

# Table of Contents

## Chapter 1

### Understanding Long-Term Care

1. Compare long-term care to other healthcare settings ..... 1
2. Describe a typical long-term care facility ..... 3
3. Explain Medicare and Medicaid ..... 3
4. Describe the long-term care survey process ..... 4
5. Explain policies and procedures ..... 4
6. Describe residents who live in long-term care facilities ..... 5

## Chapter 2

### The Nursing Assistant and The Care Team

1. Explain the nursing assistant's role ..... 7
2. Explain professionalism and list examples of professional behavior ..... 8
3. Describe good personal grooming habits ..... 10
4. Identify the role of each member of the care team ..... 11
5. Explain the chain of command and scope of practice ..... 12
6. Define "care plan" and explain its purpose ..... 13
7. Describe the nursing process ..... 13
8. Describe "The Five Rights of Delegation" ..... 15

## Chapter 3

### Legal and Ethical Issues

1. Define the terms "law" and "ethics" ..... 16
2. List examples of legal and ethical behavior ..... 16

3. Describe a nursing assistant's code of ethics ..... 17
4. Explain the Omnibus Budget Reconciliation Act (OBRA) ..... 17
5. Explain Residents' Rights ..... 18
6. Define and list signs of abuse and neglect ..... 21
7. List examples of behavior supporting and promoting Residents' Rights ..... 23
8. Identify the ombudsman's role ..... 23
9. Explain HIPAA and list ways to protect residents' privacy ..... 24
10. Explain The Patient Self-Determination Act (PSDA) ..... 25

## Chapter 4

### Communication and Cultural Diversity

1. Define "communication" ..... 29
2. Explain verbal and nonverbal communication ..... 29
3. Describe ways different cultures communicate ..... 30
4. Identify barriers to communication ..... 31
5. List ways to make communication accurate and complete ..... 32
6. Explain how to develop effective interpersonal relationships ..... 34
7. Explain the difference between facts and opinions ..... 35
8. Explain objective and subjective information and describe how to observe and report accurately ..... 35
9. Describe basic medical terminology and abbreviations ..... 36
10. Explain how to give and receive an accurate report of a resident's status ..... 36

11. Explain documentation and describe related terms and forms .....	37
12. Describe incident reporting and recording .....	40
13. Discuss the nursing assistant's role in care planning and at care conferences .....	40
14. Demonstrate effective communication on the telephone .....	42
15. Explain the resident call system .....	42
16. List guidelines for communicating with residents with special needs .....	42

## Chapter 5 Quality Infection Control

1. Define “infection control” and related terms .....	49
2. Describe the chain of infection .....	49
3. Explain why the elderly are at a higher risk for infection and identify symptoms of an infection .....	50
4. Describe the Centers for Disease Control and Prevention (CDC) and explain Standard Precautions .....	51
5. Explain the term “hand hygiene” and identify when to wash hands .....	53
6. Discuss the use of personal protective equipment (PPE) in facilities .....	54
7. List guidelines for handling equipment and linen .....	57
8. Explain how to handle spills .....	58
9. Explain Transmission-Based Precautions .....	59
10. Define “bloodborne pathogens” and describe two major bloodborne diseases .....	60
11. Explain OSHA's Bloodborne Pathogen Standard .....	61

12. Define “tuberculosis” and list infection control guidelines .....	62
13. Define the terms “MRSA” and “VRE” .....	63

## Chapter 6 Safety and Body Mechanics

1. List common accidents in facilities and describe prevention guidelines .....	66
2. List safety guidelines for oxygen use .....	69
3. Explain the Material Safety Data Sheet (MSDS) .....	70
4. Define the term “restraint” and give reasons why restraints were used .....	70
5. List physical and psychological problems associated with restraints .....	72
6. Define the terms “restraint-free” and “restraint alternatives” and list examples of restraint alternatives .....	72
7. Describe guidelines for applying a restraint and what must be done if a restraint is ordered .....	74
8. Explain the principles of body mechanics .....	74
9. Apply principles of body mechanics to daily activities .....	75
10. Identify major causes of fire and list fire safety guidelines .....	77

## Chapter 7 Emergency Care and Disaster Preparation

1. Demonstrate how to recognize and respond to medical emergencies .....	79
2. Demonstrate knowledge of first aid procedures .....	80
3. Describe disaster guidelines .....	90

## Chapter 8

### Human Needs and Human Development

1. Explain health and wellness .....92
2. Define “holistic care” and explain its importance in health care .....92
3. Explain why independence and self-care are important .....93
4. Identify basic human needs .....94
5. Identify ways to help residents meet their spiritual needs .....95
6. Explain ways to accommodate sexual needs .....96
7. Identify ways to accommodate cultural and religious differences .....97
8. Describe the need for activity .....99
9. Discuss family roles and their significance in health care .....100
10. List ways to respond to emotional needs of residents and their families .....101
11. Describe the stages of human growth and development .....101
12. Distinguish between what is true and what is not true about the aging process .....104
13. Identify community resources available to help the elderly .....105

## Chapter 9

### The Healthy Human Body

1. Define key anatomical terms .....106
2. Describe the integumentary system .....106
3. Describe the musculoskeletal system .....108
4. Describe the nervous system .....109
5. Describe the circulatory or cardiovascular system .....112

6. Describe the respiratory system .....115
7. Describe the urinary system .....116
8. Describe the gastrointestinal system .....117
9. Describe the endocrine system .....118
10. Describe the reproductive system .....120
11. Describe the immune and lymphatic systems .....122
12. Define terms relating to position and location .....124

## Chapter 10

### Moving, Lifting, and Positioning

1. Review the principles of body mechanics .....126
2. Explain beginning and ending steps in care procedures .....127
3. Explain why position changes are important for bedbound residents and describe five basic positions .....128
4. Describe how to safely transfer residents .....136

## Chapter 11

### Admitting, Transferring, and Discharging

1. Describe how residents may feel when entering a facility .....146
2. Explain the nursing assistant’s role in the admission process .....146
3. Explain the nursing assistant’s role during an in-house transfer of a resident .....150
4. Explain the nursing assistant’s role in the discharge of a resident .....151
5. Describe the nursing assistant’s role in physical exams .....152

## Chapter 12 The Resident's Unit

1. Describe a standard resident unit ...155
2. Discuss how to care for and clean unit equipment .....156
3. Identify factors affecting a resident's comfort .....157
4. Explain the importance of sleep and factors affecting sleep .....157
5. Discuss two types of beds .....158
6. Describe bedmaking guidelines and perform proper bedmaking .....158

## Chapter 13 Personal Care Skills

1. Explain personal care of residents ...165
2. Identify guidelines for providing good skin care and preventing pressure sores .....166
3. Explain guidelines for assisting with bathing .....169
4. Explain guidelines for assisting with grooming .....178
5. List guidelines for assisting with dressing .....183
6. Identify guidelines for good oral care .....185
7. Define “dentures” and explain guidelines for good denture care .....187
8. Describe guidelines for performing oral care for an unconscious resident .....189

## Chapter 14 Urinary Elimination

1. List qualities of urine and identify signs and symptoms about urine to report .....192

2. List factors affecting urination and demonstrate how to assist with elimination .....192
3. Identify reasons for incontinence ...196
4. Describe how to promote normal urination .....199
5. Describe guidelines for catheter care .....199
6. Identify types of urine specimens that are collected .....203
7. Explain types of tests performed on urine .....206
8. Explain guidelines for assisting with bladder retraining .....207

## Chapter 15 Bowel Elimination

1. List qualities of stools and identify signs and symptoms to report about stool .....210
2. List factors affecting bowel elimination .....210
3. Discuss common bowel elimination problems .....211
4. Describe how to promote normal bowel elimination .....212
5. Discuss how enemas are given .....213
6. Demonstrate how to collect a stool specimen .....216
7. Explain occult blood testing .....217
8. Define the term “ostomy” and list care guidelines .....217
9. Explain guidelines for assisting with bowel retraining .....219

## Chapter 16 Nutrition and Hydration

1. Describe the importance of good nutrition .....221

2. Identify nutritional problems of the elderly or ill .....	221	3. List guidelines for taking pulse and respirations .....	252
3. List the six basic nutrients and explain the USDA Food Guide Pyramid .....	223	4. Explain guidelines for taking blood pressure .....	255
4. Explain the role of the dietary department .....	226	5. Describe guidelines for pain management .....	258
5. Describe factors that influence food preferences .....	226	6. Explain the benefits of warm and cold applications .....	259
6. List ways to identify and prevent dehydration .....	227	7. Explain how to apply non-sterile dressings .....	264
7. Explain intake and output (I&O) and list signs of fluid overload .....	229	8. Discuss guidelines for non-sterile bandages .....	265
8. List ways to identify and prevent unintended weight loss .....	231	9. List care guidelines for a resident who is on an IV .....	265
9. Describe how to make dining enjoyable for residents .....	232		
10. Explain how to serve meal trays .....	233	<b>Chapter 18</b>	
11. Demonstrate how to assist a resident with eating and drinking .....	234	<b>Common Chronic and Acute Conditions</b>	
12. Define “dysphagia” and identify signs and symptoms of swallowing problems .....	237	1. Describe common diseases and disorders of the musculoskeletal system .....	267
13. Explain special diets .....	238	2. Describe common diseases and disorders of the nervous system .....	274
14. Explain thickened liquids and identify three basic thickened consistencies .....	241	3. Describe common diseases and disorders of the circulatory system .....	280
15. Understand the importance of observing and reporting a resident’s diet .....	241	4. Describe common diseases and disorders of the respiratory system .....	284
16. Describe how to assist residents with special needs .....	242	5. Describe common diseases and disorders of the urinary system .....	286
		6. Describe common diseases and disorders of the gastrointestinal system .....	287
		7. Describe common diseases and disorders of the endocrine system .....	288
		8. Describe common diseases and disorders of the reproductive system .....	290
		9. Describe common diseases and disorders of the immune and lymphatic systems .....	291
<b>Chapter 17</b>			
<b>Basic Nursing Skills</b>			
1. Explain the importance of monitoring vital signs .....	245		
2. List guidelines for taking body temperature .....	246		

10. Describe cancer and list care guidelines .....294
11. Explain developmental disabilities and list care guidelines .....296

## Chapter 19 Confusion, Dementia, and Alzheimer's Disease

1. Define "confusion" and "delirium" ...300
2. Describe dementia and define related terms .....301
3. Describe Alzheimer's disease and identify its stages .....301
4. List strategies for better communication for residents with Alzheimer's disease .....303
5. Identify personal attitudes helpful in caring for residents with Alzheimer's disease .....305
6. Explain general principles that will help assist residents with personal care .....306
7. List and describe interventions for problems with common activities of daily living (ADLs) .....307
8. List and describe interventions for common difficult behaviors related to Alzheimer's disease .....310
9. Describe creative therapies for residents with Alzheimer's disease ..314

## Chapter 20 Mental Health and Mental Illness

1. Identify seven characteristics of mental health .....317
2. Identify four causes of mental illness .....317
3. Distinguish between fact and fallacy concerning mental illness ....318

4. Explain the connection between mental and physical wellness .....318
5. List guidelines for communicating with mentally ill residents .....318
6. Identify and define common defense mechanisms .....319
7. Describe the symptoms of anxiety, depression, and schizophrenia .....319
8. Explain your role in caring for residents who are mentally ill .....321
9. Identify important observations that should be made and reported .....321
10. List the signs of substance abuse ....322

## Chapter 21 Rehabilitation and Restorative Care

1. Discuss rehabilitation and restorative care .....324
2. Describe the importance of promoting independence and list ways exercise improves health .....325
3. Describe assistive devices and equipment .....326
4. Explain guidelines for maintaining proper body alignment .....330
5. Describe how to assist with range of motion exercises .....331
6. Describe the benefits of deep breathing exercises .....336

## Chapter 22 Subacute Care

1. Understand the types of residents who are in a subacute setting .....338
2. List care guidelines for pulse oximetry .....338
3. Describe telemetry and list care guidelines .....339

4. Explain artificial airways and list care guidelines .....	339	3. Discuss proper job interview techniques .....	358
5. Discuss care for a resident with a tracheostomy .....	340	4. Describe a standard job description and list steps for following the scope of practice .....	359
6. List care guidelines for a resident requiring mechanical ventilation .....	340	5. Explain an employer's responsibilities regarding TB and hepatitis .....	360
7. Describe suctioning and list signs of respiratory distress .....	341	6. List guidelines for managing time and assignments .....	360
8. Describe chest tubes and explain related care .....	342	7. Describe employee evaluations and discuss appropriate responses to criticism .....	360
<b>Chapter 23</b>		8. Explain how to make job changes .....	362
<b>Death and Dying</b>		9. Identify guidelines for maintaining certification and explain the state's registry .....	362
1. Discuss the stages of dying .....	344	10. Describe continuing education for nursing assistants .....	363
2. Describe the grief process .....	345	11. Define "stress" and "stressors" .....	363
3. Discuss how feelings and attitudes about death differ .....	345	12. Explain ways to manage stress .....	364
4. Explain common signs of approaching death .....	346	13. Describe a relaxation technique .....	365
5. Discuss how to care for a dying resident .....	347	14. List ways to remind yourself of the importance of the work you have chosen to do .....	365
6. Describe ways to treat dying residents and their families with dignity .....	348	<b>Common Abbreviations</b> .....	367
7. List changes that may occur in the human body after death .....	349	<b>Glossary</b> .....	371
8. Describe postmortem care .....	349	<b>Index</b> .....	386
9. Define the goals of a hospice program .....	350		
<b>Chapter 24</b>			
<b>Caring for Your Career and Yourself</b>			
1. Explain how to find a job and how to write a résumé .....	353		
2. Identify information that may be required when filling out a job application .....	354		