

Workbook for Nursing Assisting A Foundation in Caregiving

THIRD EDITION



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Notice to Readers

Though the guidelines and procedures contained in this text are based on consultations with healthcare professionals, they should not be considered absolute recommendations. The instructor and readers should follow employer, local, state, and federal guidelines concerning healthcare practices. These guidelines change, and it is the reader's responsibility to be aware of these changes and of the policies and procedures of her or his healthcare facility.

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Preface

This workbook is designed to help you review what you have learned from reading your textbook. For this reason, the workbook is organized around learning objectives, just like your textbook and even your instructor's teaching material. Including the learning objectives makes it easier for you to go back and reread a section if you need to refresh your memory.

These learning objectives work as a built-in study guide. After completing the exercises for each learning objective in the workbook, ask yourself if you can DO what that learning objective describes.

If you can, move on to the next learning objective. If you cannot, just go back to the textbook, reread that learning objective, and try again.

We have provided procedure checklists, as well as a practice exam for the certification test, at the end of the workbook. The answers to the workbook exercises are in your instructor's teaching guide.

Happy Learning!

1

The Nursing Assistant in Long-Term Care

1. Review the key terms in Learning Objective 1 before completing the workbook exercises

2. Describe healthcare settings

Multiple Choice

Circle the letter of the answer that best completes the statement or answers the question.

1. Another name for a long-term care (LTC) facility is:
(A) Nursing home
(B) Home health care
(C) Assisted living facility
(D) Adult daycare facility
2. People who live in long-term care facilities are called residents because:
(A) The facility is their home.
(B) They are picked up at the end of each day to go home.
(C) They do not have any living family members.
(D) They do not need skilled care.
3. Assisted living facilities are initially for:
(A) Residents who need around-the-clock intensive care
(B) Residents who are generally independent and do not need skilled care
(C) Residents who will die within six months
(D) Residents who need to be in an acute care facility
4. How does home health aide care differ from nursing assistant care?
(A) Home health aides do not have to assist with personal care.
(B) Home health aides may clean the home and do laundry.
(C) Home health aides do not have supervisors.
(D) Home health care takes place in a hospital, rather than in a long-term care facility.
5. A program of care given by a specialist or a team of specialists to restore or improve function after an illness or injury is called:
(A) Acute care
(B) Subacute care
(C) Rehabilitation
(D) Hospice care
6. Inter-generational care is:
(A) People of the same generation spending time together
(B) Pets brought into the facility to help brighten a resident's day
(C) Adult and child daycare merged so that young and old can spend time together
(D) The generation caring for children and aging parents at the same time

3. Explain Medicare and Medicaid

True or False

Mark each statement with either a "T" for true or an "F" for false.

1. _____ Medicare is a health insurance program for people who are 65 years of age or older.

2. ____ No one younger than 65 is covered by Medicare.
3. ____ Medicare will pay for any services requested by the resident.
4. ____ A person with limited income might qualify for Medicaid.
5. ____ Medicare and Medicaid pay a fixed amount for services based on residents' needs.

4. Describe the residents for whom you will care

True or False

1. ____ It is more important to know residents individually than to know general facts about most residents.
2. ____ Most residents living in long-term care facilities are male.
3. ____ Residents with the longest average stay in a healthcare facility are residents admitted for rehabilitation or terminal care.
4. ____ Dementia is not a major cause of admission to a long-term care facility.
5. ____ Poor health is not the only reason residents are admitted to long-term care facilities. Often they are admitted due to lack of a support system.
6. ____ Lack of outside support is one reason to care for the "whole person" instead of only the illness or disease.

5. Describe the nursing assistant's role

Short Answer

Answer each of the following questions in the space provided.

1. What are activities of daily living (ADLs)?

2. Think of one task that might be assigned to a nursing assistant that is not mentioned in the book.

3. List seven tasks performed by nursing assistants. Which task do you think you will enjoy the most? Which do you think will be the hardest for you?

6. Discuss professionalism and list examples of professional behavior

Multiple Choice

1. Which of the following shows professionalism?
 - (A) It is okay to arrive late or leave early; if a nursing assistant is not there during scheduled times, her coworkers can cover for her.
 - (B) A nursing assistant should never discuss personal problems with residents.
 - (C) The way a nursing assistant dresses is unimportant.
 - (D) Accepting tips from residents is a good idea because it makes up part of a nursing assistant's salary.

2. Katie is a new nursing assistant at Parkwood Skilled Nursing Care and wants to make a good first impression. What is one thing she can do to show professionalism at her new job?
- (A) Ignore any constructive criticism she receives from others.
- (B) Tell a resident about another resident's condition in order to gain the resident's trust.
- (C) Ask questions when she does not understand something.
- (D) Address the residents by using affectionate nicknames like "Honey" or "Granny."

7. List qualities that nursing assistants must have

Scenarios

Read each of the following scenarios and answer the questions that follow.

Nursing assistant Samantha Stevens is late for five shifts in a row. On the fifth day, her supervisor asks her about this. Samantha replies, "It's not my fault. Traffic has been horrible, and I just wish this facility was on a more convenient street."

1. How could Samantha have been more humble and open to growth?

Nurse Frederico Gonzalez tells nursing assistant Mary Lupko about a resident's diagnosis of a sexually-transmitted disease. He gives specific instructions about the resident's care. Mary sees a fellow nursing assistant across the hall, and says, "How do you think Joann Timbly got an STD? Her husband hasn't visited in months."

2. How could Mary have been more trustworthy?

Nursing assistant Rob Brown is tidying Ms. Lee's room. He notices a Buddha statue and asks, "Why don't you believe in Christ? Christianity is the only real religion."

3. How could Rob have acted in a courteous and respectful manner?

Resident Hannah Stein is dying. She tells nursing assistant Jennifer Wells that she always wanted to be nicer to her son and to have a better relationship. Jennifer replies, "Yeah, well, you think you got it hard? My son won't even talk to me because I wouldn't let him go to a basketball game on a school night." Then Jennifer proceeds to tell Mrs. Stein about her divorce and how her son's father never helps out.

4. How could Jennifer have been more empathetic?

Nursing assistant Doug Albin is helping resident Sam Perkins to the bathroom. Sam walks slowly and has to rely on his walker for help. Doug notices that his shift is over in five minutes. Doug says, "Can't you walk a little faster? I'm outta here in five minutes!"

5. How could Doug have been more patient and understanding?

Nursing assistant Wayne Leach just found out his facility is short-staffed tonight, and he will have to help five additional residents get ready for bed. "Oh great," he says. "Now I'll never get this done!"

6. How could Wayne have been more enthusiastic?

Nurse Cathy Connell verbally gives nursing assistant Sandra Levy a list of things she wants done. Sandra simply says, "Okay" and walks off. As she turns the corner, she forgets what Nurse Connell wanted her to do first. "Oh well," she shrugs. "I'm sure it's not the end of the world."

7. How could Sandra have been more dependable?

Nursing assistant Tracy Fleming is assigned to help Mr. Ming, a resident from China, eat his dinner. Even though she has never met Mr. Ming, she complains, "I can never understand anything these kinds of residents are saying."

8. How could Tracy have been more tolerant and unprejudiced?

8. Discuss proper grooming guidelines**True or False**

1. ____ Long hair should be kept down around the face while giving care to residents.
2. ____ False nails harbor bacteria no matter how well hands are washed.
3. ____ Wearing strong scents or perfumes at work is a good idea.
4. ____ Hoop earrings can be worn around residents who will not pull them out.
5. ____ A nursing assistant should wear light makeup or none at all.
6. ____ Long nails are fine to have, as long as they're not false nails.
7. ____ Jewelry can collect bacteria.
8. ____ A nursing assistant only needs to bathe or shower three times a week.

9. Define the role of each member of the care team**Matching**

Write the letter of the correct description beside each care team member listed below. Use each letter only once.

1. ____ Registered dietitian
 2. ____ Physician
 3. ____ Occupational therapist
 4. ____ Medical social worker
 5. ____ Activities director
 6. ____ Speech-language pathologist
 7. ____ Nurse
 8. ____ Resident
 9. ____ Nursing assistant
 10. ____ Physical therapist
- (A) Person who determines residents' needs and helps them get support services, such as counseling and financial assistance

- (B) Person who is the most important part of the care team
- (C) Person who gives therapy in the form of heat, cold, massage, ultrasound, electricity, and exercise to improve circulation, promote healing, ease pain, and improve mobility
- (D) Person who performs many assigned tasks, such as bathing residents, and assisting with toileting; the person who usually has the most direct contact with residents
- (E) Person who teaches exercises to help residents improve or overcome speech problems; also evaluates ability to swallow food and drink
- (F) Person who assesses residents, creates the care plan, monitors progress, and gives treatments
- (G) Person who diagnoses disease or disability and prescribes treatment
- (H) Person who assesses the resident's nutritional status and plans a program of nutritional care
- (I) Person who works with people who need help with activities of daily living
- (J) Person who plans activities for residents to help them socialize and stay active

10. Discuss the facility chain of command**Fill in the Blank**

Fill in the correct word in each blank below.

1. The chain of command describes the line of _____ in a facility.
2. The _____ will usually be the nursing assistant's immediate supervisor.
3. When a nursing assistant has a problem with another department, it should be reported to an immediate supervisor or the _____ nurse.
4. Following the chain of command protects staff from _____, which is a legal term for being held responsible for harming someone else.

1. What are three questions nurses consider before delegating a task?

[illegible]

2. What are three questions nursing assistants should ask themselves before accepting a delegation?

[illegible]

3. If a nursing assistant is unsure about a task that is delegated to him, what should he do?

Matching

Use each letter only once.

1. ____ Team nursing
 2. ____ Functional nursing
 3. ____ Resident-focused care
 4. ____ Primary nursing
- (A) Method of care which is based upon a partnership between the residents, their families, and their caregivers.
- (B) Method of care in which a nurse acts as the team leader of a group of individuals giving care
- (C) Method of care assigning specific tasks to each team member
- (D) Method of care in which the registered nurse gives much of the daily care to residents

13. Explain policy and procedure manuals

Fill in the Blank

1. A _____ is a course of action to be taken every time a certain situation occurs.
2. A complete list of every facility policy is found in the _____.
3. A _____ is a specific way of doing something.
4. The exact way to complete every resident procedure is found in the _____.
5. Nursing assistants who _____ when they are unsure provide safer care.

14. Describe the long-term care survey process

True or False

1. ____ A survey is conducted by a team of professionals to make sure long-term care facilities are following state and federal regulations.
2. ____ If a surveyor asks a nursing assistant a question and the nursing assistant does not know the answer, she should quickly make one up to avoid being cited.
3. ____ Surveyors will interview residents to get their opinions about the care they receive.
4. ____ Membership in the Joint Commission is mandatory for all healthcare facilities.

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