



410.581.6222  
877.776.2200  
Fax: 410.581.6228

[www.bocusa.org](http://www.bocusa.org)

10451 Mill Run Circle, Suite 200  
Owings Mills, Maryland 21117

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## **BOC Certified Mastectomy Fitter Scope of Practice**

### **I. Definitions**

#### **A. Practice of Mastectomy Fitting**

*BOC Mastectomy Fitter* A BOC CMF is an individual trained and qualified to measure, fit, dispense and adjust external breast prostheses, bras, and related supplies. Mastectomy fitting is the practice, pursuant to a physician's order, of addressing medical conditions of the upper extremities and post-mastectomy surgical outcomes. Drawing on knowledge of upper extremity musculoskeletal and lymphatic composition, the Mastectomy Fitter may measure, fit and adjust external breast prostheses, bras and related supplies appropriate to the conditions presented. Follow-up appointments are required to evaluate the fit and function, make adjustments to the devices as necessary and promote patient compliance with the goal of achieving desired outcomes.

#### **B. Certified Mastectomy Fitter**

A Certified Mastectomy Fitter is a professional whose competence in fitting external breast prostheses, bras and related supplies is evaluated and verified by the Board of Certification/Accreditation, Int'l.

#### **C. Mastectomy Devices**

"Mastectomy Devices/Modalities" include external breast prostheses, bras, gradient compression garments and related supplies. A Mastectomy Fitter fits devices designed to provide for the support, alignment, prevention, and/or correction of musculoskeletal post-surgical or deformity.

### **II. General Requirements for a Certified Mastectomy Fitter**

To become certified as a Mastectomy Fitter, a candidate must meet initial educational requirements and pass a comprehensive written Multiple Choice exam (MCE) given by the Board of Certification/Accreditation, Int'l (BOC), which is accredited by the National Commission for Certifying Agencies. Once certified, a Mastectomy Fitter must meet continuing education and annual renewal requirements to maintain BOC certification. The BOC-certified Mastectomy Fitter must also adhere to a code of ethics designed to ensure a comprehensive scope of professional competence and deportment. A certified Mastectomy Fitter's activities must reflect his/her certification(s) and education.

### **III. Roles of a Mastectomy Fitter**

#### **A. Patient Assessment**

Ascertain physician/clinician's diagnosis, gather information, examine patient, and evaluate. Determine patient's realistic expectations and consult with clinician as appropriate. A clinician is defined as any healthcare provider who has the legal and/or licensed authority in the state to order or prescribe medical care.

#### **B. Implementation**

Select appropriate device(s), measure and apply prostheses and related devices to patient. Modify, adjust and conduct trial fittings. Facilitate patient's understanding and conduct appropriate follow-up. Mastectomy Fitters are authorized to treat primary diagnoses as provided by the physician/clinician.

**C. Practice Management**

Comply with universal precaution procedures and occupational safety and health rules. Document all patient matters and communicate with other professionals.

**D. Professional Development and Responsibility**

Adhere to legal and ethical Scope, participate in continuing education, fulfill civic responsibilities, participate in research as appropriate, and educate the public and health professionals on available post-mastectomy products/services. Refer to allied healthcare practitioners when patient/customer presents with medical conditions that may require other devices/modalities that are outside of this scope of practice.



Mastectomy Fitter Detailed Content Outline	Cognitive Level			Total
	Recall	Application	Analysis	
<i>An "X" denotes the examination will NOT contain items for the given task at the cognitive level indicated in the respective column (recall, application, or analysis).</i>				
<b>I. Facilities Management</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>7</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)		X	X	
B. Determine required equipment, tools, and materials				
1. manufacturing/alteration equipment (e.g., sewing machine)		X	X	
2. measuring devices (e.g., tape measures)		X	X	
C. Comply with environmental safety regulations in all practice settings (e.g., pathogens, cross-infection, work place hazards)			X	
D. Assure quality care by development and maintenance of policies and procedures regarding patients, prescribers, personnel, maintenance of records, etc.			X	
E. Comply with HIPAA regulations			X	
<b>II. Perform Professional Practice/Ethics</b>	<b>3</b>	<b>4</b>	<b>0</b>	<b>7</b>
A. Maintain patient confidentiality		X	X	
B. Assist in training, lectures and information to staff or other health care professionals on current orthotic/prosthetic information			X	
C. Participate in a quality assurance system that evaluates patient care			X	
D. Participate in professional and educational symposiums			X	
<b>III. Patient Assessment/Evaluation</b>	<b>2</b>	<b>7</b>	<b>2</b>	<b>11</b>
A. Establish relationship with patient				
1. Patient intake				
a. Record all personal and insurance information about patient		X	X	
b. Discuss financial matters for services/devices with patient			X	
c. Determine patient's expectations			X	
d. Interview patient and obtain history		X	X	
e. Collect and evaluate patient records		X	X	
f. Recognize the pathology of the disease to provide the proper care			X	
g. Discuss any related medical treatment(s)		X	X	

Mastectomy Fitter Detailed Content Outline	Cognitive Level			Total
	Recall	Application	Analysis	
<i>An "X" denotes the examination will NOT contain items for the given task at the cognitive level indicated in the respective column (recall, application, or analysis).</i>				
B. Evaluate and assess patient to determine				
1. skin condition				
2. range of motion				
3. manual dexterity				
4. posture and gait				
5. sensation				
C. Assess Prescription				
1. Determine elements of a valid prescription				
a. Verify validity of prescriber		X	X	
b. Verify information contained on prescription		X	X	
2. Determine relation of prescription to presenting problem				
3. Discuss prescription with patient (i.e., explain the patient's role/responsibilities)			X	
4. Contact prescribing doctor and discuss/revise prescription				
<b>IV. Communication/Patient Education</b>	<b>3</b>	<b>5</b>	<b>1</b>	<b>9</b>
A. Explain purpose/objective of orthosis/prosthesis				
1. Inform patient and/or caregiver of the various procedures to be performed			X	
2. Explain advantages and disadvantages			X	
3. Determine patient's expectations			X	
4. Explain patient's role/responsibilities		X	X	
B. Provide initial instructions				
1. Instruct patient and/or caregiver in donning, doffing, care of orthosis/prosthesis			X	
2. Demonstrate proper application, alignment and removal			X	
3. Instruct patient and/or caregiver in fitting adjustments such as tightening straps, etc.			X	
4. Explain how to recognize potential problems (e.g., pressure points, skin breakdown, numbness, contractures)				
5. Explain care and cleaning procedures		X	X	
C. Evaluate psychological impact of devices on patient, family and others				
D. Procedures for patient follow-up				
1. Initiate and encourage on-going communication with patient and/or caregiver			X	
2. Maintain patient's records		X	X	
3. Inform patient and/or caregiver of provisions for continued servicing of device (e.g., adjustments, consultation)			X	

<b>Mastectomy Fitter Detailed Content Outline</b>	<b>Cognitive Level</b>			<b>Total</b>
	<b>Recall</b>	<b>Application</b>	<b>Analysis</b>	
<i>An "X" denotes the examination will NOT contain items for the given task at the cognitive level indicated in the respective column (recall, application, or analysis).</i>				
4. Communicate with the patient and/or caregiver verbally and in writing				
E. Conduct inter-professional communications			X	
<b>v. Orthosis/Prosthesis Application and Delivery</b>	<b>3</b>	<b>6</b>	<b>1</b>	<b>10</b>
A. Finalize alignment and fit orthosis/prosthesis to patient				
1. Don orthosis/prosthesis to patient and finalize alignment, fit, and cosmetic appearance			X	
2. Demonstrate to patient and/or caregiver donning, doffing, fitting adjustments and care of orthosis/prosthesis				
3. Explain how to recognize potential problems (e.g., pressure points, skin breakdown, numbness, contractures)				
4. Have patient and/or caregiver demonstrate proper application and removal			X	
5. Have patient and/or caregiver sign receipts and acknowledgments		X	X	
B. Explain follow-up procedures		X	X	
<b>VI. Patient Follow-up</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>4</b>
A. Evaluate fit and function of orthosis/prosthesis				
B. Perform necessary adjustments			X	
C. Schedule follow-up visits		X	X	
<b>VII. Patient Preparation/Measurements</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>4</b>
A. Select techniques (e.g. patient positioning)			X	
B. Identify anatomical landmarks			X	
C. Use measuring devices		X	X	
<b>VIII. Evaluation/Selection of Product/Model/Type</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>8</b>
A. Post Surgical Services and Products (e.g., lymphedema, compression devices)				
B. Breast Prostheses			X	
C. Bras and Ancillary Supplies			X	
<b>TOTAL</b>	<b>19</b>	<b>34</b>	<b>7</b>	<b>60</b>



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## 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 is derived from a Job Analysis, a careful description of the tasks performed by practitioners. A randomized national survey of O&P practitioners is conducted by BOC every five years to determine what changes, if any, have occurred in the practice. From this survey the Detailed Content Outline is updated and the exam questions revised.

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 Detailed Content Outline. 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 practitioner 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 practitioner. 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 s/he, for example, knows how to don and doff, care for, and in general utilize the orthosis 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. Truelife, Airway, Amoena, Jodee, American Breast Care, or NEARLY ME Technologies, Inc.)--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 on-line 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 re-take the exam as often as you like, in the privacy of your home or office. For more information regarding the SAE, go to [www.bocinternational.org](http://www.bocinternational.org), link to SAE.

*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., 19 RE, 34 AP, 7 AN, total 60 questions). Note the majority of questions (34) 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 8. 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*

RE    AP    AN  
3        4        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 equipment, tools, and materials
1. manufacturing/alteration equipment (e.g., sewing machine)
2. measuring devices (e.g., tape measures)
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

**Section 1.** There will be 7 questions on the exam devoted to **Facilities Management**, 3 RE, 4 AP, and 0 AN. To understand this section it may be helpful to download the BOC Facility Accreditation materials, [www.bocinternational.org](http://www.bocinternational.org) for review of important aspects of facility management.

- You may be asked how to use equipment (1.B.), 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  
2        4        2

<b>8. Evaluation/Selection of Product/Model/Type</b>
A. Post Surgical Services and Products (e.g., lymphedema, compression devices)
B. Breast Prostheses
C. Bras and Ancillary Supplies

**Section 8. Evaluation/Selection of Product/Model/Type** has 8 total questions, 2 RE, 4 AP, and 2 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 (8. 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.f.), and to explain the objective of each device (4.A.),
  - measuring for each device (1.B.2., 7.C.),
  - fitting and customizing prostheses (5.A.),
- You may be asked for information (4.), on how to:
  - don and doff the device (4.B.),
  - communicate logically (4.)
  - observe patient confidentiality (2.A.).