



MP Checklist for the Technical Skills Assessment

CSA Trainee: _____ Tutor: _____

Assessment Date: _____

Pre-insurance Medical Examination (ME)

- Body height and weight measurement √
 - Greet the patient* □
 - Understand the proper usage of the weight □
 - Recognize the proper measurement units (In kg or lbs / cm or feet & inches) □
 - Record the information properly □

- Chest & abdominal girth measurement
 - Explain to patient clearly and asking for his / her exposure* □
 - Measure along the nipple line □
 - Measure along the umbilicus □

- Dipstick urinalysis
 - Collect urine sample properly □
 - Recognize irregularities □
 - Record the result □

- Blood pressure and pulse measurement
 - Ask / make sure the patient has rested for at least 5 mins* □
 - Greet the patient* □
 - Roll up the patient's sleeve politely or ask for proper exposure □
 - Locate the position of brachial / radial arterial pulses* □
 - Apply the cuff up tightly □

* A CSA MUST FULFIL THESE ITEMS, MISSING ANY SINGLE ONE OF THEM WOULD FAIL THE ASSESSMENT.



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- Locate the position of the cuff (above the elbow) *
- Use the stethoscope correctly*
- Take BP
- Un-cuff the patient and roll down the sleeve
- Clarify WHO definition of hypertension including correct unit of BP*

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Body Temperature Taking

- Thermoscan √
 - Check the battery □
 - Change the disposable ear piece before patient □
 - Correct the retraction of pinna □
 - Wait until the beep sound □
 - Read the temperature □
 - Explain & tell the patient, define fever □

- Rectal temperature taking in infants
 - Greet the parent* □
 - Position the infant supine on the examination bed with underpad below* □
 - Choose the correct thermometer and shake it before use* □
 - Prepare gloves and KY jelly / Vaseline* □
 - Ask parent to assist the procedure □
 - Grasp the infants' legs □
 - Insert thermometer into the anus, 2cm* □
 - Wait for 1 min without hands off the infant and the thermometer* □
 - Read the thermometer □
 - Help parent to clean up the baby □

- Insertion of rectal suppositories (optional questions)
 - Greet the parent* □
 - Position the infant left laterally* □

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- Prepare gloves and KY jelly / Vaseline*
- Ask parent to assist the procedure
- Insert the suppositories

Injections (IM deltoid)

- Greet the patient*
- Prepare the essentials: cotton ball, alcohol swabs, needles, syringe & spot bandage
- Check drugs with MPs and the drug labels*
- Check the expiry date of the medication*
- Withdraw correct drugs from ampoules or vacuum bottles
- Change the needle of the syringe
- Push the air bubbles out from the syringe
- Site the injection over the deltoid
- Puncture in the angle of needle: 90 degrees
- Withdraw the needle to ensure no blood vessels invasion*
- Inject the medication slowly
- Correct disposal of needles in one of these ways: *
 - Put into the kidney dish and then dispose it later into the sharp box
 - Cap the needle without using the direct hand method
 - Dispose it directly into the sharp box
- Use cotton ball to press the wound
- Apply the spot bandage
- Know the complications of IM injections*

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Wound Management & Dressing

- √
- Greet the patient*
- Prepare the essentials: dressing set, alcohol swab and antiseptic solution +/- underpad & gloves (only for very dirty wounds)
- Take off the ornaments eg. Rings, watch, bracelets*
- Wash hands properly before the patient
- Open the dressing set, make sure there's no contamination of the inner contents
- Confirm the packing of the dressing set is folded into a disposal bag and placed aside the set
- Take out the forceps, cotton balls, and the gauzes out from the dressing tray, keep as little contact as possible to avoid contamination
- Use alcohol swab to swab the seal of the antiseptic solution
- Open the seal and pour the antiseptic solution into the trays (careful pouring and making no contact to the set)
- Hold 2 forceps by their left and right hand (usually a green one on the left and the yellow on the right)
- Make sure the green one is always keeping in contact with the sterile dressing set; while the yellow one is always keeping in contact with the patient's body*
- Pass the soaked cotton balls from the green (left) forceps to the yellow (right) forceps in every move
- Clean the wound with the cotton ball in one single direction but not "back & forth" across the wound*
- Use one single of each cotton ball*

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- Use appropriate dressing material as indicated by MPs* during dressing the wound

- Dressing materials that CSAs/ PSAs MUST know:
 - Coban
 - Meloin
 - Tagaderm/ Opsite/ Flexigrip
 - Fusidin Intertulle
 - Finger tubinettes
 - Steri-strips
 - Hyperfix
 - Micropores
 - Ribbon gauzes

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Medical Examination Assistance

- General examination (chest and abdomen) √
 - Greet the patient*
 - Ask patient to take off the shoes and lie flat onto the examination bed
 - Ask the patient to loosen the trousers AFTER lying down*
 - Expose the patient from the nipple line to the mid thigh level properly
 - Cover the patient with the towels*
 - Waiting aside for MP's orders until the examination finished
 - Help patient to clothe up and get down from the bed

- Per Rectal (PR) examination
 - Greet the patient*
 - Prepare the essentials: gloves (for MPs and themselves), KY jelly (gel on the gauzes inside the kidney dishes), headlight, underpad +/- proctoscope
 - Ask the patient to lie supine on the examination bed with the underpad below
 - Ask the patient to loosen the trousers with the underwear to the mid-thigh level WHEN lying down*
 - Cover the patient's private area with a towel*
 - Ask the patient to lie left lateral: "face the wall, bottom to the bedside, bend the knees and toes pointed to the wall" *
 - Glove their hands in the whole process*
 - Wait aside for MP's orders for passing the corresponding instruments
 - Help patient to clean up and get down from the bed

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- Per Vaginal (PV) examination √
- Greet the patient* □
- Prepare the essentials: gloves (for MPs and themselves), KY jelly or warm water (gel on the gauzes inside the kidney dishes), headlight, underpad, disposable speculum +/- HVS culture swab +/- thin prep pap test (brush and specimen bottle) □
- Ask the patient to lie supine on the examination bed with the underpad below □
- Ask the patient to take off one side of the trousers with the underwear WHEN lying down* □
- Cover the patient's private area with a towel* □
- Ask the patient to lie supine: "bend the knees to 90 degrees and put the heels at the corners of the end of the examination bed*" □
- Glove their hands in the whole process* □
- Wait aside for MP's orders for passing the corresponding instruments □
- Know exactly how to receive the culture swab* □
- Know exactly how to receive the brush with the specimen bottle in thin prep pap test □
- Help patient to clean up and get down from the bed □

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Nebulized Medicines Delivery

- √
- Greet the patient*
- Ask the patient to sit comfortably and relax on a chair
- Prepare the essentials: nebulizer, Salbutamol solution, normal saline, syringe
- Connect the power source of the nebulizer
- Put the medication cup in place of the set
- Mix the normal saline and Salbutamol solution into the cup by a syringe (ratio as indicated by MPs) *
- Put the transparent connection tube and the medication cup together
- Connect the face mask with connection tube
- Switch on the machine and see if the nebulizer is working
- Ask patient to put on the mask and fit onto his / her face nicely

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Proper Usages of Blood Glucose Meters & Finger Prick

- | | |
|--|--------------------------|
| | √ |
| ○ Greet the patient* | <input type="checkbox"/> |
| ○ Ask the patient to sit comfortably and relax on a chair | <input type="checkbox"/> |
| ○ Prepare the essentials: glucose meter, test strips, calibration strips, prick needle applicator, alcohol swab, cotton ball | <input type="checkbox"/> |
| ○ Check the expiry date of the test strips* | <input type="checkbox"/> |
| ○ Know how to calibrate the glucose meter | <input type="checkbox"/> |
| ○ Inset the test strip into the glucose meter | <input type="checkbox"/> |
| ○ Use alcohol swab to disinfect the finger tip* | <input type="checkbox"/> |
| ○ Prick onto the finger tip* | <input type="checkbox"/> |
| ○ Neglect and wipe off the 1 st drop of the capillary blood | <input type="checkbox"/> |
| ○ Wait for the blood drawn by the test strip until a beep sound | <input type="checkbox"/> |
| ○ Use cotton ball to compress the wound | <input type="checkbox"/> |
| ○ Wait for 30 sec for the reading | <input type="checkbox"/> |
| ○ Record and inform MPs the H'stix reading | <input type="checkbox"/> |
| ○ Dispose the prick needle properly* | <input type="checkbox"/> |

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