



## How to Use the Detailed Content Outline to Prepare for the Certified Mastectomy Fitter (CMF) Multiple Choice Certification Examination

The ***Certified Mastectomy Fitter Detailed Content Outline*** is a schedule of the tasks involved and the domains of the practice of a CMF. The Detailed Content Outline (DCO) is derived from a Job Task Analysis, a careful description of the tasks performed by professionals practicing in mastectomy fitting. A randomized national survey of those professionals is conducted by BOC every five years to determine what changes, if any, have occurred in the practice. From this survey the DCO is updated and the exam questions revised.

You will have two hours for completion of this segment, consisting of 60 multiple choice questions and 15 unscored pre-test questions. Each question on the exam is based on this outline. In fact, **none** of the BOC certification exams can contain any question, case simulation, or demonstration that cannot be directly linked to a specific item in the relevant DCO. Therefore, to prepare to take the exam, we suggest that you study this Outline and especially consider what the underlying knowledge, skills, and abilities you need to be able to serve patients.

The format of the exam is such that it does not follow this outline in order; rather, questions regarding outline sections are placed randomly throughout the exam. In order to understand how to fit a mastectomy prostheses for example, one has to comprehend the relevant anatomy, the pathophysiology, etc.

A fitter must be a complete instrument for patient care, providing maximum benefit, not just fabrication, adjustment or placement. This, then, is the basis for the examinations that test the knowledge, skills, and abilities of a competent fitter. It is not sufficient just to know how to fit a patient with a device – your patient has to be able to benefit from your service. This will not happen until the patient, for example, knows how to don and doff, care for, and in general utilize the product provided. This is why each candidate is required to have a significant period of patient care practice experience to be eligible to take the exam. You won't get all your preparation at one school (e.g. AABCP, American Breast Care, Amoena, Anita, BFRIN, Jodee, Nearly Me Technologies, Inc., O&P Education, St. Petersburg College)--you will learn the fundamentals and then sharpen them during patient care practice. To study, review your original training materials. Bring your patient experience into play; it is indispensable.

To study a good sample of questions online please refer to the **Self-Assessment Examination (SAE)** or practice test, developed by experts to help you prepare for certification. All questions come from prior exams; answers are confidential, a computer grades your exam. Several reports help you understand your grade and establish your strengths and weaknesses. You may retake the exam as often as you like, as long as you do not submit the SAE for completion. Please note that the purchase of SAEs are optional and not the only means of preparation. For more information regarding the SAE, go to [www.bocusa.org/exam-preparation-resources#2](http://www.bocusa.org/exam-preparation-resources#2).

Specifics of the CMF Detailed Content Outline are below.

## Performance Levels

There are three Performance Levels, or levels of difficulty, for exam questions: Recall (RE), Application (AP), and Analysis/Evaluation (AN).

**RECALL (RE)** questions require only the recognition of specific factual information, which generally does not vary, relative to the situation. An example is:

After surgery, a mastectomy patient may be given exercises for

- A. range of motion.
- B. manual dexterity.
- C. circulation.
- D. lymphedema.

**APPLICATION (AP)** questions require the comprehension, interpretation or manipulation of concepts or data, in which the response or outcome is situationally dependent, but not overly complex (i.e., application of knowledge which varies based on patient and environmental characteristics). An example is:

A patient has called a mastectomy fitter many times since being fitted with a self-adhering prosthesis 5 weeks ago. The patient cannot remember how to apply the prosthesis regardless of the fact that the fitter has repeatedly instructed her over the phone. The fitter should **FIRST**

- A. schedule an appointment to review application.
- B. change the prosthesis to something easier to apply.
- C. inform the patient's physician of non-compliance.
- D. call a relative to help the patient apply the prosthesis.

**ANALYSIS/EVALUATION (AN)** questions require integration or synthesis of a variety of concepts or elements to solve a specific problem situation (i.e., evaluating and rendering judgments on complex problems with many situational variables). An example is:

A patient presents with a prescription for a prosthesis and surgical bras. The mastectomy fitter notes that the surgical site has not healed. The mastectomy fitter should

- A. measure the patient's nonsurgical side.
- B. apply disposable gloves before measuring the patient.
- C. ask the patient to return when she is completely healed.
- D. refer the patient to a wound-care center.

Now, examine the Detailed Content Outline. Note the three **bold face numbers on the top right** of the Outline: these indicate the number of questions in each section by performance level. The total number of questions, by performance level is summed at the end of the Content Outline (i.e., 24 RE, 33 AP, 3 AN, total 60 questions). Note the majority of questions (33) are at the Application (AP) level, which is testing your understanding, analysis and management of concepts or data from a patient in a particular situation. Both AP and AN questions require clinical patient care experience.

To understand how to use the Detailed Content Outline to anticipate the exam questions, consider the following two examples. Compare Example 1 and 2 below with the Detailed Content Outline section 1 and 7. Notice that there is not one reference source encompassing all that is contained in the exam; it is a combination of education, training and experience.

**Example 1:** *Reprinted from CMF Detailed Content Outline*

	<u>RE</u> 2	<u>AP</u> 3	<u>AN</u> 0
<b>I. FACILITIES MANAGEMENT</b>			
A. Determine Elements of the Fitting Room (e.g., adjustable stool, exam/fitting table, mirror, hard back chair, and parallel bars, or other appropriate ambulating device)			
B. Determine Required Measuring Devices (e.g., tape measures, goniometer, calipers, VAPC caliper, ML gauge, measuring chart, plumb bob, yard/meter stick, Ritz stick, Brannock)			
C. Comply with Environmental Safety Regulations in All Practice Settings (e.g., pathogens, cross-infection, work place hazards)			
D. Assure Quality Care by Development and Maintenance of Policies and Procedures Regarding Patients, Prescribers, Personnel, Maintenance of Records, etc.			
E. Comply with HIPAA regulations			
F. Comply with Accreditation Standards			

**Section I.** There will be 5 questions on the exam devoted to **Facilities Management**, 2 RE, 3 AP, and 0 AN. To understand this section it may be helpful to download the BOC Facility Accreditation materials, [www.bocusa.org](http://www.bocusa.org) for review of important aspects of facility management.

- You may be asked how to use equipment or measuring devices (1.B.2.).
- Knowledge about the fitting room (1.A.) and tools required for proper patient care (1.B.) may be asked.
- Questions are asked regarding technical and clinical elements of the fitting room (1.A.) and safety (1.C.).
- For C, think “OSHA,” work safety, and make sure you are current on those regulations.
- There are also questions throughout the exam relevant to your office professional policies and procedures (1.D.), so review your manuals and records system.
- Questions concerning exposure to pathogens and cross-infection (1.C.) are asked.


**Example 2:** Reprinted from CMF Detailed Content Outline


RE    AP    AN  
4        8        0


<b>VII. EVALUATION/SELECTION of PREFABRICATED (unless specified) PRODUCT/MODEL/TYPE of DEVICE</b>
A. Breast Prostheses - Prefabricated
B. Post-Surgical Garments (e.g., lymphedema, compression devices, camisole)
C. Bras and Ancillary Supplies

**Section VII. EVALUATION/SELECTION of PREFABRICATED (unless specified) PRODUCT/MODEL/TYPE of DEVICE** has 12 total questions, 4 RE, 8 AP, and 0 AN questions, regarding products, models, and types, which may be placed at random anyplace throughout the exam.

- Questions may be asked regarding any of these mastectomy prostheses (7. A through C.) relative to the patient and clinical situation, and may be asked in any section of the exam, relative to any professional activity, i.e., ethics, patient communication.
- You need to know the underlying pathology (3.A. 1.), and to explain the objective of each device (4.A.),
  - measuring for each device (1.B., 6.C.),
  - fitting and customizing prostheses (5.A.),
- You may be asked for information (5.), on how to:
  - don and doff the device (5.A., 5.B.),
  - communicate logically (4.)
  - observe patient confidentiality (2.A.).

 www.bocusa.org	<b>Certified Mastectomy Fitter            Detailed Content Outline<sup>i</sup></b>			<b>Total</b>
	<b>Cognitive Level</b>			
	<b>Recall</b>	<b>Application</b>	<b>Analysis</b>	
<b>1. BEST PRACTICES</b>	<b>10</b>	<b>14</b>	<b>2</b>	<b>26</b>
<b>A. Facilities Management</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>10</b>
1. Adhere to accreditation standard (e.g., CMS Supplier and Quality Standards, BOC Standards). 2. Determine required measuring devices (e.g., tape measures). 3. Observe environmental safety regulations in all practice settings (e.g., pathogens, cross-infection, work place hazards, hand washing). 4. Assure quality care through development and maintenance of policies and procedures regarding patients, prescribers, personnel, maintenance of records, etc. 5. Comply with HIPAA regulations.				
<b>B. Perform Professional Practice/Ethics</b>	<b>7</b>	<b>9</b>	<b>0</b>	<b>16</b>
1. Uphold patient confidentiality. 2. Participate in professional and educational symposiums (e.g., fulfill continuing education requirements). 3. Maintain a performance improvement management system that evaluates patient care. 4. Provide education to staff or other health care professionals on current products and services. 5. Comply with BOC Code of Ethics.				
<b>2. PATIENT</b>	<b>14</b>	<b>20</b>	<b>3</b>	<b>37</b>
<b>A. Patient Assessment/Evaluation</b>	<b>7</b>	<b>10</b>	<b>3</b>	<b>20</b>
1. Establish relationship with patient. a. Verify required personal information about patient. b. Collect and evaluate patient records. c. Interview patient and obtain history. d. Review any related medical treatment(s). e. Discuss financial matters for services/products with patient. 2. Evaluate and assess patient to determine: a. Skin condition b. Range of motion c. Muscle strength d. Manual dexterity e. Coordination				

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	<b>Cognitive Level</b>			
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f. Posture and balance g. Sensation h. Swelling (e.g., edema, lymphedema, medication) i. Cognitive awareness 3. Assess Prescription a. Verify prescription (e.g., name, quantity, date, diagnosis, physician office notes, National Provider Identifier [NPI] and Provider Enrollment Chain and Ownership System [PECOS], signature). b. Determine relevance of prescription to presenting problem. c. Identify the type(s) of surgery/surgeries to provide the proper product(s). d. Contact prescribing physician and discuss/revise prescription if necessary. e. Discuss prescription with patient (i.e., explain the patient's role/responsibilities).				
<b>B. COMMUNICATION / PATIENT EDUCATION</b>	<b>7</b>	<b>10</b>	<b>0</b>	<b>17</b>
1. Explain purpose/objective of device a. Determine patient's expectations. b. Describe various procedures to be performed. c. Review advantages and disadvantages. d. Explain patient's role/responsibilities. e. Discuss product options and obtain patient acknowledgment. 2. Evaluate the impact of product on patient, family, and others 3. Perform inter-professional communications (e.g., progress notes)				
<b>3. PRODUCT</b>	<b>14</b>	<b>18</b>	<b>5</b>	<b>37</b>
<b>A. Preparation, Measurements, and Selection of Product</b>	<b>7</b>	<b>8</b>	<b>5</b>	<b>20</b>
1. Measure patient a. Identify anatomical landmarks b. Select techniques (e.g., patient positioning, half-measurements) 2. Selection of product type a. Post-surgical garments (e.g., camisole, lymphedema, compression garments) b. Breast prostheses and bras				

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	<b>Recall</b>	<b>Application</b>	<b>Analysis</b>	
<b>B. Product Application, Delivery, and Final Evaluation</b>	<b>7</b>	<b>10</b>	<b>0</b>	<b>17</b>
1. Align and Fit Product to Patient <ul style="list-style-type: none"> <li>a. Fit product to patient and adjust alignment to achieve balance, symmetry, and appearance.</li> <li>b. Demonstrate proper application and positioning for comfort.</li> <li>c. Instruct on application, removal, fitting adjustments, and wash/care of product.</li> <li>d. Observe patient apply and remove product(s).</li> <li>e. Review warranty with patient.</li> <li>f. Require patient sign receipts and acknowledgments.</li> </ul> 2. Explain Follow-Up Procedures <ul style="list-style-type: none"> <li>a. Review proper usage with patient.</li> <li>b. Confirm that patient’s expectations and goals have been met.</li> <li>c. Encourage communication with patient to ensure satisfaction.</li> <li>d. Update patient’s records.</li> <li>e. Educate patient about future evaluations.</li> </ul>				
<b>Totals</b>	<b>38</b>	<b>52</b>	<b>10</b>	<b>100</b>

<sup>i</sup> Each test form will include 2 sets of 15 unscored pretest items in addition to the 100 scored items. 2.5 hours of testing time.  
 BOC approved initial base form passing point by Angoff method in 2017.  
 Future passing points may be established through linear pre-equating.