c. neutral
  - d. normal
- \_\_\_\_\_ 2. In the soaking solution, which component breaks down blood and body fluids on the surface of the instrument?
- a. Special protein
  - b. pH
  - c. Detergent
  - d. Acid
- \_\_\_\_\_ 3. Which type of handle is usually found on splinter forceps?
- a. Ring
  - b. Spring
  - c. Thumb
  - d. Clamping
- \_\_\_\_\_ 4. A probe would fall into which instrument classification?
- a. Cutting
  - b. Grasping
  - c. Dilating/probing
  - d. Clamping
- \_\_\_\_\_ 5. Scissors are classified by their:
- a. blades
  - b. length
  - c. size
  - d. points

### ASSIGNMENT SHEET

#### CHAPTER 17: MINOR SURGERY IN THE MEDICAL OFFICE

#### Unit 2: Preoperative Preparations

#### WORDS TO KNOW CHALLENGE

##### A. Matching: Match the term in column I with its description in column II.

COLUMN I	COLUMN II
_____ 1. Anesthesiologist	a. Opposed to; unfavorable
_____ 2. Contaminate	b. A physician who specializes in chronic pain management
_____ 3. Fenestrated	c. An agent that produces insensibility to pain or touch
_____ 4. Hemophilia	d. An agent that will prevent the growth or arrest the development of microorganisms
_____ 5. Hypoallergenic	e. To place in contact with microorganisms
_____ 6. Adverse	f. Strongest; prevailing; the prime or main
_____ 7. Dominant	g. The expulsion of air from the lungs when breathing
_____ 8. Expiration	h. Having a window or opening
_____ 9. Anesthetic	i. Hereditary condition causing inability to clot blood
_____ 10. Antiseptic	j. Unlikely to cause an allergic reaction

##### B. Word Scramble: Unscramble the following terms.

1. _____	<u>D</u> <u>E</u> <u>A</u> <u>N</u> <u>E</u> <u>T</u> <u>T</u> <u>F</u> <u>E</u> <u>S</u> <u>R</u>
2. _____	<u>L</u> <u>N</u> <u>O</u> <u>P</u> <u>L</u> <u>R</u> <u>E</u> <u>E</u> <u>G</u> <u>I</u> <u>C</u> <u>H</u> <u>Y</u> <u>A</u>
3. _____	<u>N</u> <u>I</u> <u>M</u> <u>D</u> <u>N</u> <u>O</u> <u>A</u> <u>T</u>
4. _____	<u>S</u> <u>H</u> <u>A</u> <u>I</u> <u>N</u> <u>T</u> <u>S</u> <u>E</u> <u>A</u> <u>E</u>
5. _____	<u>P</u> <u>X</u> <u>N</u> <u>E</u> <u>I</u> <u>I</u> <u>R</u> <u>A</u> <u>T</u> <u>O</u>
6. _____	<u>P</u> <u>O</u> <u>H</u> <u>M</u> <u>L</u> <u>A</u> <u>I</u> <u>I</u> <u>H</u> <u>E</u>
7. _____	<u>T</u> <u>O</u> <u>M</u> <u>T</u> <u>A</u> <u>E</u> <u>I</u> <u>C</u> <u>N</u> <u>N</u> <u>A</u>
8. _____	<u>P</u> <u>A</u> <u>T</u> <u>E</u> <u>I</u> <u>I</u> <u>S</u> <u>C</u> <u>N</u> <u>T</u>

#### UNIT REVIEW

##### A. Short Answer

1. List what you must tell a patient in preparation for minor office surgery.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

2. What two things should the medical assistant do the day before the scheduled surgery?

- a. \_\_\_\_\_
- b. \_\_\_\_\_

3. What is the purpose of the skin preparation before a surgical procedure?

- a. \_\_\_\_\_
- b. \_\_\_\_\_

4. Why must the medical assistant be extremely careful to avoid nicking the patient's skin when performing a skin preparation? \_\_\_\_\_  
\_\_\_\_\_
5. Other than directly assisting with a surgery procedure, when else should the medical assistant wear surgical gloves, and why? \_\_\_\_\_  
\_\_\_\_\_
6. Give pre-op instructions to a patient scheduled for a minor surgical procedure. \_\_\_\_\_
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
7. When the patient arrives for the appointment:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
8. List standard precaution barriers that must be worn by health care providers for invasive procedures.  
\_\_\_\_\_  
\_\_\_\_\_
9. List the important information that must be recorded on the patient's chart regarding a surgical procedure.  
\_\_\_\_\_  
\_\_\_\_\_
10. List the items needed for a skin prep tray. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Fill in the Blank: Fill in what is missing in this list of sterile items used in a basic setup for most minor surgical procedures.**

1. scalpel handle and \_\_\_\_\_
2. hemostats
3. \_\_\_\_\_
4. needles and \_\_\_\_\_
5. suture scissors
6. \_\_\_\_\_
7. probe
8. gauze squares
9. vial of \_\_\_\_\_ medication
10. \_\_\_\_\_
11. \_\_\_\_\_
12. towels
13. \_\_\_\_\_
14. tray

**CASE STUDIES**

**Scenario 1**

Mrs. Nesbitt has brought her 6-year old son to the office to have a laceration on his leg sutured. You are setting up the sterile field when you are paged for a phone call. You leave the exam room and, when you return, Mrs. Nesbitt has gone to the rest room and her son is touching some of the instruments on the field.

**Critical Thinking Questions**

1. What should you explain to the child about the instruments? \_\_\_\_\_  
\_\_\_\_\_
2. What should be done with the sterile field? \_\_\_\_\_  
\_\_\_\_\_
3. What should you have told Mrs. Nesbitt and her son before leaving the exam room? \_\_\_\_\_  
\_\_\_\_\_

**Scenario 2**

A surgical procedure was performed at the outpatient surgery center, and the patient was instructed to return to the office for removal of the staples. When you take the bandage off, you notice that the site is infected.

**Critical Thinking Questions**

1. What is the first thing that you should do? \_\_\_\_\_  
\_\_\_\_\_
2. What information should you obtain from the patient? \_\_\_\_\_  
\_\_\_\_\_
3. What steps should be taken before removing the staples? \_\_\_\_\_  
\_\_\_\_\_

## UNIT APPLICATION

### Performance Objective Practice

- A. Pair off with another student and set up the necessary equipment for a skin prep. Then, role-play performing the procedure and have the "patient" ask a lot of questions about what you are doing and why.
- B. Set up a sterile tray and have the instructor inspect your setup and quiz you on the different pieces of equipment on the tray and why they are used.

### Performance Competency

Following completion of performance objective practice, use the Performance Evaluation Checklists 17-1 and 17-2 in the workbook to perform the procedures for evaluation.

## CERTIFICATION AND REGISTRATION PREPARATION

- \_\_\_\_\_ 1. A fenestrated sheet is one that has a(n):
  - a. fold
  - b. pleat
  - c. stain
  - d. opening
- \_\_\_\_\_ 2. Autoclaved items remain sterile if they have been properly processed and protected from moisture for:
  - a. 3 days
  - b. 30 days
  - c. 3 weeks
  - d. 3 months
- \_\_\_\_\_ 3. To reduce the possibility of infection for a surgical procedure, skin preparation includes:
  - a. cleaning the site with a soapy solution
  - b. shaving the skin
  - c. applying antiseptic solution
  - d. all of these answers
- \_\_\_\_\_ 4. Before a surgical procedure can be performed, you must obtain a:
  - a. signed consent form
  - b. verbal authorization
  - c. history
  - d. medication list
- \_\_\_\_\_ 5. The sterile tray should be set up:
  - a. just before the physician enters the room
  - b. prior to the patient entering the room
  - c. 30 minutes before the procedure
  - d. while the patient is gowning
- \_\_\_\_\_ 6. The Mayo stand should be adjusted to:
  - a. hip level
  - b. be level with the exam table
  - c. be level with the countertop
  - d. waist level
- \_\_\_\_\_ 7. A biopsy specimen should be placed in a labeled container that contains:
  - a. alcohol
  - b. iodine
  - c. formalin
  - d. antiseptic
- \_\_\_\_\_ 8. During skin prep, avoid nicking the skin, as this could cause a(n):
  - a. rough surface
  - b. infection
  - c. irritation
  - d. redness



Name \_\_\_\_\_

Date \_\_\_\_\_ Score \_\_\_\_\_

## ASSIGNMENT SHEET

### CHAPTER 17: MINOR SURGERY IN THE MEDICAL OFFICE

#### Unit 3: Assisting with Minor Surgical Procedures

#### WORDS TO KNOW CHALLENGE

A. Word Puzzle: Use the list of *Words to Know* from this unit to spell out these terms.

1.                    \_ \_ \_ \_ I \_ \_ \_ \_ \_  
  N  
  C
2.                            \_ I \_ \_ \_ \_ \_
3.                    \_ \_ \_ \_ \_ S \_ \_ \_ \_ \_  
  I
4.                    \_ \_ \_ \_ O \_ \_ \_ \_ \_  
  N
5. \_ \_ \_ \_ \_ A \_ \_ \_ \_ \_  
  N  
  D  
  D  
  R
6. \_ \_ \_ \_ \_ A \_ \_ \_ \_ \_  
  I  
  N
7.                    \_ \_ \_ \_ \_ A \_ \_ \_ \_ \_
8.                    \_ \_ \_ \_ \_ G \_ \_
9.                    \_ \_ \_ \_ E \_ \_ \_

**B. Word Search: Find the following words hidden in the puzzle.**

PATIENT	HEMOPHILIA	WART
GLOVES	POLYP	FENESTRATED
BIOPSY	ANESTHESIA	ANTISEPTIC
AUTHORIZE	ELECTROCAUTERY	CRYOSURGERY
PRE-OP	SUTURE	TAUT
CAUTERIZE	HISTOLOGY	POST-OP

G L E X A T R E P A T I E N T R E A  
 L Q M L Q K B I O P S Y N L R E A S  
 O Z A B S M Z T L B S R A T K M F D  
 V K Z N U P A R Y T Z E D G F R B H  
 E R P K T H O T P M A G M K E B J I  
 S E W O U I B T G I E R P W N L A S  
 L Z F Q R H S S S F G U L B E R T T  
 K I H C E T G E T O L S B F S K C O  
 P R E O P W H M P X P O D P T S E L  
 Z O T S A T A U T T K Y N L R F C O  
 P H W B S G L R O Z I R Z S A X B G  
 Q T X E E L E C T R O C A U T E R Y  
 S U N O P Y A I L I H P O M E H E P  
 C A U T E R I Z E T X C M J D O F D

**UNIT REVIEW**

**A. Matching: Match the term in column I with its description in column II.**

COLUMN I	COLUMN II
_____ 1. Local anesthetic	a. Preoperative
_____ 2. Medical history	b. Used to place specimen in formalin solution
_____ 3. I & D	c. Surgical consent form
_____ 4. Before surgery	d. Dilatation and curettage
_____ 5. Formalin solution	e. Postoperative
_____ 6. Necessary	f. Incision and drainage
_____ 7. 30° angle	g. Skin preparation
_____ 8. Application of antiseptic	h. Administered by physician
_____ 9. Sterile transfer forceps	i. May help in determining possible allergic reactions
_____ 10. After surgery	j. Reduces microbial growth
_____ 11. 6 minutes	k. Used to preserve tissue specimen
_____ 12. IUD	l. Expiration date
_____ 13. Antiseptic	m. The amount of rotation needed when shaving a surgery site
_____ 14. D & C	n. Intrauterine device
_____ 15. Contaminated	o. Circular motions
	p. Unsterile
	q. Thorough surgical scrub

**B. Short Answer**

1. What must the medical assistant do if asked to directly assist with a surgical procedure? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Other than directly assisting with a surgery procedure, when else should the medical assistant wear surgical gloves, and why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. List the items included in the basic setup for most minor surgical procedures. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What types of surgical procedures may the medical assistant be asked to assist with in the medical office/clinic? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What is the usual recommended post-op diet? \_\_\_\_\_  
\_\_\_\_\_
6. Why are follow-up visits necessary in patient care? \_\_\_\_\_  
\_\_\_\_\_
7. Other than the scheduled post-op visit, what can the medical assistant do to follow up with patients? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. What, in general, can the medical assistant advise patients to do following minor surgery? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. How should the medical assistant instruct patients to care for the site of surgery? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. What is the purpose of an electrocautery device in minor office surgical procedures? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Give post-op instructions to a patient following a minor office surgery.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_

12. List standard precaution barriers that must be worn by health care providers for invasive procedures. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. List the important information that must be recorded on the patient's chart regarding a surgical procedure.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Explain how to remove sutures properly and why. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Describe how to remove skin staples. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Describe skin closures and how they are applied. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CASE STUDIES

### Scenario 1

Joshua Leonard is having a sebaceous cyst removed from his scalp today. While you are performing the skin prep, he tells you that he is a little nervous about having the procedure because he is a hemophiliac.

### Critical Thinking Questions

1. What should you do with this information? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What are the risks while having this procedure? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Who decides whether to go ahead with the procedure? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Scenario 2

You have set up a sterile tray to assist the physician with an I & D. You notice that you only have one hemostat to put on the tray, but you set up the field anyway without informing the physician because he is behind schedule and in a hurry to begin the procedure. During the surgery, the physician needs another hemostat.

**Critical Thinking Questions**

1. What are the possible repercussions of this situation? \_\_\_\_\_  
\_\_\_\_\_
2. What should you have done? \_\_\_\_\_  
\_\_\_\_\_
3. Should you ever set up an incomplete sterile tray? \_\_\_\_\_  
\_\_\_\_\_

**UNIT APPLICATION**

**Performance Objective Practice**

1. Pair off with another student and practice putting on and taking off sterile gloves while critiquing each other.
2. Practice removing sutures from an artificial arm or a suture pillow. Document the number of sutures placed and the number of sutures removed.
3. Review the different types and sizes of suture materials.
4. Make flash cards for the different surgical procedures discussed in this chapter with a description of the procedure and the tray setup for each.

**Performance Competency**

Following completion of performance objective practice, use the Performance Evaluation Checklists 17-3, 17-4, 17-5 and 17-6 in the workbook to perform the procedures for evaluation.

**CERTIFICATION AND REGISTRATION PREPARATION**

- \_\_\_\_\_ 1. Which of the following processes uses subfreezing temperature to destroy/remove tissue?
 

a. Electrocautery	c. Diathermy
b. Cryosurgery	d. Chemotherapy
- \_\_\_\_\_ 2. Electrocoagulation is performed with a(n):
 

a. cryo unit	c. hyfrecator
b. autoclave	d. scalpel
- \_\_\_\_\_ 3. A serious hereditary blood-clotting disease that occurs mostly in males is called:
 

a. hemophilia	c. hematuria
b. hemophobia	d. hemiplegia
- \_\_\_\_\_ 4. A thorough initial surgical scrub must be performed for \_\_\_\_\_ minutes.
 

a. two	c. six
b. four	d. eight
- \_\_\_\_\_ 5. Assisting with surgical procedures not only requires knowledge and skill, but also requires:
 

a. self-discipline	c. empathy
b. personal integrity	d. all of these
- \_\_\_\_\_ 6. Tell patients who are to have skin staples removed that it is normal to feel a \_\_\_\_\_ sensation during the procedure.
 

a. burning	c. nauseating
b. tugging	d. stinging

- \_\_\_\_\_ 7. Patients are normally requested to fast before surgical procedures because it lessens the possibility of the patient:
- a. bleeding a lot
  - b. talking too much
  - c. being late
  - d. becoming nauseated
- \_\_\_\_\_ 8. Included in the list of symptoms following a surgical procedure that should be reported to the physician are:
- a. unusual pain, burning, or uncomfortable sensation
  - b. bleeding or discharge
  - c. fever, nausea, and vomiting
  - d. all of the above
- \_\_\_\_\_ 9. You should always check the patient's emergency room report for which of the following information regarding suture removal?
- a. The date and the number of sutures put in
  - b. Date of patient's tetanus booster
  - c. The length of time the sutures are to be left in
  - d. All of these answers
- \_\_\_\_\_ 10. An ace wrap is a supportive bandage that:
- a. gives an attractive appearance to the injury
  - b. increases circulation of the injured area
  - c. gives support to the injured limb
  - d. both b and c