

Personal and Vocational Nursing

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Chapter 1

Adjusting to Student Life

Orientation

- Your Curriculum
- Lectures and clinical experiences
- School objectives
- Administration objectives
- Instructor objectives

Scheduling Your Time

- Be realistic
- Write schedule
- Include time for R&R
- Allow for emergencies

Assess Your Learning Style

- Complete Learning Style Assessment
- Page 9 Kurzen Text

Organizing Your Notes

- Sit near the front of the class to keep yourself focused.
- Identify the practical applications of the topic of each class.
- Pay careful attention to examples and case studies. Use diagrams or images to illustrate them.
- When taking notes, use abbreviations or symbols.
- Go to the web sites provided on the textbook web page. Find additional examples or case studies to illustrate your notes.
- Take advantage of any lab or field work opportunities. Alternatively, create your own experiences by creating your own by visiting local landmarks, or use the virtual field trips listed on the web page for the book. Take notes to add to your class and reading notes.
- Keep your notes organized by labeling them by date, chapter and topic.

Studying Techniques

- **Effective studying**
- Walk around while you study.

Test and exam strategies

- Use the sample questions on the web site and the CD-ROM.
- When answering questions, think of a real world example of the topic concerned.

Auditory Learning Styles

- **Auditory**

You like to listen and join in conversations and discussions. You may find that you talk to yourself when solving a problem, or may remember a fact or explanation by “hearing” the voice of the person explaining it to you.

Note Taking

- **Organizing your notes**
- Read the relevant chapter in the textbook and take notes prior to class. Make sure you leave spaces in your notes and add in relevant points that the instructor makes during class.
- Take notes in your study group or when you study with a friend.
- Tape record your notes, or a summary of your notes.
- Ask the instructor for permission to tape record the lectures.
- Keep your notes organized by labeling them by date, chapter and topic.

Effective Studying

- Create a study group or study with a friend. Discuss the points of each lecture or chapter. Explain difficult points to each other, and take notes as you do so to add to your class notes.
- As you study alone, read out loud. For each new and unfamiliar term, recite it a number of times

Test and exam strategies

- Practice exam questions using the sample questions on the web site.
- In a test or exam, you won't be able to say your answers out loud, so imagine "hearing" your answers in your head

Visual Learning

- You learn best when information is presented visually and in a written language format.
- In a classroom setting, you benefit from instructors who use the blackboard (or overhead projector) to list the essential points of a lecture, or who provide you with an outline to follow along with during lecture.

Note Taking

- **Organizing your notes.**
- Color code your notes. Use different colors to signify the most important points, subject areas that you have difficulty with, or topics that you have yet to study.
- Keep your notes organized by labeling them by date, chapter and topic.

Studying

- **Effective studying.**
- Use highlighter pens to identify important terms or words.
- Create flashcards using index cards, with a term on one side, and the definition on the other side. Limit the amount of information on each card.
- Explore the web sites listed on the textbook.

Test an Exam Strategies

- Practice multiple choice questions on the CD-ROM or the web page.

Rules for Note Taking

- Omit unnecessary words
- Abbreviate words
- Outline format
- Don't repeat what's in your book
- Highlight material stressed in class
- Clarify if confused
- Proper notebook
- Lined paper
- Write only on one side
- Date, course, subject
- Comfortable seat; see and hear
- Good posture

Note Taking (continued)

- Missed Lectures = Missed Notes
- Get notes from others
- Tape record if missing class
- Read before lecture
- Listen for cues
- Use underlining or capitals to highlight
- Number lists
- Eliminate vowels
- Leave out unnecessary words
- Avoid doodling!!!!!!!!!!

Note Taking (continued)

- Write legible
- Print and write out completely “new” words
- Learn new abbreviations.

Ex: Normal Saline Solution (NSS)

three times a day (T.I.D.)

Studying

- Set regular times
- Comfortable area with little distraction
- Minimum time for each hour spent in class
- Enough time/subject
- Prioritize subjects
- Study most important and hard subjects first
- Take short rest periods every 45-60 minutes
- Study just before and right after class
- Study when energy up
- Have all materials on hand
- Study dissimilar subjects in each session
- Avoid distractions, deal with them quickly
- Use reviews and study groups

Assignments

- **Reading**: same as studying rules
- SQ3R:
 - S- Survey
 - Q- Question
 - R- Read
 - R- Recite
 - R- Review

Reference Sources

- Books
- Other Materials
- Libraries
- Computers
- The Internet

Taking Tests: Test Anxiety

- Studied
- Don't need to get them all
- Don't panic if you don't know an answer
- Don't listen to other students before test
- No last minute review with others
- No sedatives or stimulants
- Good night sleep
- Relaxation techniques
- Positive thoughts
- Don't panic as others finish
- Don't change answers!!

Taking Tests: Strategies

- Understand instructions
- Look over entire exam and pace
- Understand grading weights of test sections
- Make plan
- Pay attention to time

Test Taking Tips: Mixed Easy and Hard Questions

- Do easy first
- Mark hard questions with an X and harder with xx answer in order time allows

Test Taking Tips: Multiple-choice

- Find out if penalty for guessing
- Trust first response when guessing
- Eliminate 2 or more before guessing
- Use one question to answer others
- Answers with all, never, always usually wrong.

Standardized tests

- More comprehensive
- Compare knowledge with others
- Percentile rankings
- Helps evaluate progress
- Fill in dots, no extra marks
- Erase carefully
- NLN and NCLEX

Clinical Instruction

- Practical experience
- Integrate and apply what you learn
- Need to prepare before clinical
- Pre/post conferences
- Keep notes during day
- Attendance crucial

Chapter 2

The Student Nurse as a Person

Human Needs

- Physiologic
- Safety and security
- Love and belonging
- Self-esteem
- Self-actualization

Maslow's Hierarchy

Dr. Abraham Maslow

Your Physical Health

- Diet
- Rest and Exercise
- Oral Hygiene and Dental Health
- Personal Hygiene
- Clothing and Uniforms
- Posture
- Smoking
- Chemical Dependence

Emotional Health

- Mentally healthy people effectively cope
- If focused on your own stress won't recognize need in patients
- Need to understand yourself

Coping With Stress

- Do Stress Index, p.49
- Rest
- Relaxation techniques
- Take care of physical and mental well-being

Chapter 3

Communication Skills

Communication

The exchange of thoughts, messages, or information, as by speech, signals, writing, or behavior.

Vocal Communication

- How you speak
- Clear speaking exudes confidence
- Face person speaking to, keep eye contact
- Words, tone, rhythm, inflection, and posture all work together

Nonverbal communication

- In all cultures
- Signs, signals, and symbols
- Body language
- Can be positive or negative

Communicating with Team Members

- Physicians
- Supervisors
- Nursing Team Members

Communicating with Culturally Diverse People

- Understand your own cultural values and biases
- Respect the culture of others
- Have an interest in learning about others
- Avoid judging the behavior of others

Communicating with Non-English Speaking People

- Interpreter if available
- Don't shout
- Greet with their name and use yours
- Preprinted use of phrases
- Use simple words
- Communicate caring, compassion, and concern

Communicating with Hearing-Impaired People

- Speak slowly
- Face person
- Don't move head
- Don't position too far away
- Repeat to clarify
- Bright lighting
- Eliminate background noise
- Computer, telecommunications devices for the deaf (TDD), teletypewriters (TTY)

Communication with Visually Impaired

- Announce when entering room
- State patient's name
- Talk as you work
- Say what you're going to do before you do it.
- Tell where foods are on plate
- Place things in reach
- Keep room free of clutter
- Don't move furniture

Communicating with Speech-Impaired People

- Provide paper and pencil or computer
- No interruptions
- Don't become distracted
- Encourage to pantomime
- Ask for clarification
- Don't shout!

Chapter 4

Education for Nursing

Types of Nursing Programs

- Four Year Professional
- Two-Year Associate Degree
- Diploma Nursing
- Practical/Vocational Nursing
- Certified Nurse Aid Programs

LPN Education Accreditation

- State Board of Nursing
- National League for Nursing Accrediting Commission (NLNAC)

Organizations

- Student
- Alumni
- National Organizations:
 - National Federation of Licensed Practical Nurses (NFLPN)
 - National Association for Practical Nurse Education and Services (NAPNES)
 - Northeast PA LPN Association

Job Responsibilities

Work under supervision of:

MD, OD, and RN

Obtaining a License

- Pass NCLEX (1st time)
- Graduate of state approved LPN/LVN school
- Director's signature
- Application fee
- State Boards: issue and suspend or revoke

Chapter 5

The NCLEX-PN

The Health Care System

Chapter 7

Health Care Providers

- Health Care Providers
 - People, institutions, and organizations.
 - Ex. Dentists, nurse practitioners, and podiatrists.
 - HMO's, managed care providers, and health insurance companies.

Health Care Facilities

- Buildings or locations where health care is provided.

Health Care Facilities

- Hospitals
 - Primary role is to provide health care.
 - Medical education centers.
 - Have clinics and laboratories.

Health Care Facilities

- Patient Care Units
 - Coronary care
 - Pediatric
 - Medical
 - Surgical
 - Obstetric
 - Psychiatric

Health Care Facilities

- Other Health Care Facilities
 - Nursing Home
 - Rehabilitation Center
 - Surgical Centers
 - Dialysis Centers
 - Doctor's Offices
 - Community Health Center
 - Industrial Facilities
 - Community Mental Health

Health Care Service

- Actual delivery of health care by health care workers.
- Prevention, diagnosis, and treatment of illnesses.

Health Care Regulation, Approval, and Accreditation

- Health Care Regulation
 - Methods designed to control not only the quality of health care but also the cost of health care.
- Health Care Approval
 - Minimum regulatory standards that a facility must meet to admit patients and residents.
- Health Care Accreditation
 - Process in which an accrediting agency uses their written standards of excellence to examine the operation of a health care facility or organization.

Regulation And Primary Health Care Providers

- Must be licensed.
- License lets public know that someone has met the minimum requirements for that occupation.

Approval And Accreditation Of Hospital

- JCAHO – Joint Commission on the Accreditation of Healthcare Organizations

Quality Assurance And Risk Management Programs

- Evaluate and improve the level of service.
- Ensure that at least minimally accepted levels of service are provided at the lowest cost possible.

Government Insurance

- Medicare – fed funded.
 - Hospital and health care insurance for 65 and older.
 - Money comes from social security tax.
- Medicaid – jointly funded fed- state insurance.
 - Pays for health care services for poor of any age with funds that come from both state and federal gov't.

Diagnosis – Related Groups

- DRG – setting health care rates in advance rather than after the service has been delivered.

The Health Care Team

Chapter 8

The Health Care Team

- The personnel in all the departments of a health care facility.
- Ex. Food services, purchasing, pharmacology.
- Deliver health care services to its patients, clients, or residents.

Personal Qualities Of Health Care Workers

- Arrive for work on time.
- Keep personal problems and concerns at home.
- Must like to work with people.
- Able to get along with others.
- Willing to work holidays, weekends, evenings, and nights.
- See Box 8-1

Nursing Team

- Each person is responsible for his or her own performance.
- Its their own personal obligation to do assigned work at or above accepted standards.
- Education should not be confused with competence.
- Never perform nursing acts beyond your competencies.

Clinical Nurse Specialists

- Specially trained and certified RN's who work with nurse managers to plan and solve clinical problems related to their patients.
- Must meet certifying agency requirements, experience, and continuation education as specialists in certain areas.

Nurse Managers

- Head nurse or charge nurse.
- RN's who are appointed by director of nursing.
- Plan, supervise, and evaluate nursing care in a unit.
- Manage budget, hiring staff, and work schedules.

Team Leaders

- Care for patients that reside in one area of nursing unit.
- Seen more in long-term facilities.
- Responsible for providing care for his or her team.
- Supervises staff, evaluates care, teaches patients, conducts patient care conferences.
- Supplies and equipment are available.

Professional Staff Nurses

- RN's who are directly responsible for patient care.
- Assess patients needs, administer meds, monitor vital signs, provide hygiene, teach patients and families, and carry out treatments.
- Develop care plans and work with physician.
- Works with nurse manager and clinical specialist.

Licensed Practical/Vocational Nurses

- Works under supervision of other licensed physician, professional nurse, or dentist.
- Provide direct care and assess professional nurse in meeting needs of patient.

Nursing Assistant

- Help RN's and LPN's in providing basic nursing care to patients.
- Aides, orderlies, or attendants.
- Function – making beds, temperatures, pulse, and resp, and blood pressure, filling water pitchers, distributing and collecting trays, and feeding patients.
- Take course to be certified.

Student Nurse

- Learn clinical skills under instruction of a clinical instructor.
- Clinical instructor works closely with nurse manager and other members of nursing team.
- Instructors are legally responsible for actions of their students.
- They are watched carefully and evaluated on their performance.
- Do not replace staff nurse but are part of the team.
- Provide safe and competent patient care.
- Seek assistance of clinical instructor when questions need to be answered.

Multidisciplinary Team

- Member of the health team who solve problems, increase efficiency, decrease length of stay and enhance quality of care.
- Ex. PT, social worker, dietitian, home health nurse, and hospice nurses.

Total Patient Care

- RN and LPN are assigned to care of patients.
- Have 4 to 6 patients and get to know them well.
- Disadvantage – pts leave hospital sooner.

Team Nursing

- Large unit is divided into smaller units with team members working together.

Primary Nursing

- Professional nurse has total responsibility for particular patient or group of patients, 24 hrs a day, 7 days a week, for entire time.
- Admission, developing care, planning, implementing, and revising nursing care plans, directing care, working with physician and families, referrals, teaching, discharge.

Chapter 9

Providing Patient Care

Nurse – Patient Interaction

- Caring
 - Protecting and looking after the well being of another person.
 - Interpersonal relationship with others.
 - Respects and accepts other person's freedom to make decisions.
 - Caregiver has knowledge and skills needed to meet needs of other person.
 - Providing care and compassionate nursing care.

Transcultural Nursing

- Incorporates all aspects of a person's culture in planning and providing care.
- Respecting other cultures and adapting nursing care to meet the needs of people from cultures other than yours.
- Looking at values, beliefs, spiritual practices, and customs before planning care.
- Needed because of growing diversity of population in the U.S.

Transcultural Nursing

- Goal
 - Preserve, accommodate, or repattern the culture of the patient.
 - Learning values, traditions, and beliefs of other, finding ways to communicate with people who may not fully understand the language you speak, and helping people retain their culture and benefit from it.

Ethnic Characteristics

- Ethnic
 - Cultural subgroups.
 - Share – food preferences, racial similarities, and religious practices.

Language

- Different – seriously limited communication and understanding.
- Interpreter or family member to assist in communicating with patient.
- Watch for verbal and nonverbal communication.

Pain

- Pain is different for each individual.
- Ask patient if they have pain.
- Pain level 1 – 10.

Visitors

- For those who don't get visitors, the staff has to substitute for them.
- Visitors may be positive or negative.
- Being friendly does not mean that you have to give up your authority when patients best of interest is in question.
- Always respect patient's privacy.

Safety

- Learn fire and safety regulations of your facility.
- Patient had ID band on.
- Medical supplies are removed after treatments .
- Bed rails in place.
- Clean up spills.

Chapter 10

Ethical Issues In Health Care

Ethics

- The study of what is right and wrong related to human conduct.
- Decision is based on the knowledge of right and wrong related to the individual.

Nursing And Ethics

- Nursing decisions will need to be made when there is no right or wrong answer.
- Nurse has internalized the concept of what it means to be a human being and accept person responsibility for relationships with other human beings.
- Nurse has obligation to do good and not harm anyone and make a commitment to provide same high quality level of nursing service to all human beings.

Nursing And Ethics

- Code Of Ethics
 - List of rules of good conduct.
 - Through instruction and guidance, you will learn to accept personal responsibility, and with responsibility comes accountability.

Personal Accountability

- Responsible – accept being the cause of an action.
- Accountable – accept the consequences for the action.

Unethical Behavior

- Not adhering to the code of ethics.
 - Ex. The gallbladder in Rm 212.
 - Treating a pt without respect.
 - Chart procedures that are not done.

Ethical Dilemmas

- Situation in which there is conflict or opposition between personal values, moral principles, laws, personal and professional obligations and the rights of the individual and society.
- Follow the code of ethics with each situation.
- When you pursue an ethical dilemma, you must be prepared to accept the consequences of your actions.

Ethical Issues In Nursing

- You may have the right as a nurse to refuse to assist with a procedure you believe to be morally wrong, you do not have the right to refuse to provide nursing care to the patient.

Bioethics Committees

- Doctor, clergy, community members, judges, lawyers, nurses, patients, and their families, administrators, social workers, philosophers, and ethicists.
- Bring all available information and as many points of view as possible to a situation that presents a dilemma.
- Make a decision about what action should be taken.

Contemporary Bioethical Dilemmas

- Birth Control
 - Methods of controlling conception.
 - Ethical issue – whether or not individuals have the right to control conception.
 - Sterilization – vasectomy and tubal ligation.
 - Abortion

Contemporary Bioethical Dilemmas

- Alternative Fertilization
 - Artificial insemination – medical implantation of donor sperm into woman's uterus to fertilize her own egg and conceive a child.
 - Sperm can be from husband or donor.
 - Test tube conception – sperm and egg are mixed outside the body in a lab dish and fertilized egg is implanted into a woman's uterus. Can come from a donor.

Contemporary Bioethical Dilemmas

- Genetic Screening
 - Confirm a suspected diagnosis, predict possibility of future illness, detect presence of a carrier, and predict response to therapy.
 - Amniocentesis – terminate a pregnancy.

Contemporary Bioethical Dilemmas

- Organ Transplants
 - Costs of procedures related to benefit.
 - Ethics of sacrificing animals for their transplantable organs or for religious reasons.

Contemporary Bioethical Dilemmas

- Death
 - Respirators
 - Heart and lung machines
 - Assistive devices
 - EEG – absence of brain function for a given period.
 - Death – irreversible cessation of brain function for a given period.

Contemporary Bioethical Dilemmas

- Euthanasia
 - Mercy killing – deliberate causing of someone's death.
 - Active – intentionally administering an agent that would bring about death.
 - Passive – withholding efforts to sustain life.

Contemporary Bioethical Dilemmas

- Living Wills
 - Document that testifies that patient does not want heroic lifesaving measures to maintain life when death would otherwise be likely.
 - Not universally recognized as legal documents, but express wishes at time, of signing, of those who sign them.

Chapter 11

Legally Responsible Nursing Practice

Good Samaritan Status

- Protect people from prosecution who voluntarily go to the aid of other's in an emergency
- Laws vary from state to state.

Regulation Of Nursing Practice

- Nurse Practice Act (administrative law)
 - Law governing practice of LP/VN.
 - Defines legal functions, powers, and duties of state board of nursing.
 - Identifies membership of board.
 - Defines nursing, duties of nurse practitioner, RN, and LPN

Responsibility And Liability

- Responsibility – being accountable for your actions.
- Liability – legal obligation and liable for own actions.

Legal Relationship Between Employer And Employee

- Employer – has right to direct and control performance of work.
- Employee – person who accepts wages as a result of services provided to employer.

Standards Of Care

- Guidelines developed to identify appropriate levels of professional care.
- Nurse Practice Act – state law that governs practice of nursing. Issued by state board of nursing.

Legal Issues For Nurses

- Contracts
 - Agreement between two or more parties.
 - Written or verbal.
 - Breach of contract
 - Failure of one party to fulfill any or all parts of a contractual obligation.

Legal Issues For Nurses

- Torts
 - An injury or wrong by one person against another.
Committed.
 - Unintentional – negligence.
 - Intentional

Legal Issues For Nurses

- Negligence
 - Neglect by a physician or nurse to apply education and skills in caring for patient, that other physicians or nurses would not do.
 - Malpractice suit
 - Patient sues a licensed health care worker for negligence.
- Gross negligence
 - If an act is so hazardous that human life has been endangered or even lost.

Legal Issues For Nurses

- False Imprisonment
 - Physical or verbal constraint without consent of patient or appropriate authority.
 - Constraint – prevention of free movement by any means.

Legal Issues For Nurses

- Violation of Confidentiality
 - Any personal information you get from your pt and has no importance to pts care, should not be open to public.
 - If information is important to pts condition, it can be discussed with Dr, other nurses, and supervisor.
 - No information should be given in public areas at any time.
 - Whatever is discussed in post conference stays there.

Legal Issues For Nurses

- Defamation of Character
 - Making false or intentional, harmful statements to someone that may harm another person's character or reputation.
- Slander
 - Statements are made orally.
- Libel
 - Statements are written.

Legal Issues For Nurses

- Violating Informed Consent
 - Consent – oral or written.
 - If pt doesn't understand, nurse manager or Dr. should go in to answer any questions.
 - Minor's – consent signed by parents.
 - If unable to sign consent, may need pts next of kin to sign.
 - Always explain what you are doing or what is going to be done to the pt.

Legal Issues For Nurses

- Assault and Battery
- Assault
 - Threat to touch without permission.
 - Charge can be brought even if threat could not be carried out but pt fears that it can.
- Battery
 - Touching another person without permission.

Legal Issues For Nurses

- Fraud
 - Intentional deception to prevent a person from receiving what is lawfully his.
 - Ex. Changing something on chart.

Legal Issues For Issues

- Documentation
 - Factual, accurate, legible, and related to pts needs or plan of treatment.
 - Never put your feelings on chart.
 - Incidence should not be put on chart – separate documentation.
 - Use only agency abbreviations and charting procedures.
 - If charting on computer, never leave screen up so others can read it.

Malpractice Insurance

- Separate, personal malpractice liability insurance policy over and above your employer's policy is encouraged.
- Your employer's insurance company may sue you if they believe they incurred a loss because of your actions.
- Many employer policies are claims – based rather than occurrence – based.

Wills

- Legal statement of a person's wishes regarding the disposition of property after death.

Criminal Law And Nursing

- Crime
 - Offense committed against public welfare or safety.
 - It is the state that seeks to prosecute you.
 - Patient abuse is of great concern.
 - Must practice within the law.
 - Actions based on education, experience, standards of practice, and employer guidelines and not on emotional responses to sometimes difficult situations.