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QUESTION 1

Which of these is most important when dealing with medical records?

- A. Accessibility
- B. Confidentiality
- C. Legibility
- D. Availability

Correct Answer: B

All of these elements are important, but when dealing with medical records confidentiality is paramount. Always make sure that records are not being disclosed to an unauthorized entity, and check with the office handbook and other staff when in doubt.

QUESTION 2

Where should you aim the jet if you have to deal with a fire and are using an extinguisher?

- A. Over the top of the flames
- B. At the middle of the flames
- C. At the base of the flames
- D. Around the sides of the flames

Correct Answer: C

The aim of a fire extinguisher is to put out the root of the fire, which will be at the base of the flames. Always make sure that you are using the correct type of fire extinguisher for the blaze you are tackling (this will be indicated on the extinguisher), for example using a water fire extinguisher on an electrical fire may cause

QUESTION 3

Who is a person that issues a legal suit against a medical professional?

- A. The defendant
- B. The litigant
- C. The plaintiff
- D. The appellant

Correct Answer: C

A person entering a legal complaint is known as the plaintiff.

The person against whom the complaint is made is the defendant.

All parties in a court case are known as the litigants, and an appellant is a person who appeals to a higher court to have the judgment of a lower court overturned.

QUESTION 4

Which of these is the only factor that does not require consideration when placing electrodes for an ECG test?

- A. Patient scars
- B. Patient ethnicity
- C. Patient piercings
- D. Patient stents

Correct Answer: B

An ECG test requires a clear flow between electrodes: any thickening of the skin or metal objects may impede this.

Do not place electrodes over piercings, scars or stents or in such a way that these elements may interfere with results.

QUESTION 5

Good team members _____.

- A. focus on their tasks and not on some lofty goal.
- B. do not communicate with or interfere with others.
- C. do their job well without helping others with theirs.
- D. accept responsibility and accountability.

Correct Answer: D

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