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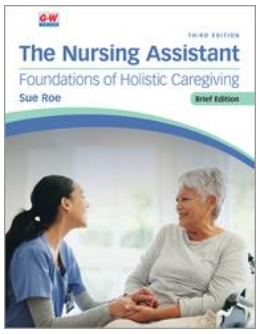
# *The Nursing Assistant: Foundations of Holistic Caregiving, Brief Editon Third Edition*

**Sue Roe**

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**to**

## **Pennsylvania State Standards** Act 14




***The Nursing Assistant: Foundations of Holistic Caregiving, Brief Edition*** presents the key information students need to become a nursing assistant. With this text's sharp focus on holistic care, students learn how to provide the care required of nursing assistants, while integrating and considering residents' bodies, minds, and spirits. Students will learn how to address the needs of residents, while providing high-quality care that is safe, effective, and compassionate. Richly illustrated step-by-step procedures teach students how to perform the tasks required of a nursing assistant in a long-term care facility, which is what distinguishes this version from the Comprehensive book. By mastering these skills, students will be prepared to pass the certification competency examination. The text and its supplements also include abundant reinforcement opportunities and practice questions for the certification competency examination, challenging students to apply what they have learned and preparing them for success when taking the exam.

| Standards / Objectives / Indicators | G-W Content |
|---|---|
| **Section 1 Introduction to Health Care** | |
| **Section 1 Unit 1 Role and Function** | |
| **Functions as an unlicensed individual in the role of a nurse aide within the legal and ethical standards set forth by the profession of nursing as regulated by the State Board of Nursing for Commonwealth of Pennsylvania** | |
| 1. Defines the role and function of a nurse aide and provides. awareness of the legal limitations of being a nurse aide | 3-9 |
| **2.** Defines the responsibilities of a nurse aide as a member of the health care team in an acute care and rehab, hospice, home health or LTC environment | 14, 35-36, 112 |
| **3.** Differentiates between hospitals, long-term care agencies and home-health agencies according to their purpose and nurse aide expectations | 21-23, 25-29, 35-36 |
| 4. Identifies the "chain of command" in the organizational structure of the health care agency | 26-28, 35-36, 111-114 |
| 5. Maintains acceptable personal hygiene and exhibits appropriate dress practices | 12 |
| 6. Explains the importance of punctuality and commitment on the job | 13-15 |
| 7. Describes the role in maintaining service excellence values | 13-15 |

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| Standards / Objectives / Indicators | G-W Content |
|---|---|
| 8. Demonstrates effective management of multiple tasks and prioritizing work activities | 11-15 |
| 9. Explains the responsibility to identify, prevent and report abuse, exploitation and neglect as legislated in Act 14 of 1997 (P.L.), the Nurse Aide Resident Abuse Prevention Training Act | 47 |
| 10. Identifies both physical and psychological indicators of stress in self and others, as well as identifying stress reduction techniques | 137-139, 513, 515, 571 |
| 11. Demonstrates effective, interpersonal, conflict management skills | 270-271 |
| 12. Identifies ways to help other people safely manage anger and difficult situations | 269-270, 540 |
| 13. Explains the responsibility of the nurse aide to report abuse to public authorities as legislated by Act 13 of 1997 | 47 |
| **Section 1 Unit 2 Communication Skills** | |
| **Demonstrates appropriate and effective communication skills** | |
| 1. Demonstrates effective, abuse-free, verbal and nonverbal communication in keeping with the Nurse Aides' role with clients and their families | 255-262, 263-265 |
| 2. Observes, by using the senses of sight, hearing, touch and smell, to report client behavior to the licensed professional, practitioner or supervisor | 291-293 |
| 3. Documents observations using appropriate terms that are specific to the work environment | 294-298 |
| 4. Explains the importance of reporting observations and measurements to the licensed professional, practitioner or supervisor | 291-293 |
| 5. Explains the importance of maintaining the client's record | 294-298 |
| 6. Demonstrates effective communication skills with supervisor, manager, charge nurse, staff and other disciplines | 31-34, 263-264 |
| 7. Communicates thoughts, feelings and ideas to justify decisions or support position on workplace issues | 31-36 |
| 8. Demonstrates speaking, listening, writing and social skills that support participation as an effective team member | 31-36 |
| 9. Demonstrates actions for asking appropriate questions to clarify meaning, understand outcomes or solve problems | 31-36 |
| 10. Explains the concept of diversity and why it is important | 275-282 |
| 11. Describes cultural diversity and how a nurse aide manages cultural differences among people | 275-282 |
| 12. Demonstrates respect for differences among clients | 275-282 |
| 13. Identifies elements of one's own cultural formation and their potential impact in nursing practice | 275-282 |
| 14. Uses effective communication skills to promote a client's well-being | 255-265 |

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| Standards / Objectives / Indicators | G-W Content |
|---|---|
| 15. Communicates in a respectful, adult manner in accordance with the client's stage of development and cultural background | 255-265 |
| | |
| **Section 1 Unit 3 Infection Control** | |
| **Applies the Basic Principles of infection control** | |
| 1. Identifies how diseases are transmitted | 148-151 |
| **2.** Demonstrates hand-washing techniques | 154-158 |
| **3.** Applies principles of Standard Precautions/Transmission-Based Precautions | 153-168 |
| 4. Performs basic cleaning and disinfecting tasks | 164-165 |
| **5.** Demonstrates correct isolation and safety techniques | 158-168 |
| 6. Demonstrates knowledge of how the immune system protects the body from infection and disease | 147 |
| 7. Follows infection control measures to provide quality care | 148-169 |
| 8. Demonstrates use and disposal of personal protective equipment (PPE) | 158-163 |
| 9. Demonstrates putting on and removing gloves | 159-161 |
| **Section 1 Unit 4 Safety Emergency** | |
| **Safety/Emergency** | |
| 1. Utilizes proper body mechanics | 61-63 |
| 2. Follows safety and emergency procedures | 58-75, 88-101 |
| 3. Identifies safety measures that prevent accidents to clients, including the proper use of alternative measures to restraints and safety devices | 69-75 |
| 4. Demonstrates proper use of safety devices | 63 |
| 5. Identifies signs of choking and an obstructed airway | 96-99 |
| 6. Manages foreign body airway obstruction | 96-99 |
| 7. Calls for help when encountering convulsive disorders, loss of consciousness, shock and hemorrhage | 86-103 |
| 8. Assists client within a nurse aide's scope of work practice until professional help arrives | 86-103 |
| 9. Follows disaster procedures | 105-107 |
| 10. Reports emergencies accurately and immediately | 87 |
| 11. Identifies potential fire hazards | 76-78 |
| 12. Follows appropriate guidelines for the use of restraints, safety devices and emergency procedures to provide abuse-free quality care | 69-75 |
| | |
| Section 1 Unit 5 Client's Rights | |

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| Standards / Objectives / Indicators | G-W Content |
|---|---|
| **Demonstrates behavior that maintains client and/or client's rights** | |
| 1. Provides privacy and maintenance of confidentiality | 44-45, 49, 295-296 |
| 2. Maintains confidentiality of patient history information as required by HIPAA | 44, 295-296 |
| 3. Promotes the client's right to make personal choices | 45-46, 208-209 |
| 4. Gives assistance in resolving grievances | 44-46 |
| 5. Provides necessary assistance to client when participating in single, group, family and other activities | 133-136, 319-320 |
| 6. Maintains care and security of client's personal possessions | 60, 393-396 |
| 7. Maintains the client's environment and care through appropriate nurse aide behavior to minimize the need for physical and chemical restraints (Required by Act 14) | 69-75 |
| 8. Identifies types, examples and indicators of abuse, including physical, psychological and sexual abuse as well as exploitation and neglect (Required by Act 14) | 46-47 |
| 9. Identifies methods to prevent abuse, exploitation, neglect and improper use of physical or chemical restraints while providing care (Required by Act 14) | 69-75 |
| 10. Identifies procedures for reporting abuse, exploitation, neglect or the improper use of physical or chemical restraints to the appropriate supervisor, law enforcement officer or government authorities (Required by Act 14) | 69-75 |
| 11. Utilizes abuse prevention strategies in response to abusive behavior directed toward nurse aides by clients and families (Required by Act 14) | 15 |
| **Section 1 Unit 6 Client Independence** | |
| **Demonstrates behavior that promotes client or client's independence and prevents abuse** | |
| 1. Demonstrates behavior that promotes client or client's independence and prevents abuse (Required by Act 14) | 46-47 |
| 2. Demonstrates care of sensory challenged clients regarding feeding, ambulating, personal care and environment | 520-524 |
| 3. Describes approaches a nurse aide could use to promote client independence | 133-136 |
| 4. Individualizes care to meet the needs of the client | 286-290 |
| **Section 2 Basic Nursing and Personal Care Skills** | |
| **Section 2 Unit 1 Identify and Report Conditions of the Body** | |
| **Demonstrates knowledge and applies the principles of basic nutrition to prevent neglect and exploitation** | |
| 1. Lists general principles of basic nutrition | 450-457 |
| 2. Demonstrates knowledge and understanding of modified diets | 462-464 |

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| Standards / Objectives / Indicators | G-W Content |
|---|---|
| 3. Reads the instructions for special diets | 462-464 |
| 4. Serves prepared food as instructed | 460-461, 469-471 |
| 5. Documents meal completion | 467-468, 471 |
| 6. Reports changes in client's meal consumption to the professional, practitioner or supervisor | 467 |
| 7. Describes factors that promote safety, comfort, and client's rights when assisting clients with nutritional and dietary needs | 460-462, 467 |
| 8. Practices feeding and positioning methods that prevent aspiration | 467, 469-471 |
| 9. Identifies cultural and faith-based practice variations in diet | 451-453 |
| **Section 2 Unit 2 Identify and report conditions of Body Systems** | |
| **Identifies and reports abnormal signs and symptoms of common diseases and conditions of the body systems** | |
| 1. Respiratory conditions - Reports coughing, sneezing, elevated temperature or a change in the client's normal function | 233-236 |
| 2. Endocrine conditions - Reports excessive thirst, frequent urination, change in urine output, drowsiness, excessive perspiration, headache, muscle spasms or a change in the client's normal function | 228-231 |
| 3. Urinary conditions - Reports frequent urination, burning or pain during urination, change in color of urine, blood or sediment in urine, strong odors or a change in the client's normal function | 239-241 |
| 4. Circulatory conditions - Reports shortness of breath, chest pain, blue color to lips, indigestion, sweating change in vital signs or a change in the client's normal function | 231-233 |
| 5. Nervous conditions - Reports dizziness, changes in vision (such as seeing double) change in blood pressure, numbness in any part of the body, inability to move arm or leg, loss of balance, slurred speech, or a change in the client's normal function | 225-227 |
| 6. Integumentary conditions - Reports break in skin, discoloration (such as redness or black and blue areas), rash, itching or a change in the client's normal skin condition | 219-221 |
| 7. Digestive conditions - Reports nausea, vomiting, pain, inability to swallow, bowel movement changes (such as color, diarrhea or constipation) or a change in the client's normal function | 237-239 |
| 8. Conditions of Immune System - Understands the basic structure and function as it relates to infection and disease | 236-237 |
| 9. Reproductive conditions - Reports bleeding, pain, discharge, itching, difficulty starting urination or a change in the client's normal function | 241-242 |
| 10. Musculoskeletal conditions – Reports complaints of pain, swelling or redness of joints or a change in the client's normal function | 221-225 |
| 11. Continues to list common diseases and conditions based on the population being served (such as Cancer or MRSA) | 145, 242-245 |

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| Standards / Objectives / Indicators | G-W Content |
|---|---|
| **Section 2 Unit 3 Client's Environment** | |
| **Demonstrates Care for the client's environment** | |
| 1. Provides the client with a safe, clean and comfortable living environment (Required by Act 14) | 392-405 |
| 2. Reports unsafe conditions | 8-9, 58, 60 |
| 3. Reports pests | |
| 4. Reports nonfunctioning equipment | 392-393 |
| 5. Prepares soiled linen for laundry | 318, 395 |
| 6. Assists with preparing unit for admission, transfer or discharge | 118-123 |
| 7. Arranges furniture and equipment for the client's convenience and safety (Required by Act 14) | 392-405 |
| **Section 2 Unit 4 Personal Care** | |
| **Provides personal care as directed by the licensed professional, practitioner or supervisor** | |
| 1. Follows nursing care principles to prevent client abuse, neglect, exploitation and improper use of physical and/or chemical restraints | 69-75 |
| 2. Demonstrates proper safety techniques when providing personal care | 413-448 |
| 3. Demonstrates proper bed-making procedures | 395-402 |
| a. Unoccupied | 397-398, 398-402 |
| b. Occupied | 398-400 |
| 4. Provides for the client's privacy when providing personal care | 414-438 |
| 5. Assists the client in getting dressed and undressed | 434-438 |
| 6. Assists the client with bathing and personal grooming as described on the client's care plan | 415-434 |
| a. Shower | 415 |
| b. Bed bath | 416-419 |
| c. Whirlpool | 416 |
| 7. Observes the condition of the skin and reports changes to the professional, practitioner or supervisor | 415, 440 |
| 8. Demonstrates measures to prevent pressure ulcers: positioning, turning and applying heel and elbow protectors | 58, 219-221, 440-441 |
| 9. Shampoos and grooms' hair | 419-423 |
| 10. Assists the client with shaving | 423-424 |
| 11. Assists the client with mouth care | 424-426 |
| 12. Administers mouth care for the unconscious client | 529 |
| 13. Demonstrates denture care | 426-428 |

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| Standards / Objectives / Indicators | G-W Content |
|---|---|
| 14. Feeds clients according to regulations | 456-471 |
| 15. Distributes nourishment and water | 460-461, 467-470 |
| 16. Assists the client in using the bathroom | 483-486 |
| 17. Assists the client in using | 484-489 |
| a. Bedside commode | 484-486 |
| b. Urinal | 488-489 |
| c. Bedpan | 486-488 |
| 18. Demonstrates perineal care: | 431-434 |
| a. Male | 433-434 |
| b. Female | 431-433 |
| 19. Provide catheter care | 490-496 |
| 20. Provides: | 428-431 |
| a. Foot care | 429-431 |
| b. Basic care to fingernails | 428-429 |
| c. Basic care to toenails | 430 |
| 21. Applies elastic stockings | 329-330 |
| 22. Accurately measures, records and reports changes in client's normal function to the professional, practitioner or supervisor: | |
| a. Intake | 478-482 |
| b. Output | 478-482 |
| c. Weight | 364-368 |
| d. Height | 365-367 |
| e. Temperature | 345-352 |
| i. Oral | 343-346 |
| ii. Axillary | 348-349 |
| iii. Rectal (demonstration performed on a mannequin) | 347-348 |
| iv. Electronic | 345, 350-352 |
| f. Pulse | 352-355 |
| g. Respiration | 356-357 |
| h. Blood pressure | 360-362 |
| i. Pain | 405-410 |
| 23. Provides comfort measures for client experiencing pain (such as a back rub) | 247-251, 405-410, |
| 24. Assists the professional, practitioner or supervisor with a physical examination (such as taking vital signs and assisting with positioning) | 373-377 |

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| Standards / Objectives / Indicators | G-W Content |
|---|---|
| 25. Empties a colostomy bag | 504-507 |
| 26. Applies an Incontinence Brief | 497 |
| 27. Asks for or provide feedback on performance of task completion | 255 |
| 28. Describes factors that affect effective teamwork | 35-36 |
| **Section 2 Unit 5 Caring for the client when death is Imminent** | |
| **Provides care to client with death is imminent** | |
| 1. Discusses own feelings and attitude about death | 538 |
| 2. Explains how culture and religion influence a person's attitude toward death | 538-540 |
| 3. Discusses the stages of dying | 543-544 |
| 4. Identifies the goals of hospice care | 3, 22, 543 |
| 5. Identifies complementary therapies utilized during the stages of dying | 542-545 |
| 6. Explains and reports the common signs of approaching death | 548-549 |
| 7. Provides postmortem care while maintaining the client's right to dignity and respect | 550-553 |
| **Section 3 Restorative Care** | |
| **Section 3 Unit 1 Assists client with basic restorative services** | |
| **Demonstrates Skills that Incorporate the Principles of Restorative Care under the Direction of a Licensed Professional, Practitioner or Supervisor** | |
| 1. Assists the client in bowel training and bladder training | 507-508 |
| 2. Assists the client in activity of daily living and encourage self-help activities | 6, 112, 134-136 |
| 3. Demonstrates the proper use of assistive devices, when assisting the client to: | |
| a. Ambulate (such as gait, belt, cane, walker, etc.) | 319-327 |
| b. Transfer (such as mechanical lift, stand aid, etc.) | 313-317 |
| c. Eat (such as assistive eating devices, thickening, etc.) | 466-467 |
| d. Dress (such as assistive dressing devices, etc.) | |
| 4. Assists client with active range of motions exercises as instructed by the physical therapist or the licensed professional, practitioner or supervisor | 330-337 |
| 5. Assists client with passive range of motion exercises as instructed by the physical therapist or the licensed professional, practitioner or supervisor | 330-337 |
| 6. Assists in care and use of prosthetic and orthotic devices (such as hearing aids, braces, splints artificial limbs, etc.) | 337-339, 426-428, 520-524, |
| 7. Assists the client in proper use of body mechanics | 303-331 |

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| Standards / Objectives / Indicators | G-W Content |
|---|---|
| a. In bed | 303-305, 318 |
| b. In chair | 313-315 |
| c. While ambulating | 330-331 |
| 8. Assists the client | |
| a. Dangling | 311-312 |
| b. Standing | 319-321 |
| c. Walking | 319-321 |
| 9. Demonstrates proper turning and/or positioning in:<br>a. Bed | 305-311 |
| b. Chair | 313-316 |
| 10. Demonstrates proper technique for transferring client from:<br>a. Bed to chair | 313-316 |
| b. Chair to bed | 313 |
| 11. Assists the client with positioning devices | 303 |
| 12. Utilizes measures to prevent skin breakdown & circulatory changes caused by improper application and use of assistive devices | 220-221, 440-448 |
| 13. Provides appropriate, restorative care to prevent abuse, neglect and exploitation (Required by Act 14) | 171-175, 220-221, |
| 14. Explains the importance of maintaining skin turgor to preventing skin breakdown | 440-448 |
| **Section 4 Behavioral Health and Social Services** | |
| **Section 4 Unit 1 Assists the client with behavioral health and social service needs** | |
| **Demonstrates basic skills by identifying the psychosocial characteristics of the populations being served in the nursing facility and/or by the health care agency including persons who are developmentally or intellectually disadvantaged, or individuals with Alzheimer's disease and related disorders that cause cognitive impairment** | |
| 1. Identifies the client's basic, human needs for life and emotional well-being | 264-265, 275-278, 279-281, 513-518, 524-534 |
| 2. Modifies his/her own behavior in response to the client's behavior | 264-265, 275-278, 279-281, 513-518, 524-534 |
| 3. Selects appropriate techniques for dealing with angry or upset clients and their family members | 267-270, 513-518, 524-534 |
| 4. Identifies developmental tasks associated with the aging process | 130-132, 208-211, 531 |
| 5. Provides training in and the opportunity for self-care and based according to client's capabilities | 133-136, 513-518, 524-534 |
| 6. Demonstrates principles of behavior management by reinforcing appropriate behavior and reducing or eliminating inappropriate behavior | 128-132, 133-136, 513-518, 524-534 |

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| Standards / Objectives / Indicators | G-W Content |
|---|---|
| 7. Allows the client to make personal choices, providing and reinforcing other behavior consistent with the client's dignity | 46-47, 133-136, 513-518, 524-534 |
| 8. Explains how to anticipate and manage crisis situations and identifies alternative solutions when appropriate interventions fail | 45-47, 133-136, 513-518, 524-534 |
| 9. Utilizes the client's family as a source of emotional support | 263, 533, 546, 549 |
| 10. Explains how age, illness and disability affect sexuality | 211, 531 |
| 11. Provides opportunities for the client to express their personal faith and continue their religious practices | 276, 280-281, 538-540, 531-534 |
| 12. Describes techniques that demonstrate effective listening skills | 260-262, 513-518, 524-534 |
| 13. Explains measures that promote a client's quality of life | 133-136, 532-534 |
| 14. Provides for the behavioral health and social service needs of the client, including abuse prevention measures (Required by Act 14) | 26, 46-47, 518 |
| 15. Reports changes in the client's normal function to the licensed professional, practitioner or supervisor | 291-393, 513-518, 524-534 |
| **Section 5 Care of Cognitively Impaired Clients** | |
| **Section 5 Unit 1 Provides appropriate care of the cognitively impaired client** | |
| **Demonstrates basic principles of validation therapy and other intervention strategies** | |
| 1. Demonstrates basic principles of validation therapy and other intervention strategies | 524-534 |
| 2. Demonstrates intervention strategies to prevent abuse and neglect (Required by Act 14) | 524-534 |
| 3. Reports changes in the client's normal function to the licensed professional, practitioner or supervisor | 534-534 |

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