

Avera CNA On-Line Training Solutions©

Study Guide

24-hour urine specimen: a urine specimen consisting of all urine voided in a 24-hour period, it needs to be refrigerated during the collection period

Abandonment: when the CNA does not finish an assignment and/or leaves work early. The elderly depend on others to help them do their Activities of Daily Living.

Abdominal thrusts: a method of attempting to remove an object from the airway of someone who is choking; previously called 'Heimlich maneuver'; do not do abdominal thrusts on someone who has a good or strong cough - instead observe closely and report situation to the nurse; do not interfere if the person has a good cough and is conscious.

Abduction pillow: also called a wedge; a certain kind of foam pillow used to immobilize a patient's legs just after hip surgery. It is shaped like a triangle; can be used in a logroll.

Abduction: moving a body part away from the midline of the body. It is a part of passive range of motion.

Abrasion: an injury which rubs off the surface of the skin.

Abuse: purposely causing physical, mental, or emotional pain or injury to someone; also includes misappropriation of resident funds or property (stealing); holding someone against their will is abuse.

Acceptance: one of the 5 stages of grief on loss of person or dying; persons who achieve acceptance of their death have generally given themselves permission to process their emotions and come to terms with a new reality – that they are dying.

Accountable: obligation to report, explain, or justify something; responsible; answerable.

Acquired Immune Deficiency Syndrome (AIDS): disease caused by the human immunodeficiency virus (HIV) in which the body's immune system is weakened and unable to fight infection; when completing oral care or when providing any care that you can potentially be exposed to blood or body fluids, use gloves and personal protective equipment (PPE) to prevent contamination of yourself of a pathogen and blood-borne (in the blood) pathogen; you can get HIV/AIDs from having sex with an infected person with HIV/AIDs; follow Blood-Borne Pathogen Standard.

Active Assisted Range of Motion (AAROM) exercises: range of motion exercises performed by a person with some assistance and support.

Active neglect: purposely harming a person by failing to provide needed care; example: a resident can't reach a call light

Active Range of Motion (AROM) exercises: range of motion exercises performed by a person by himself.

Active tuberculosis (TB): the person shows symptoms of TB and can spread TB to others; also known as TB disease.

Activity Program or Activity Department: assists residents with leisure time; when you have several residents needing an activity, place them near each other and encourage a discussion or other activity, pet therapy is a common activity that residents enjoy – it is therapeutic for some residents to enjoy animals.

Activities of Daily Living (ADLs): personal daily care tasks, such as bathing, dressing, caring for teeth and hair, toileting, eating and drinking, walking, and transferring.

Acute care: care given in hospitals and ambulatory surgical centers for people who have an immediate illness.

Acute illness: sudden(starts quickly) new illness; usually short duration, less than 6 months

Adaptive: adaptive behavior is a type of behavior that is used to adjust to another type of behavior or situation.

Adaptive equipment or assistive devices: types of equipment or tools that allow a person to be able to perform their own cares more independently; special added devices to help them adapt, such as special feeding spoons, special plates or built up handles of utensils to be able to feed self.

Addiction: is a chronic brain disease that causes compulsive substance use despite harmful consequences.

Additive: a substance added to another substance, changing its effect.

Adduction: moving or adding a body part toward the midline of the body.

Admission: the CNA helps with an admission by transporting the resident to their room; assisting them with their belongings; taking vital signs and weight and recording them; encourage resident/family to bring a few favorite items from home to help with adjusting to the facility.

Adult daycare: care given at a facility during daytime working hours for people who need some help but are not seriously ill or disabled.

Advance directives: Advance directives are legal documents that allow you to spell out your decisions about end-of-life care ahead of time; can include a living will that spells out the person's wishes/treatments the person want if they are dying or permanently unconscious, including refusing care. Durable power of attorney is a document that names their health care proxy; the proxy is someone the person trusts to make health decisions for them if they are unable to do so; can also include a Do Not Resuscitate (DNR) order; follow facility policy's and medical provider orders if you find a person who appears to be dead, etc.

Automatic external defibrillator (AED): assesses heartbeat; applies electrical shock to the heart when necessary.

Affected side: a weakened side from a stroke or injury; also called the weaker or involved side

Ageism: prejudice toward, stereotyping of, and/or discrimination against someone based on age, including the elderly.

Aging Process: graying thinning hair, wrinkles, dry skin, stiffening/decline in muscle mass and strength; vision and hearing changes; brain changes; heart and blood vessel changes, weaker immune system

Agitated/Agitation: the state of being excited, restless, or troubled; intervention-> stay calm, make sure the person is safe and try again later. Use short sentences

Agnostics: persons who claim that they do not know or cannot know if God exists.

AIDS dementia complex: a group of symptoms, including memory loss, poor coordination, paralysis, and confusion, that appear together in the late stages of AIDS.

Alarm: the nursing assistant should **not** shut off the alarm of an IV pump or other pump, or similar type of equipment - instead, notify the nurse.

Alternating pressure mattress: special mattress used to alternate pressure with low air loss to best redistribute pressure of skin and tissue and prevent skin breakdown. There is a pump at the foot of the bed.

Alternative medicine: practices and treatments used instead of conventional methods.

Alzheimer's disease: a progressive, incurable disease that causes tangled nerve fibers and protein deposits to form; *most common type of dementia*. As with all dementia, requires staff to be patient and understanding; person has limited attention span, for example, the resident doesn't fully dress themselves; use short, simple directions; resident's with Alzheimer's and/or dementia need frequent rest periods; residents may not complete all dressing (example: may forget to put on pants or button shirt or put on footwear) due to decreased attention span (forgetful of task sequence); be calm and reassure them in a soft, calm voice; may be helpful for some residents to be provided care in a special, more secure environment or unit that has a more established, consistent routine.

Ambulate or ambulation: ambulate means to walk; allow rest when needed with ambulation; assist resident when unsteady; always use gait belt. When using a gait belt, grasp under the belt with fingers pointing upward and stay to the side and one step behind.

Ambulatory: capable of walking.

Amputation: the removal of some or all of a body part, usually a foot or toes, hand, arm or leg. A patient with this may be called an amputee; to transfer an amputee, use 2 staff and a Hoyer lift; amputee means loss of limb.

Anatomy: anterior/ventral = abdominal/stomach side; posterior = back; dorsal = on back side; superior = upper; inferior = lower portion; divide the abdomen into quadrants (in 4 parts, upper right, lower right, upper left, lower left).

Anemia: disorder lacking hemoglobin in the red blood cells (RBCs); often due to lack of iron intake; need RBCs to transport oxygen to body tissues. A resident may complain of being very tired when they are anemic.

Anesthesia: use of medication to block pain during surgery and other medical procedures.

Anger: a strong feeling of annoyance, displeasure, or hostility. If a person is angry, make sure they are safe, and try again later; also a stage of grief/dying (stages of grief: shock and denial, anger, bargaining, depression, acceptance – person doesn't go through all stages or may stay in one stage); all people are affected by death; if family asks when resident is going to die, ask them if they want to talk and if they wish you to sit with them – if yes, notify nurse; talking about someone's death helps with grieving.

Angina pectoris: chest pain, pressure, or discomfort; notify nurse immediately if resident has chest pain.

Anorexia: an eating disorder in which a person does not eat enough to maintain healthy weight.

Antibacterial: active against bacteria; use disinfectants to clean surfaces and equipment BEFORE next use; use antibacterial wipes, soap, disinfectants to prevent cross-contamination of bacteria and pathogens.

Antiemetic stocking/elastic stocking/TED hose: used to decrease edema (swelling) and prevent a blood clot (thrombus) or a blood clot that has broken off and is traveling to the lung or brain (emboli or embolus); if TED hose is too tight, check circulation and notify the nurse; put on in the morning prior to resident getting out of bed.

Antimicrobial or antibacterial: an agent destroys or resists pathogens.

Anxiety: uneasiness or fear, often about a situation or condition; common in dementia; use a calm, slow approach, and calm environment; be flexible with routines. Signs of anxiety can include: Feelings of apprehension or dread, trouble concentrating, feeling tense and jumpy, anticipating the worst, irritability, restlessness, watching for signs of danger, feeling like your mind's gone blank, pounding heart, sweating, stomach upset or dizziness, frequent urination or diarrhea, shortness of breath, tremors and twitches, muscle tension, headaches, fatigue, insomnia; surge of overwhelming panic, feeling of losing control or going crazy, heart palpitations or chest pain, feeling like you're going to pass out, trouble breathing or choking sensation, hyperventilation, hot flashes or chills, trembling or shaking, nausea or stomach cramps, feeling detached or unreal.

Apathy: a lack of interest.

Aphasia: no speech or difficulty with speaking.

Apical pulse: the pulse located on the left side of the chest, just below the nipple; need to use a stethoscope to hear.

Apnea: the state of not breathing.

Arm lock: position in which the caregiver places his arm under the resident's armpit, grasping the resident's shoulder, while the resident grasps the caregiver's shoulder.

Arteries: Arteries carry oxygen-rich blood away from the heart to the rest of the body; high pressure.

Arthritis: inflammation of the joints; causes stiffness, pain, and decreased mobility. Treatment is walking and stretching and staying active

Artificial airway: any plastic or rubber device inserted into the respiratory tract to maintain breathing.

Aspiration: to inhale food, fluid or foreign material into the lungs; can cause pneumonia or death; for person who is comatose, to prevent aspiration keep head of bed nearly 90 degrees; turn head to the side; highest risk of choking or aspirating is when drinking thin liquids (liquids may need to be thickened); residents with strokes or any neurological deficit have highest risk to aspirate or choke when drinking thin liquids.

Assault: the act of threatening to touch a person without his or her permission.

Assisted Living: living facilities for people who do not need skilled, 24-hour care, may require some help with ADLs.

Assistive or adaptive devices or equipment: special equipment that helps a person who is ill or disabled or has other self-care deficits, to perform ADLs or care for themselves; a hearing aid is an adaptive or assistive device; any device that helps a person be more independent; example: hand brace for resident with rheumatoid arthritis of the hand.

Asthma: a chronic inflammatory disease that causes difficulty with breathing and coughing and wheezing.

Atheists: people who claim that there is no God.

Atherosclerosis: hardening and narrowing blood vessels.

Atrophy: wasting away, decreasing in size, shrinking of muscle or brain cells, weakening from lack of use; range of motion and walking can prevent atrophy.

Autoimmune illness: an illness in which the body's immune system attacks normal tissue in the body.

Autonomic dysreflexia: sudden onset of life-threatening emergency situation that results in extremely high BP (systolic often above 200); signs are: intense headache, profuse sweating, facial erythema (redness), goose-bumps, nasal stuffiness, feeling of doom; generally occurs with person with spinal cord injury at cervical spine (neck); situations trigger BP to rise.

Autonomic nervous system: part of nervous system that controls involuntary or automatic actions such as breathing, digestion, heartbeat.

Autopsy: exam of dead body to determine cause of death.

Axilla: underarms; axillary (there is no u in axillary); taking a temperature under the arm space

Bacteria: microscopic living organisms, usually one-celled, that can be found everywhere. They can be dangerous, such as when they cause infection (pathogen), or can be helpful.

Bargaining: trying to make a deal, example with God, for more time (stage of death).

Baseline: initial observations and values that can then be compared to future measurements.

Basic Needs: according to Maslow's Hierarchy of Needs, the most basic needs are physical or physiological needs (air, water, food, rest, sleep, shelter, etc.) If these basic needs are not met, person cannot have other needs met.

Bath water temperature: 95-105 degrees Fahrenheit.

Bathing: if a resident has anxiety or becomes combative during bathing or showering, have another person hold their hands; bath schedule can be found in the care plan; encourage resident independence – allow them to do as much as they can for themselves. Start with the cleanest areas (eyes) and to dirties (peri area) last; clean to dirty

Battery: touching a person without his or her permission.

Bed cradle: an arched, stainless-steel device that is placed over the bed frame to prevent the weight of bed linens on a person's legs or feet. This may be used if a client had a wound on their lower legs or feet.

Bed height: elevate the bed when doing cares to prevent yourself from getting back strain; never leave a resident alone or if you have stepped away from the bed when bed is elevated – keep bed at lowest position when you are not directly at the bedside.

Bed rail/side rails: a restraint, do not prevent freedom of movement unless MD ordered/on care plan and documented per facility policy; check with the nurse if unsure. Bed/side rails can be used when turning or repositioning a resident for safety purposes per facility policy and then returned to down position.

Bedpan: portable pan that women urinate in and both men and women defecate (have a bowel movement) in; roll person on their side and place bed pan (sitting on the most flat part of the bedpan) and then elevate the head of the bed (unless person must remain flat); as soon as you remove the bedpan, observe urine or stool for unusual appearance or odor (notify nurse if needed – do not discard until nurse observes if unusual).

Bedrest: a medical order or treatment in which a person lies in bed for all or most of some period of time to gain health benefit; person is to remain in bed; another word for bedrest is bedfast.

Behavior: often related to person's unmet needs, are frustrated or fearful; do not show anger; crying: soothe and tell them it's ok to cry and you will listen; try to comply with reasonable requests; aggressive: protect self, make safe, use calm approach, return later; best way to determine behavior is to observe the behavior directly; consistently collect and document behaviors and report findings to the nurse.

Behavioral care plan: care developed to use that offers interventions (what to do) when person exhibits (shows) behavior.

Beliefs: you don't have to agree with someone else's beliefs to assist them with cares, etc. but you must respect the resident right to have their beliefs; example: if person ask you to read the bible or other religious document, it is ok to do so, even if you don't believe in the information.

Benign prostatic hypertrophy: a disorder that occurs in men as they age, in which the prostate becomes enlarged and causes pressure on the urethra, leading to frequent urination, dribbling of urine, difficulty in starting the flow of urine, and urinary retention.

Benign tumors: tumors that are considered non-cancerous.

Bias: prejudice.

BID: twice daily (think of BID as bilateral or two, or BI meaning two or bicycle which has 2 wheels)

Biohazard: waste that contains infectious waste or pathogens; biohazardous or infectious waste that contains blood or body fluids; place biohazardous waste in special containers labeled with biohazardous waste sign/signage to prevent contamination of that waste to others; label all specimens, place in a 'biohazard labeled bag/container' and transport to lab immediately or ASAP.

Bipolar disorder: mental illness that causes a person to change mood from deep depression to hyperactivity.

Bladder training: timed toileting or timed voiding; this can prevent residents from incontinence or urinating in inappropriate areas; toileting every 2 hours or per care plan.

Bloodborne Pathogens Standard: federal law that requires healthcare facilities to protect employees from bloodborne health hazards.

Bloodborne pathogens: microorganisms found in human blood that can cause infection and disease in humans; ensure you are using personal protective equipment to prevent contact with blood or body fluids.

Blood Pressure (BP): the measurement of the pressure or force of blood inside your arteries; top number is the systolic and the bottom number is your diastolic. Systolic BP is the first sound you hear using a stethoscope and manual BP cuff (measures the pressure the blood that is pushing against the artery walls when the heart beats); keep listening through...the diastolic is the last sound you hear (faint sound or bearing hearing the sound) and is the pressure in the arteries when the heart rests between beats – when the heart fills with blood and gets oxygen.

Body alignment: keep spine straight, not curved or twisted.

Body language: facial expression; tone of voice; posture; gestures.

Body mechanics: the way the parts of the body work together whenever you move; keep your back straight; bend at the knees and lift with your arms and legs; widen your stance by having your legs apart to approximately shoulder width or better; keep objects like boxes close when picking up, carrying, and moving – to prevent back strain or other injury; it's better to push or pull than to lift an object.

Bone: rigid tissue that protects organs and works together to allow the body to move.

Bony prominences: areas of the body where the bone lies close to the skin. Check area frequently for redness.

Bowel and bladder training: requires patience, empathy, positive reinforcement; program can improve personal dignity and control.

Bowel obstruction: stool in rectum or colon that is either partly or completely blocked, stool in the colon can't move

Bowel training or bowel re-training program: if a person is incontinent of stool or BM, it is helpful to start a bowel retraining program to better control bowel movements and develop a regular pattern of elimination; encourage fluids and fiber if permitted; offer to toilet routinely.

Brachial pulse: the pulse inside the elbow, about 1 - 1 1/2 inches above the elbow; feel (palpate) brachial artery and when found, place stethoscope over that pulse. (follow pinky up to above bend of elbow)

Breathing: If residents have difficulty with breathing (dyspnea), elevate head of bed and notify nurse immediately.

Broken equipment or damaged equipment: first remove from service immediately so no one is harmed, then report that it is broken per facility policy.

Bronchiectasis: condition in which the bronchial tubes are permanently enlarged, causing chronic coughing and thick sputum; may be result of chronic infections and inflammation.

Bronchitis: an irritation and inflammation of the lining of the bronchi.

Bulimia: an eating disorder in which a person binges, eating huge amounts of food or very fattening foods, and then purges, or eliminates the food by vomiting, using laxatives, or exercising excessively.

Burnout: take care of yourself so as not to become frustrated and stressed with your employment; signs: being worn out physically or emotionally; feeling useless, powerless and empty; irritable; change in interest in work; high risk to abuse or neglecting someone or self.

Bursitis: inflammation of bursa (fluid-filled sacs that cushion many joints).

Capillaries: part of body where the exchange of oxygen, nutrients and waste occurs.

Calculi: kidney stones that form when urine crystallizes in the kidneys.

Call light: always make sure that all residents have a call light available to ask for help (even if they are unconscious or doesn't understand how to use it), as it is a safety concern; be aware that when staff answer call lights promptly it helps the person to feel secure and feel safe (security); if call light is placed on the unaffected (strong) side, it allows person to be more independent and also is a safety measure.

Cancer: uncontrolled growth of abnormal cells in body cells and tissues.

Cane: used to assist with mobility; single-tip or a quad cane (4 tips); person is to hold cane on their strong side; cane is moved first, the person then moves the weaker foot, followed by stronger foot/leg.

Cardiac arrest: sudden stoppage of the heart beating

Cardiopulmonary Resuscitation (CPR): medical procedures used when a person's heart or lungs have stopped beating.

Care conference: staff and family work together to develop the resident care plan; families are important in developing care plan because they know the resident best and can help staff best care for the resident; nursing assistants can attend to offer suggestions and ideas related to observations they have made.

Care impaired: if staff person appears to be 'under the influence' of a mind-altering substance while on duty, the person could be deemed 'impaired'; report suspicion to supervisor.

Care of dying: provide the same care as for the living; speak in normal tone and volume and provide dignity

Care of person with blindness or vision loss: when approaching a blind person, initiate the greeting using a normal tone of voice; identify yourself and then inquire if your assistance is desired. If so, touch your hand to the back of their hand as a signal or them to take your arm; let blind or visually impaired people know you are leaving; keep room free of obstacles; explain location of food on tray or table to be able to feed self and prevent burn from hot liquids or food (use the 'clock' method; 'your coffee is at 2:00', etc.)

Care plan: overall goals of care and the needs of the resident are outlined in the care plan; it's also a plan to help with continuity of care (staff caring for resident in same way); all information to care for a person should be listed and found a care plan.

Care team: all members of the healthcare team; very important to work together for continuity (stability) of care and to work on shared goals with the resident, by exchanging information; care plan includes the overall goals of care.

Carrier: person has a disease (but doesn't show symptoms yet) that can be passed on to others but doesn't show symptoms of the disease.

Cast care: do not place linens, plastic, blanket on cast; do not place on hard surface; reposition/turn resident frequently; support cast when turning or repositioning; watch for decreased circulation – coldness of limb or skin, cyanosis (bluish skin color), swelling, pain, numbness; check skin around cast for irritation; do not place objects inside cast.

Cataracts: milky or cloudy spots develop in the eye; clouding of the lens of the eye, causing vision loss.

Catastrophic reaction: overreacting to something in an unreasonable way that is socially unacceptable.

Catheter care: provide proper pericare; obtain new water; remove contaminated gloves, wash hands, apply new gloves; separate labia (female) or draw back foreskin if any (male); using clean/new cloth and soap or wipe/per policy, wipe in circular motion around insertion site of urinary meatus and gently clean down the length of catheter 4-6 inches; repeat wiping 3 or more times (careful not to pull on catheter); rinse, pat dry; (ensure the retracted foreskin over penis is gently drawn back over the head/tip of penis).

Catheter strap: attached to the person's leg to prevent excessive pulling or traction on the indwelling catheter.

Catheter: a thin tube inserted into the body that is used to drain or inject fluids; keep catheter bag lower than the level of the bladder; check catheter and empty every shift or per facility policy or care plan; if output in the catheter bag is the

same amount from the past 2 to 3 hours, check the tubing to make sure it's not kinked; hang catheter bag on the bed frame, not on the side rail.

Causative agent: a pathogen or microorganism that causes disease.

Cells: basic units of the body that divide, develop, and die, renewing tissues and organs.

Centers for Disease Control and Prevention (CDC): a government agency under the Department of Health and Human Services (HHS) that issues information to protect the health of individuals and communities.

Centers for Medicare & Medicaid Services (CMS): a federal agency within the U.S. Department of Health and Human Services that is responsible for Medicare and Medicaid, among many other responsibilities.

Central nervous system: part of the nervous system that is composed of the brain and spinal cord, which together regulate all bodily functions.

Cerebellum: the cerebellum, in the back of the brain, controls balance, coordination and fine muscle control (e.g., walking); functions to maintain posture and equilibrium.

Cerebrovascular Accident (CVA): commonly called a 'stroke'; a condition that occurs when blood supply to a part of the brain is cut off suddenly by a clot or a ruptured blood vessel; place food on the strong side of the mouth when assisting with eating; do not do BP on arm with paralysis; project a calm and positive attitude when working with this person.

Chain of command: level of authority to understand who is in charge and who to report to; CNA reports to the Nurse.

Chain of infection: way of describing how disease is transmitted from one living being to another.

Chancres: open sores

Changes in the urinary system with age or aging: difficulty fully emptying the bladder; maximum volume of urine that the bladder can hold decreases; a person's ability to delay urination after first sensing a need to urinate declines; the rate of urine flow out of the bladder and into the urethra slows; increased bladder spasm can cause urinary incontinence; the amount of urine that remains in the bladder after urination is completed (residual urine) increases; may have to urinate more frequently and have a higher risk of urinary tract infections.

Charge Nurse: nurse in charge that CNA reports to.

Charting: writing down important information and observations about residents; you may not chart for another staff member; only chart/document the care that you provided – each staff member must chart for themselves.

Chemical restraint: drugs that may alter or restrain a person's behavior.

Chest tubes: hollow drainage tubes that are inserted into the chest during a sterile procedure to drain air, blood, or fluid that has collected inside the pleural cavity.

Cheyne-stokes: type of breathing pattern where the person breathes several times and then stops breathing; slow, irregular respirations or rapid, shallow respirations; often common near death.

Chickenpox: a highly contagious viral illness that strikes nearly all children.

Child abuse: the physical, sexual, or psychological mistreatment of a child.

Child neglect: the purposeful or unintentional failure to provide for the needs of a child.

Chlamydia: sexually transmitted disease that causes yellow or white discharge from the penis or vagina and burning with urination.

Chromosome: part of a cell that contains genetic information.

Chronic illness: a disease or condition that develops slowly and is long-term or over 6 months; arthritis.

Chronic kidney failure: condition that occurs when the kidneys cannot eliminate certain waste products from the body and they start building up in the body; also called chronic renal failure. A resident might be on a fluid restriction

Chronic obstructive pulmonary disease (COPD): a chronic lung disease with no cure; causes difficulty breathing; elevate head to ease breathing; includes three diseases (asthma, bronchitis, emphysema). May use oxygen.

Circadian rhythm: the 24-hour day-night cycle.

Circumcision: the surgical removal of part of the foreskin of the penis.

Cite: in a long-term care facility, to find a problem through a survey, also called deficiency

Clarification or clarify: to make sure there is understanding.

Claustrophobia: fear of being in a confined space.

Clean catch specimen: urine specimen that does not have the first and last urine included.

Clean: in health care, a condition in which objects are not contaminated with pathogens; linens in the linen closet are clean, not sterile.

Clear liquid diet: fluids that you can see through such as cranberry or apple juice, coffee, tea, jello, broth, clear sodas, popsicles; absolutely no food or chunks of food in the liquid.

Clergy: if the resident/patient requests a visit from a religious entity (clergy), notify the nurse.

Clichés: phrases that are used over and over again and do not really mean anything.

Closed bed: a bed completely made with the bedspread and blankets in place.

Closed fracture: a broken bone that does not break the skin.

Clostridium difficile (C-diff, C. difficile): bacterial illness that causes diarrhea and can cause colitis (inflammation of the large colon); infectious disease and very contagious; C. diff spreads when people touch food, surfaces, objects that are contaminated with feces from a person who has C. diff. Signs: diarrhea or frequent bowel movements for several days, fever, stomach tenderness or pain, loss of appetite, nausea. Wear gown and gloves when entering room

CNA certification renewal: certified nursing assistants must renew their certification every 2 years.

Cognitive/ Cognition: the ability to think logically and quickly. related to thinking and learning.

Cognitive impairment: loss of ability to think logically; concentration, memory affected.

Cold application or cold compress: cool or cold cloth or ice pack (ice pack must NOT be placed directly on the skin; wrap in towel); cool or cold CONSTRICTS the blood vessels and decreases edema (swelling); adding moisture makes the application more intense; check the cold pack frequently; severe burns can be caused by extreme cold!

Colitis: inflammation of the large intestine that causes diarrhea and abdominal pain

Colorectal cancer: cancer of the gastrointestinal tract; also known as colon cancer.

Colostomy: surgically-created diversion of stool or feces to an artificial opening through the abdomen – the opening at the skin level is called a stoma; a colostomy bag collects the fecal (BM or stool) over the stoma.

Coma: person is unconscious; do not give fluids or food (NPO); provide oral care every 2 hours; may be able to hear, overhear, and remember conversations held within hearing distance.

Combative: violent or hostile; make safe and try later.

Combustion: the process of burning.

Comfort care: to soothe a person who is dying by preventing or relieving suffering as much as possible while respecting the person's wishes; often the person isn't seeking a cure but rather relief of symptoms for a more peaceful death as possible.

Communicable: disease that can be passed on or transferred to another; 'infectious';

Communication: the process of exchanging information with others; all communication requires a sender of information, the actual message, and the receiver of the message; good communication includes making sure you use language and words (vocabulary) that the person can understand; make sure you communicate accurately.

Compassionate: caring, concerned, considerate, empathetic, and understanding.

Compensation: to be paid for something; staff may not be paid extra (cannot accept tips or gifts) for care provided.

Complementary medicine: treatments that are used in addition to the conventional treatments prescribed by a doctor.

Complex carbohydrates: carbohydrates that are broken down by the body into simple sugars for energy; found in foods such as bread, cereal, potatoes, rice, pasta, vegetables, and fruits.

Complication: unexpected condition or change in sick person who may get worse.

Condom catheter: catheter that has an attachment on the end that fits onto the penis; also called an external or “Texas” catheter, to drain urine.

Confidentiality: the legal and ethical principle of keeping information private; share resident information with healthcare staff only; also part of the HIPAA regulation.

Conduct unbecoming: improper behavior

Conflict resolution: informal process that two or more people use to find a peaceful solution to their dispute.

Confusion: the inability to think clearly. If you have a confused resident that has already ate there lunch and now they are trying to eat off another residents plate, remove the resident from the dining room.

Congestive heart failure (CHF): a condition in which the heart is no longer able to pump effectively; blood backs up into the heart instead of circulating; person has fatigue, shortness of breath, or swelling of legs/feet can indicate CHF; resident may wear anti embolism stockings to help with swelling in the legs

Conscientious: guided by a sense of right and wrong; having principles.

Conscious: being mentally alert; awareness of surroundings, sensations, and thoughts.

Constipation: the inability to eliminate stool, or the difficult and painful elimination of a hard, dry stool; causes are medications, decreased fluid intake, and immobility; due to slowed digestive system; prevention of constipation: high fiber diet, increase fluids, exercise more; if constipation is not relieved, it can progress a bowel obstruction which can become life-threatening when stool is not moved from the bowel. Many medications can make a resident constipated.

Constrict: to narrow or tighten.

Contaminated: to make unclean, not pure; hazardous.

Continuity: try to keep the same care providers taking care of the same persons so care provider gets used to the residents and their individual needs; same as consistency.

Contracture: the permanent and often very painful stiffening of a joint and muscle; tightening and/or shortening of a muscle, due to non-use. ROM can help decrease this

Conversion of cc/mL to ounces or ounces to mL: ;1 mL milliliter = 1cc ; 30 mL = 30cc which equals 1 (one) ounce; if 6 ounces, multiply times 30, which = 180mL; ½ ounce = 15mL; record only fluids in ounces or cc/mL

Coronary Artery Disease: plaque build up in the walls of arteries supplying blood to the heart; plaque can block arteries causing blockage and a possible heart attack.

Critical thinking: making good observations and promptly reporting those observations to the nurse.

Cueing: assisting a person in the completion of a task; physical or verbal signal to perform.

Cultural diversity: the variety of people with varied backgrounds and experiences who live and work together in the world.

Culture change: a term given to the process of transforming services for elders so that they are based on the values and practices of the person receiving care; core values include choice, dignity, respect, self-determination, and purposeful living.

Culture: a system of learned behaviors, practiced by a group of people that are considered to be the tradition of that people and are passed on from one generation to the next; example: not giving other persons eye contact as it is part of their culture.

Cyanosis/ Cyanotic: ashen skin (cool/gray/bluish/pale tint) color and irritability; may mean the resident is not getting enough oxygen or circulation to the body; report to the nurse if person has cyanosis or irritability as this could indicate respiratory or breathing problems (not getting enough air or oxygen).

Dandruff: an excessive shedding of dead skin cells from the scalp.

Dangle: to sit up with the feet over the side of the bed for a moment to regain balance; if sitting up at side of bed to dangle and person gets weak, feels faint, perspires (sweats), clammy, pale skin (pallor), best to assist them to lay back down, put their feet up, and notify nurse.

Death and Dying: if person is at stage of life where they are dying, offer to discuss or talk about their thoughts or concerns related to death; up to, during, and following death provide the upmost comfort, dignity, and privacy.

De-escalation: to prevent worsening of a situation; for example, anger; try the following ideas to de-escalate: appear and remain calm; low calm voice; don't be defensive; be aware of back up resources or others who can help; be respectful but firm; don't turn your back; know where door is; stay at same eye level; allow extra space between you and other person; stand at an angle to be able to sidestep away; do not maintain constant eye contact; do not smile; do not touch; keep hands at your side; don't point or shake finger; don't argue or try to convince; respond to all questions but do not answer abusive questions; suggest alternatives; explain with consequences (if you don't stop yelling, I will need to stop this discussion).

Defamation: the act of damaging another's reputation (slander - making a false spoken statement, or libel).

Defecation: passing feces from large intestines out of the body through the anus.

Defense mechanisms: unconscious behaviors used to release tension or cope with stress; denial: to deny or not accept reality; rationalize: to justify or make it seem best; compensation: to compensate for loss of one area or improve in one area; repression: burying a feeling; displacement: channeling one feeling from its source to something else or another.

Degenerative: something that continually gets worse.

Dehydration: a condition that results from inadequate fluid in the body; encourage fluids unless on a fluid restriction; signs of mild to moderate dehydration = Increased thirst, dry mouth, tired or sleepy, decreased urine output, urine is low volume and more yellowish or concentrated than normal; headache, dry skin, dizziness.

Delegation: the act of transferring authority to a person for a specific task.

Delirium: a state of severe confusion that occurs suddenly; it is usually temporary.

Delusions: persistent false beliefs.

Dementia: a general term that refers to a serious loss of mental abilities such as thinking, remembering, reasoning, and communicating; those with dementia often have problems with wandering and sleep (they feel lost and are looking for something familiar, and often sleep is disturbed); be flexible with routines; explain procedures one at a time; have same care needs as anyone else; speak in normal tone and volume; may have short term memory problems but may recall information from long past; use a calm approach; try to figure out what their need is that is not being met (need toilet, hungry, thirsty, pain, etc.); use lots of patience and understanding; work on the person's strengths and abilities instead of focusing on what they can't do.

Denial: stage of grief (denial, anger, bargaining, depression, and acceptance).

Dental floss: a special kind of string used to clean between teeth.

Dentures: artificial teeth; when not in use, they should be removed and placed in a cup or container with cool water or denture-cleansing tablet or solution; if transporting denture from one location to another, put in a container so they don't get broken; place a washcloth in sink in case the dentures are dropped, clean under cool running water

Depression: feeling sad and loss of interest that can interfere with pleasure in activities; varying levels of depression; invite and offer to attend activities and introduce to other residents.

Dermatitis: a general term that refers to an inflammation of the skin.

Developmental disabilities: disabilities that are present at birth or emerge during childhood.

Dexterity: having skills to handle equipment or residents carefully and correctly.

Diabetes: a condition in which the pancreas does not produce enough or does not properly use insulin; if diabetic asks for high sugar food or snack, offer a low sugar substitute, however they still can refuse and may want the high sugar content – notify nurse; if diabetic person doesn't eat or refused to eat – notify nurse; often will need timed snacks or supplements to maintain an even blood sugar.

Diabetic ketoacidosis (DKA): complication of diabetes having a high blood glucose

Diagnosis: physician's determination of an illness.

Dialysis: treatment for end stage kidney failure; rids blood of toxins, waste products, and excess fluids/ filtering blood.

Dialysis diet: low sodium, fluid restriction, avoiding high amounts of potassium, sodium, protein, and phosphorous.

Diarrhea: the frequent elimination of liquid or semi-liquid feces.

Diastole: phase when the heart relaxes or rests. The bottom number of a BP

Diastolic: second measurement of blood pressure; phase when the heart relaxes or rests; last sound heard and the bottom number of the recorded BP; normal diastolic pressure is 60-90.

Diet: person's diet needs to include good amounts of vitamins and minerals; if person doesn't eat or have adequate intake or cannot eat, it could cause malnutrition; many different types of diets; pureed; mechanical softs, etc.

Diet cards: cards that list the resident's name and special diets, allergies, likes and dislikes, and other instructions.

Dietary restrictions: rules about what and when individuals can eat.

Digestion: process of preparing food physically and chemically so that it can be absorbed into the cells; begins at mouth

Dilate: to widen, enlarge, expand.

Direct contact: touching an infected person or his secretions; always wear gloves

Dirty: in health care, a condition in which objects have been contaminated with pathogens.

Disability: means impairment; focus on the person's abilities as much as possible.

Discharge: assisting person to move to another location from the facility.

Disinfection: a process that kills pathogens, but not all microorganisms; it reduces the organism count to a level that is generally not considered infectious; clean surfaces, example: clean and disinfect a tub or shower chair with disinfectant prior to use on another person ASAP before using on another person.

Disorientation: confusion about person, place, or time.

Disposable: only to be used once and then discarded.

Disrespect: lacking in courtesy or respect; not appropriate and not acceptable in any care setting or between people.

Diuretics: medications that reduce fluid volume in the body or reduces swelling.

Dizziness: range of sensations, such as feeling faint, woozy, weak or unsteady; if sitting up and feels dizzy, assist to bed for safety.

Documentation: Nursing assistant documentation is done to record observations

Domestic violence/Domestic abuse: physical, sexual, or emotional abuse by spouses, intimate partners, or family

Do-Not-Resuscitate (DNR): an order that tells medical professionals not to perform CPR.

Dorsal recumbent: position in which a person is flat on her back with her knees flexed and her feet flat on the bed.

Dorsiflexion: bending foot upwards towards front of leg/body.

Douche: putting a solution into the vagina in order to cleanse the vagina, introduce medication to treat an infection or condition, or to relieve discomfort.

Draw sheet: extra sheet placed on top of bottom sheet when bed is made; a turning sheet; used to reposition and move a person in bed to prevent shearing and/or friction.

Dressing: when person has weakness or paralysis, remove clothing from the strong side first; dress the weak side first.

DRGs: diagnostic-related groups; payment rates to facilities in which illness are grouped into related types.

Droplets: a type of transmission-based precaution (to put in isolation due to respiratory infection that is infectious within 3 feet); prevent large respiratory droplet germs through the air caused by sneezing and coughing.

Dry skin versus maceration of skin: keep skin lotioned; do not massage; keep skin between toes clean and dry; all skin should be kept clean and dry to prevent infection or irritation; maceration is over-hydration of skin which can also cause skin breakdown or skin openings.

Durable power of attorney for health care: a signed, dated, and witnessed paper that appoints someone else to make the medical decisions for a person in the event he or she becomes unable to do so.

Dysphagia: difficulty swallowing; if a resident has difficulty with swallowing, they may be placed on a special diet called a dysphagia diet.

Dysphasia: difficulty with speech

Dyspnea: difficulty breathing; elevate the person's head high fowlers position and notify the nurse immediately.

Edema: swelling caused by excess fluid in body tissues; apply Ted Hose (anti-embolic stockings, also called elastic stockings) to decrease edema and help with circulation. Residents with CHF sometimes have edema

Edentulous: no teeth or dentures; having no teeth/ poor teeth can cause poor appetite, poor intake, and malnutrition.

Electric razor: razor that runs on electricity; don't use soap or shaving cream; used in nursing homes to prevent injury.

Elimination: expelling solid wastes (BM/urine) made up of the waste products that are not absorbed into the cells

Elope: when a person with Alzheimer's disease wanders away from the protected area and does not return.

Emesis basin: small, curved basin used for emesis or to spit in during oral care

Emesis: vomit; the act of vomiting. If you are not able to sit a patient up, then turn them on their side.

Emotional abuse: psychological abuse; abuse that causes emotional harm rather than physical harm; verbal abuse is a type of emotional abuse. If a resident is yelling at another resident you need to step in and stop it, report it to the nurse.

Emotional lability: laughing or crying without any reason, or when it is inappropriate.

Emotionalism: state in which person shows emotions quickly and easily.

Empathy: entering the feelings of others.

Emphysema: a chronic disease of the lungs that usually develops as a result of chronic bronchitis and smoking.

End of Life Care: includes physical, emotional, social and spiritual support for residents/families; supportive care; helps with symptoms and comfort control. Reposition every 2 hours, oral care every 2 hours

Enema: a specific amount of water, with or without an additive, introduced into the colon to eliminate stool.

Environmental safety precautions: scan room for safety; call light in reach; bed locked; bed in lowest position; wheelchair wheels locked; treaded footwear on when out of bed; keep objects close; no obstacles; clean up spills immediately.

Epiglottis: flap of tissue that sits at the base of the tongue; keeps food from going into the trachea during swallowing.

Epilepsy: an illness of the brain that produces seizures (also called convulsions); abnormal excessive firing of electrical activity in the brain (persons are not 'electrified' so others may touch the resident/patient).

Equipment: if piece of equipment is broken, take it out of service immediately.

Ergonomics: the science of designing equipment and work to suit the worker's abilities.

Erythema: redness of skin.

Ethics or ethical code: knowledge of right and wrong; ethics means morals.

Evacuation of the facility: removing persons from the facility during an emergency; move residents in this order: ambulatory (walking) people first, then wheelchairs, then bedridden.

Exchange lists: lists of similar foods that can be substituted for another on a meal plan.

Expectorate: to cough up material (sputum) from the lungs.

Expiration: exhaling air out of the lungs.

Exposure control plan: plan designed to eliminate or reduce employee exposure to infectious material.

Expressive aphasia: inability to speak or speak clearly.

Extension: straightening a body part.

Extremity: arm or leg.

EZ stand: smaller mechanical lift, sling, and one person; used for persons needing moderate assist of at least one person to stand.

Facilities: in medicine, places where health care is delivered or administered, including hospitals, long-term care facilities or nursing homes, and treatment centers.

Fall prevention: use a gait belt or transfer belt with anyone unstable or weak or after a stroke; keep bed at lowest level; lock bed wheels; lock wheelchair wheels; explain procedures before starting; treaded footwear or slipper socks with tread; check for obstacles; make sure resident has clean glasses on is wearing them; assist with toileting promptly; answer call light promptly; if a person suddenly falls, try to lower them down your body/your leg to the floor and get help; do not move resident if they have fallen; call for help, stay with the resident and wait for nurse.

Fallacy: a false belief.

False imprisonment: illegal confinement or restraint of a person against their will.

Family behavior: if inappropriate or unusual behavior concerns, report situation immediately to nurse.

Farsightedness: the ability to see objects in the distance better than objects nearby. Near sightedness: the ability to see things near but not far.

Fasting: not eating food or eating very little food; not eating can cause weight loss and malnutrition.

Fat: nutrients that provides the most concentrated form of energy and is used by the body store energy.

Fecal/anal incontinence: the inability to control the bowels, leading to involuntary passage of stool.

Feces: stool; bowel movement; normal BM is soft, formed, brown.

Feedback: verbal and nonverbal responses a listener makes to the sender's message; when person seems down or distraught, encourage them to express their feelings; don't just say things like 'oh you'll be ok' as this is dismissive and doesn't allow them to express how they feel.

Femoral pulse: pulse felt at either side of the groin, at crease of the upper leg and torso.

Financial abuse: the act of stealing, taking advantage of, or improperly using the money, property, or other assets of another person; also called misappropriation.

First aid: emergency care given immediately to an injured person.

Flammable: easily ignited and capable of burning quickly.

Flatulence: air in the intestine that is passed through the rectum, which can result in cramping or abdominal pain.

Flatus: intestinal gas.

Flexion: bending a body part.

Flora: microorganisms normally present in or on the human body; often called 'normal flora'.

Fluid balance: taking in and eliminating equal amounts of fluid; Resident drinks 500 ml and urinates 500 ml

Fluid overload: a condition that occurs when the body is unable to handle the amount of fluid consumed.

Foley catheter: also call indwelling catheter inserted in the urethra and left in place to drain urine from the bladder; only hang catheter drainage bag onto the bed frame (never on a side rail); keep the bag lower than level of the bladder; check for kinks and ensure urine is draining. keep tubing and bag off floor; make sure foreskin (in uncircumcised males) is drawn over the head/tip of penis; do not disconnect unless allowed to do so/per policy.

Fomite: an object contaminated with pathogens that can transmit disease.

Foot drop: a weakness of muscles in the feet and ankles that impairs the ability to flex the ankles and walk normally; a 'foot_board' placed at the end of the bed, then placing the persons' feet against this footboard, works to prevent foot drop.

Force fluids: a medical order for a person to drink more fluids.

Fowlers positions: low fowlers is sitting in 15 to 30 degree position; semi-fowlers is 30 to 45 degree sitting position; fowlers or high fowlers is 60 to 90 degree sitting position.

Fracture pan: a bedpan that is flatter than the regular bedpan.

Fracture: a broken or crack in a bone; osteoporosis (brittle bones) is a common cause of a fracture in elderly and also due to trauma or fall.

Fraud: pretending to be something or someone you are not.

Frayed cord: notify supervisor immediately to prevent an electrical accident.

Frequent urination: need to urinate more often than usual; over-active bladder or can be caused by a urinary tract or bladder infection.

Friction: the action of one surface or object rubbing against another.

Full liquid diet: includes clear liquid diet, but fluids that you can add milk to such as cream soup, pudding, milkshake.

Full Weight Bearing (FWB): able to bear 100% of the body weight on one or both legs.

Functional grip cane: cane that has a straight grip handle. Cane should be held in strong hand/strong side

Gait belt: also called a transfer belt assist with stabilizing, transferring and walking a person to prevent accident.

Gastric or gastro (meaning stomach) feedings (also called gastrostomy feedings): if the person has trouble swallowing or cannot eat or drink enough through their mouth, they may need a feeding tube; only the nurse (not the CNA) is responsible for tube feedings into the resident's stomach; the CNA needs to keep the resident's head up at all times to prevent aspiration; be careful to not dislodge (don't pull out) tube or tubes.

Gastroesophageal Reflux Disease (GERD): a chronic condition in which the liquid contents of the stomach back up into the esophagus.

Generalized weakness: means the person is ill and is weak in general; including for example a decreased ability to clear their own airway if they begin to have difficulty with swallowing , therefore they may choke and aspirate food or fluids into their lungs or have a blocked airway/throat; because of weakness, it places the person at risk for falls, etc.

Geriatrics: the study of health, wellness, and disease later in life; elder care.

Gerontology: the study of the aging process in people from mid-life through old age; with aging the person often has physical signs of dry skin, wrinkles, and grey hair; other signs: weak bones, muscle atrophy, decrease in peristalsis (movement of the colon), urine doesn't concentrate as much.

Gestational diabetes: type of diabetes that appears in pregnant women who have never had diabetes before but who have high glucose levels during pregnancy.

Gestures: movement of a body part, especially head or hand, to express an idea or meaning; form of non-verbal communication.

Gifts or tips: staff are not allowed to accept gifts or tips.

Glands: structures that produce substances in the body.

Glaucoma: a condition in which the fluid inside the eyeball is unable to drain; increased pressure inside the eye causes damage to the optic nerve and retina that often leads to blindness.

Gloves: wear gloves every time you touch blood, bodily fluids, bodily tissues, mucous membranes, or broken skin; you should wear gloves for this sort of contact, even if a patient seems healthy and has no signs of any germs; when a person is in isolation (also known as transmission-based precautions) because we already know the person has a communicable or spreadable condition or disease, the sequence or order for applying (also called donning) personal protective equipment (PPE) is: wash hands, apply gown, apply goggles and/or face shield, and gloves last; when removing (also called doffing) PPE the order is: remove gloves first, wash hands, remove mask/face shield, and then wash hands again.

Glucose: natural sugar.

Gonads: sex glands.

Gonorrhea: sexually transmitted disease that causes greenish or yellowish discharge from the penis and burning with urination in men.

Graduate: type of measuring cup or device that is marked (graduated) to show amounts.

Grand mal seizure: a generalized tonic-clonic seizure which causes violent muscle contractions and loss of consciousness; important to protect person from injury; clear furniture; support head from injury; do not put anything in their mouth; time the seizure.

Groin: the area from the pubis to the upper thighs.

Grooming: practices used to care for oneself, such as caring for fingernails and hair.

Guardian: person legally responsible for person unable to manage own affairs, especially a disabled person.

Hair care: ask person how they want their hair done, using a comb or brush; start at bottom or ends of hair to remove tangles.

Halitosis: bad breath; notify nurse if halitosis after oral care is done – they may have an oral infection.

Hallucinations: something that isn't real; a person sees, hears, smells, tastes, or feels things that don't exist; explain that you don't sense this but that you understand that it's real to them; notify nurse.

Hand antisepsis: washing hands with water and soap or other detergents that contain an antiseptic agent.

Hand hygiene: washing hands with either plain or antiseptic soap.

Handwashing: easiest and cheapest way to prevent an infection; wash hands at least 15-20 seconds with hands pointing down lower than your elbows to wash and rinse.

Hat: in health care, a collection container that is sometimes inserted into a toilet to collect and measure urine or stool; also called a sani-pan. They are usually white, and have the same marking on the inside as a graduate

Hazardous substance: potential health hazard; could be poisonous substances or substances that could harm a person; these substances are placed on a Material Safety Data Sheet (MSDS) or Safety Data Sheet to protect employees and others from accidental or known contact with these substances.

Healthcare team: Resident is most important member of the team.

Health maintenance organizations (HMOs): a method of health insurance in which a person has to use a particular doctor or group of doctors except in case of emergency.

Healthcare-Associated Infections (HAIs): infections that patients acquire within healthcare settings that result from treatment for other conditions. Proper hand washing can reduce HAIs

Hearing impaired: make sure to face person so they can read lips and observe nonverbal communication; or gently touch shoulder or arm; avoid background noise; have good lighting; work at eye level; speak clearly; don't cover face or lips; use written message; check for understanding; to clean hearing aids: only a very damp or dry cloth – do not use any cleaners.

Heartburn: a condition that results from a weakening of the sphincter muscle which joins the esophagus and the stomach; causes a burning sensation in the esophagus.

Heat application: heat applications or compresses dilate blood vessels; check site frequently to make sure person isn't getting burned.

Height measurement: use a standing scale with a measuring device or use a measuring tape to measure body height from top of head to bottom of heel, while resident is in supine position.

Hemiparesis/Hemiplegia: paralysis on one side of body

Hemorrhoids: enlarged veins in rectum that may also be visible outside the anus, make see blood in toilet, notify nurse

Hepatitis A: this type is usually spread when a person ingests fecal matter—even in microscopic amounts—from *contact with objects, food, or drinks contaminated by feces or stool from an infected person*; person often gets jaundiced (skin is yellow and the white part of the eyes (sclera) turns yellow).

Hepatitis B: Hepatitis B spreads by contact with an infected person's blood, semen, or other body fluid. An infected woman can give hepatitis B to her baby at birth.

Hepatitis: inflammation of the liver caused by infection.

Herpes simplex 2: a sexually transmitted, incurable disease caused by a virus; repeated outbreaks of the disease may occur for the rest of the person's life.

High fowlers: 60 to 90 degrees (sitting).

HIPAA: health insurance portability and accountability act is a US law designed to provide privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers.

Hip precautions: used when person has new hip components i.e. total hip; use an abductor pillow to keep legs spread apart (abducted) to prevent them from crossing their legs which could pull the hip out; maintained usually 6-8 weeks.

HIV: Human Immunodeficiency Virus that can progress to AIDs; virus that attacks cells that help the body fight infection, making a person more vulnerable to other infections and diseases. It is spread by contact with certain bodily fluids (most commonly blood) of a person with HIV, most commonly during unprotected sex (sex without a condom or HIV medicine to prevent or treat HIV), or through sharing injection drug equipment; can be treated but no cure; AIDS is the late stage of HIV infection that occurs when the body's immune system is badly damaged because of the virus; Use gloves, goggles, and other barriers when anticipating contact with blood or body fluids. Wash hands and other skin surfaces immediately after contact with blood or body fluids. Be careful when handling and disposing of sharp instruments (including needles) during and after use.

Hoarding: collecting and putting things away in a guarded way.

Holistic or holistic care: a type of care that involves considering a whole system, such as a whole person, rather than dividing the system into parts.

Home healthcare agencies: businesses that provide health care and personal services in the patient's home.

Homeostasis: the condition in which all of the body's systems are working at their best; in balance.

Hormones: come from the endocrine system; substances created by the body that control numerous body functions.

Hospice care: holistic, compassionate care given in facilities or homes for people who have six months or less to live; also called 'comfort care'; goal of care is for comfort instead of a cure; if person is scared or fearful of death ask them if they want to talk – don't dismiss their feelings as sometimes they just want to talk about it; notify the nurse.

How to remove dentures: wash hands and apply gloves; if upper denture is present remove it first by having patient close mouth and puff out cheeks to loosen seal. Place your right and left forefingers at the top edge of the dentures on right and left sides. Place your thumbs on the biting surfaces of the denture and rock it from side to side and carefully pull down. Turn denture sideways to remove and place in labeled denture cup • If lower denture is present remove it by gently lifting up and turning sideways and place it in patient's labeled denture cup.

Hydration: to offer or give fluids to prevent dehydration. Do this upon entering/exiting room

Hygiene: practices used to keep bodies clean and healthy. Decreases risk of infection

Hyperglycemia: high blood sugar.

Hypertension: high blood pressure.

Hyperthyroidism: condition in which the thyroid produces too much thyroid hormone, causing the cells to burn too much food.

Hyperventilation: excessive deep and fast breathing; may be caused by anxiety; encourage to take slow deep breaths.

Hypoglycemia: low blood sugar.

Hypotension: abnormally low blood pressure

Hypothyroidism: condition in which the thyroid produces too little thyroid hormone, causing the body processes to slow down; weight gain and physical and mental sluggishness result.

I & O: intake or output

Ileostomy: surgically created opening into the end of the small intestine to allow feces to be expelled; causes stool to be liquid.

Immune system: most elderly have a decreased immune system due to the aging process which makes them more susceptible to illness or disease.

Impairment or impaired: a loss of function or ability.

Incident or accident: an accident or unexpected event during the course of care that is not part of the normal routine in a healthcare facility; wipe up spills immediately; do not walk over floor areas of a yellow sign or wet floor sign.

Incontinence: the inability to control the bladder or bowels.

Incontinent briefs: absorbent briefs made of cloth or disposable material used by people with incontinence.

Indirect contact: touching something contaminated by an infected person.

Infection control: measures practiced in healthcare facilities to prevent and control the spread of disease; elderly are more prone to infections due to their compromised immune systems and many physical diagnoses.

Infection: the state resulting from pathogens invading the body and multiplying; microorganisms or pathogens that can cause infection prefer a warm, dark, moist environment.

Infectious: contagious.

Inflammation: immune system's response; common signs: redness, heat, swelling, pain, loss of function or movement

Informed consent: with the help of a doctor, makes informed decisions about his or her health care.

Infusion: a solution into a vein, such as an IV.

Injury prevention: to prevent injury; always be aware of potential or dangerous situations.

Insomnia: lack of ability to fall asleep or stay asleep.

Inspiration: breathing in.

Insulin reaction: complication of diabetes result from too much insulin or too little food; also known as hypoglycemia.

Insulin shock: shock caused by hypoglycemia (low blood sugar), caused by too much insulin or not enough food intake.

Insulin: a hormone that converts glucose into energy for the body.

Intake: the fluid a person consumes; also called input.

Integument: a natural protective covering.

Integumentary system: the body system that includes hair, skin, nails.

Interdisciplinary team: health care professionals/nonprofessionals working to develop a care plan (resident and family).

Interpersonal skills: skills dealing with people, such as tact, courtesy, patience, respectfulness.

Intervention: a way to change an action or development.

Intoxicated resident: get help – don't try to take of situation alone; make sure they are safe; supervise their behavior

Intracranial pressure: serious complication of head injury due to pressure in the brain.

Intravenous (IV): into a vein.

Intubation: the passage of a plastic tube through the mouth, nose, or an opening in the neck and into the trachea.

Invasion of privacy: when person goes into someone else's room or things – explain that they are intruding into someone else's space or property; explain that that is not ok.

Invasive equipment: an object put into body such as vein, nose, mouth, other body opening.

Involuntary seclusion: separating a person from others against the person's will.

Iris: part of the eye that provides color (green, brown, blue, etc.)

Irreversible: incurable.

Isolate: to keep something separate, or by itself; to prevent transfer of pathogens.

Isolation: special procedures and precautions designed to prevent spread of infection; may involve special room and specific personal protective equipment (PPE), such as gown, gloves, shoe covers, mask, goggles, face shield; do not remove contaminated equipment from isolation room until it has been properly cleaned and disinfected.

IV or feeding pump: only a **nurse** can alter or change a setting on a pump; notify the nurse when any alarms are beeping; keep IV or tube feeding container attached to an IV or feeding tube pump pole when the resident is ambulating; be careful to not pull on or pull out the IV line or other type of tubing or equipment.

Jaundice: the skin, whites of the eyes, and mucous membranes appear yellow; liver damage due to Hepatitis.

Joint Commission: an independent, not-for-profit organization that evaluates and accredits healthcare organizations.

Joint: the place at which two bones meet.

Kaposi's sarcoma: rare form of skin cancer that appears as purple or red skin lesions.

Karma: the belief that all past and present deeds affect one's future and future lives.

Kidney failure: symptoms include decreased urine output, fluid retention, shortness of breath, confusion, nausea; person often on fluid restriction; often on low protein diet, and diet that restricts sodium, potassium and phosphorous.

Knee-chest: position in which the person is lying on her abdomen with her knees pulled towards the abdomen and her legs separated; arms are pulled up and flexed, and the head is turned to one side.

Lactose intolerance: the inability to digest lactose.

Latent TB: type of tuberculosis in which person carries the disease but does not have symptoms

Lateral: position in which a person is lying on either side with upper leg flexed or bent.

Laws: rules set by the government to help people live peacefully together and to ensure order and safety.

Laxative: medication to assist with loosening & expelling feces when person is constipated.

Layers of skin: epidermis (top), dermis (middle), subcutaneous (below dermis; fat layer).

Left Sims': left side-lying position; upper right knee is flexed and raised toward the chest as tolerated; position for enema or other rectal procedure.

Length of stay: the number of days a person stays in a healthcare facility.

Lesion: abnormal skin, such as wound, sore, or rash; any disruption of the skin or skin integrity is a risk for infection.

Leukemia: form of cancer in which the body's white blood cells (WBCs) are unable to fight disease.

Lever: something that moves an object by resting on a base of support.

Lethargy: a state of tiredness, sleepiness, or lack of energy,

Liability: a legal term that means someone can be held responsible for harming someone else.

Liabile: legally responsible for your own behavior or that of others.

Lift or draw sheet: used to reposition a person in bed.

Ligament: connective tissue that connects bone to bone and supports joints.

Linen: do not shake linen (can spread microorganisms into the air); carry only the amount of linen you need into room – clean linen, if in a person’s room (even if not used), it is considered soiled and must be place in soiled linen hamper; fold all linens away from you with the dirtiest side inward; check all linens – many personal items are found (glasses, dentures, hearing aids, sharp objects, etc.) in linens when changing an occupied bed to ensure items aren’t accidentally thrown into linen hamper and lost/damaged.

Liquid diet: anything that, at room temperature, could be on a liquid diet; a liquid diet cannot have any solid or solid pieces in it.

Lithotomy: position in which a person lies on her back with her hips at the end of an exam table; legs are flexed, and feet are in padded stirrups.

Living will: a document that states the medical care a person wants, or does not want, in case he or she becomes unable to make those decisions for him or herself

Localized infection: an infection that is confined to a specific location in the body and has local symptoms.

Logrolling: method of moving a person as a unit, without disturbing the alignment of the body; may use a pillow, wedge, or abduction pillow to prevent crossing of person’s legs; can use a draw sheet to help keep the person in straight alignment to prevent injury or further injury.

Long-Term Care (LTC): care given in long-term care facilities (LTCF) for people who need 24-hour, supervised nursing care.

Loose teeth: check person for loose teeth when doing oral care or when assisting with eating.

Loss of independence: could be considered a major life event or a crisis situation, especially for the elderly or anyone who has had a good level of independence. Help the resident with what they can not do, but have them still complete tasks you know they can complete.

Low sodium diet: low salt diet; eliminate salty foods; reduce salt when cooking; no added salt on the dining table.

Lung cancer: the development of abnormal cells or tumors in the lungs.

Lymph: a clear yellowish fluid that carries disease-fighting cells called lymphocytes.

Macular degeneration: causes damage to the macula, a small spot near the center of the retina and the part of the eye needed for sharp, central vision, which lets us see objects that are straight ahead; blurs the central vision.

Major depression: a type of mental illness that may cause a person to lose interest in everything; may be lethargic, tired, or sleepy; don't insist on 'cheering up' or telling them to join an activity; promote self-esteem.

Malabsorption: inability to absorb/digest nutrients properly; this is often due to decreased acid in the elder's stomach.

Malignant tumors: tumors that are considered cancerous.

Malnutrition: poor nutrition due to improper diet.

Malpractice: injury to a person due to professional misconduct through negligence, carelessness, or lack of skill.

Managed care: a system or strategy of managing health care in a way that controls costs.

Mandated or mandatory reporters: people who are legally required to report suspected or observed abuse or neglect because they have regular contact with vulnerable populations, such as the elderly in care facilities; all staff must report all instances of any abuse or neglect to their supervisor or up the chain of command.

Marrow: soft material filling inside bones, where blood cells are formed.

Maslow's Hierarchy of Needs: an order of priority of personal needs; the most basic needs of all persons are physical or physiological needs (food, water, oxygen, sleep, sex) which is the lower level of the pyramid; basic needs must be met before person can try to meet higher level needs.

Mastectomy: the surgical removal of all or part of the breast and sometimes other surrounding tissue.

Masturbation: to touch or rub sexual organs in order to give oneself or another person sexual pleasure; if person is doing this in public, remove them from the area and escort back to room; do not shame but explain that this is only done in private in their room.

Mechanical lift: used to describe a 'Hoyer' lift used for persons unable to stand or stand alone; 2 staff for safety.

Mechanical soft diet: foods are easy to chew and swallow.

Mechanical ventilation: using a machine to assist with/replace breathing when a person is unable to do this on his own.

Medicaid: a medical assistance program for low-income people.

Medical asepsis: the process of removing pathogens, or being free of pathogens.

Medical office/upright scale: this scale should only be used when a person is ambulatory and able to step on the scale; move lower bar of scale first and then the upper bar so the arrow is balanced in the middle of the bar; add both measurements together to get the correct weight.

Medicare: a federal health insurance program for people who are 65 or older, are disabled, or are ill and cannot work.

Medications found at bedside: do not move or remove them; notify nurse immediately.

Menopause: the end of menstruation.

Mental health: the normal functioning of emotional and intellectual abilities.

Mental illness: disease that affects a person's ability to function at a normal level in the family, home, or community

Mentally impaired: learning disability or mental health condition.

Metabolism: physical/chemical processes which substances are broken down into energy

Metastasis: spread of cancer from where it started to a new location

Microorganism: a living thing or organism that is so small that it can be seen only through a microscope; also called microbe; some microorganisms are pathogens (can cause infection); just because you can't see them doesn't mean they are visible or not there – they are everywhere.

Midstream urine specimen: urine specimen collection; collection begins after the urine stream has started and stops before the urine stream stops.

Minerals: type of nutrient made up of nonliving chemical compounds that function in metabolism and helps build body tissue.

Minimum Data Set (MDS): a detailed assessment form used to assess residents in long-term care facilities; also details what to do if resident problems are identified; used to develop a care plan and used to monitor quality of care; used to receive correct reimbursement for care; CNA charting helps to contribute to the MDS and the resident's care plan by notifying the nurse and documenting those observations; when reporting observations it may trigger a new MDS or new assessment.

Misappropriation of resident property: defined as the deliberate misplacement, exploitation, or wrongful, temporary or permanent use of a resident's belongings or money without the resident's consent.

Mobility: how to get around and move about.

Mode of transmission: method of describing how a pathogen travels from one person to the next person.

Morgue: temporary holding area for bodies until they are claimed for burial.

Mouth care: oral care; complete at least daily and as needed; do mouth care with toothettes

MRSA: stands for methicillin-resistant Staphylococcus aureus, an antibiotic-resistant staph infection of the blood or body fluids, etc. often acquired by people in hospitals and other healthcare facilities who have weakened immune systems; an infectious disease.

MSDS: previously called 'Material Safety Data Sheets' are now called 'Safety Data Sheets'; a document that provides information on the properties of hazardous chemicals and how they affect health and safety in the workplace; an MSDS or SDS contains information on first aid if you come in contact with a chemical that is harmful to you.

Multidrug-Resistant Organisms (MDROs): microorganisms, mostly bacteria, that are resistant to one or more antimicrobial agents.

Multidrug-Resistant TB (MDR-TB): a type of tuberculosis that can develop when a person with active TB does not take all the prescribed medication.

Multiple Sclerosis (MS): a progressive disease of the nervous system in which the protective covering for the nerves, spinal cord, and white matter of the brain breaks down over time; without this covering, nerves cannot send messages to and from the brain in a normal way; problems with retaining urine in the bladder and often must have foley catheter or do straight cath. to drain bladder called neurogenic bladder; very tiring; weakness; needs rest; fall risk with injury.

Muscles: groups of tissues that provide movement of body parts, protection of organs, and creation of body heat.

Muscular dystrophy: inherited, progressive disease that causes a gradual wasting of muscle, weakness, and deformity.

Muscle spasms: common with neurological diseases as nerves innervate muscles causing them to move and/or spasm; keep the person safe and protect them from injury if person has muscle spasms.

Musculoskeletal: having to do with the body system which includes muscles and bones; Parkinson's disease is not in this system; Parkinson's disease is in the nervous system.

Myocardial infarction (MI): a condition that occurs when the heart muscle does not receive enough oxygen because blood vessels are blocked; also called a heart attack; it is important to balance activity with rest

Nail care: trim nails after soaking so easier to cut; generally only nurses should do nail care for diabetics.

Nasal cannula: a piece of plastic tubing that fits around the face and is secured by a strap that goes over the ears and around the back of the head; watch skin for irritation due to pressure or allergy of plastic.

Nasogastric tube: a feeding tube that is inserted into the nose and goes to the stomach (gastro means stomach).

Neglect: harming a person physically, mentally, or emotionally by failing to provide needed care; not answering a call or if it is not within reach, is an example; not providing care based on their care plan or needs.

Negligence: actions, or the failure to act or provide the proper care, that result in unintended injury to a person; not following care plan; not providing required care. Example: A resident is supposed to have their side rails up and the NA forgets to put them up and then the resident falls and gets injured.

Nephritis: an inflammation of the kidneys.

Nervous system: disease of nervous system of the body (such as Parkinson's disease) – could cause slowed reaction time and decreased sensation or spasms or even pain.

Neuropathy: numbness, tingling, and pain in the feet and legs. This is common with diabetics

Nitroglycerin: medication that helps to relax the walls of the coronary arteries, allowing them to open and get more blood to the heart; comes in tablet, patch or spray form.

Non-intact skin: skin that is broken by abrasions, cuts, rashes, acne, pimples, or boils.

Nonspecific immunity: type of immunity that protects the body from disease in general.

Nonverbal communication: communicating without using words; nodding is a form of nonverbal communication.

Non-Weight Bearing (NWB): unable to support any weight on one or both legs.

Nosocomial infection: infection acquired in a health care facility; now most commonly called Healthcare Acquired Infection (HAI).

NOTIFY SD BOARD OF NURSING: of CNA change of address (call SD Board of Nursing or on-line to their website).

NPO: nothing by mouth; no food or fluids; remove or do not give water/ice pitcher.

Nutrient: something found in food that provides energy, promotes growth and health, and helps regulate metabolism.

Nutrition: how the body uses food to maintain health.

Objective information: information on what a person sees, hears, touches, or smells (**measurable**, factual); temp or HR

Observation: CNA needs to observe resident/patient for change – even subtle change- and report to nurse.

Obsessive compulsive disorder: a disorder in which a person uses repetitive actions to cope with anxiety.

Obstructed airway: condition in which the tube through which air enters the lungs is blocked.

Occult: something that is hidden or difficult to see or observe.

Occupational Safety and Health Administration (OSHA): government agency makes rules to protect workers from harm

Occupied bed: a bed made while a person is in the bed; keep bed locked; raise and lower as needed but when task is done, return bed to lowest position as soon as possible when bed does not need to be elevated; check linens for objects when stripping or remaking an occupied bed.

Ombudsman: the legal advocate for residents; person or persons who help resolve disputes and settle conflicts.

Omnibus Budget Reconciliation Act (OBRA): law passed by government that includes minimum standards for nursing assistant training, staffing requirements, resident assessment instructions, and information on rights for residents.

Onset: in medicine, the first appearance of the signs or symptoms of an illness.

Open bed: a bed made with the linen fan-folded down to the foot of the bed.

Open fracture: broken bone that penetrates skin; also known as a compound fracture.

Open-ended questions: method of asking questions that when asked, requires more than a yes/no response; encourages conversation and to get more information than just yes or no.

Opportunistic infections: infections that invade the body when the immune system is weak and unable to defend itself.

Oral care: care of the mouth, teeth, and gums; also called oral hygiene; routine oral care should be done at minimum twice daily; routine oral care prevents plaque build-up on teeth and prevents oral infection; make sure to wear gloves to prevent contracting infectious diseases; when resident is in a coma or is comatose or unconscious, provide oral care every 2 hours (because the person will not be receiving food or fluids and they will need very frequent oral care.)

Oral temperature: normal 98.6; wait 20 minutes before checking temperature if drank cold or hot liquids.

Organ: a structural unit in the human body that performs a specific function.

Orientation (oriented): aware of person, place, and time; good memory ability; if person doesn't recall events but is adamant that they are right – using validation therapy because it is very upsetting to the person if they can't remember; either validate how they are feeling or distract the person.

Orthostatic hypotension: postural hypotension, orthostasis, and shows as a head rush or dizzy spell; a form of low blood pressure; BP drops when suddenly standing up or sitting up suddenly; medical terms, it is defined as a fall in systolic blood pressure of at least 20 mm Hg or diastolic blood pressure of at least 10 mm Hg when a person assumes a standing position; symptom is caused by blood pooling in the lower extremities upon a change in body position; quite common and can occur briefly in anyone, although prevalent in elderly; rise slowly; sit back down if dizzy

Orthotic device: device that helps support/ align limbs, improve its functioning; helps prevent or correct deformities.

Osteoarthritis: a common type of arthritis that usually affects the hips, knees, fingers, thumbs, and spine.

Osteoporosis: disease causes bones to become porous and brittle; high risk for fracture; most common fracture is a hip fracture, due to a fall or osteoporosis (spontaneous or pathological fracture – a person suddenly falls because their hip bone broke from osteoporosis); best treatment -prevention of fall. A person that has osteoporosis may also have loss of height due to loss of bone strength

Ostomy: a surgically-created opening from an area inside the body to the outside; also called a stoma.

Ostomy bag: used to collect waste (BM) from the bowel or urinary system from a stoma or ostomy.

Outpatient care: care given for less than 24 hours for people who have had treatment/ surgery; need short stay

Output: all fluid eliminated from the body; includes fluid in urine, feces, vomitus, perspiration, exhaled air.

Oxygen concentrator: a box-like device that changes room air into air with more oxygen concentration; has a tube that goes from the concentrator to the resident. If the tubing is pinched, unpinch it.

Oxygen therapy: the administration of oxygen to increase the supply of oxygen to the lungs; nursing assistant cannot alter the flow of the oxygen of any kind from oxygen source; oxygen should remain on the resident with all activities EXCEPT no smoking with oxygen on or over open flame; oxygen is the most important element that is essential for life; oxygen and carbon dioxide exchange is called respiratory metabolism in the respiratory system in the alveoli of the lungs.

Pacing: walking back and forth in the same area.

Palliative care: specialized medical care that focuses on the comfort and dignity and relief of symptoms of the disease; example: to help relieve pain or shortness of breath instead of trying to cure his/her disease; meant to provide quality of life instead of quantity or length of life.

Panic disorder: a disorder in which a person is terrified and not sure they cause

Paralysis: the loss of ability to move all or part of the body, and often includes loss of feeling in the affected area; transfer resident using the strong side to pivot (pivot on strong side); move using strong side; remove clothing from strong side and dress the weak side first.

Paranoid schizophrenia: a brain disorder that centers mainly on hallucinations and delusions

Paraplegia: loss of function of the lower body and legs.

Parkinson's disease: a disease of the nervous or neurological system; first sign of Parkinson's disease is pill-rolling (looks like the person is rolling a pill between their thumb and index finger; shuffling gait/walking pattern; stooped posture; stiff muscles; slow movements; difficulty with eating or swallowing (the medical term = dysphagia); difficulty with dressing & grooming (basic activities of daily living); high fall risk/injury.

Partial bath: a bath that includes washing the face, hands, underarms, and perineum; is given on days when a complete bed bath, tub bath, or shower is not done.

Partial Weight Bearing (PWB): able to support some weight on one or both legs.

PASS: acronym used to remember how to use a fire extinguisher: Pull the pin, Aim, Squeeze handle, Sweep side to side.

Passive neglect: unintentionally harming a person physically, mentally, or emotionally by failing to provide needed care; not on purpose - they just don't know.

Passive Range of Motion (PROM) exercises: range of motion exercises performed by another person, without the affected person's help; done to prevent immobility/ promote; maintain independence; prevents contractures/atrophy.

Pathogens: harmful, contaminated, microorganisms that cause disease.

Payers: people or organizations paying for healthcare services.

Pediculosis: an infestation of lice.

Peptic ulcer: raw sores in the stomach or the small intestine.

Percutaneous endoscopic gastrostomy (PEG) tube: surgical opening directly into stomach and a small tube is inserted

Pericare: also called perineal care; to wash the genitals; female: wash hands, apply gloves, using soap/washcloth, separate labia and wash inner side/part, then the other inner side/part, then down the middle – always washing downward, towards the rectum and NEVER washing back up or back and forth, then rinse, pat dry, then turn to side and wash rectum towards the back; remove gloves, wash hands; male: wash hands, apply gloves, using soap/washcloth, wash head/tip of penis, down the shaft of the penis, then scrotum, rectal area; remove gloves, wash hands; NOTE: if male is uncircumcised, draw the foreskin back, wash with soap, rinse, dry and then draw the foreskin back over the tip of the penis. Doing perineal care will decrease the risk of infection.

Perineum: the genital and anal area; area to provide pericare to cleanse the skin or body area.

Peripheral nervous system: part of the nervous system that deals with the periphery, or outer part of the body, via the nerves that extend throughout the body; if slowed reaction time and/or reduced sensation that may be signs of aging in the nervous system.

Peripheral vascular disease (PVD): a disease in which the legs, feet, arms, or hands do not have enough blood circulation due to fatty deposits in the blood vessels that harden over time.

Peristalsis: involuntary contractions that move food through the gastrointestinal system.

Perseveration: repeating words, phrases, questions, or actions.

Personal protective equipment (PPE): equipment that protect employees from serious workplace injuries or illnesses resulting from contact with workplace hazards; gown, gloves, mask, eye protection, face shield, shoe covers, PAPR.

Personal: relating to life outside one's job, such as family, friends, and home life.

Pet therapy: enjoyed by most residents; a positive engaging activity; can be therapeutic for those who enjoy animals.

Phantom sensation or pain: pain/ feeling from a body part that has been amputated; caused by remaining nerves

Phlegm: thick mucus from the respiratory passage.

Physical abuse: any treatment, intentional or not, that causes harm to a person's body; includes slapping, bruising, cutting, burning, physically restraining, pushing, shoving, or even rough handling.

Physiology: the way in which a living organism or bodily part functions.

Pillaging: taking things that belong to someone else; what to do: provide a room in the resident's room to collect and rummage through their things and tell them that these are not their things.

Pivot: turn or move; if person has a stroke, weak or paralyzed on one side – pivot or move them using their strong side.

Plantar flexion: bending foot downward towards floor.

Plate rim: device added to edge or rim of plate, so food doesn't fall off plate; easier to place food on fork or spoon.

Platelets: cells in the blood needed to clot to keep us from bleeding.

Pneumonia: a bacterial, viral, or fungal infection that causes acute inflammation in a portion of lung tissue.

Policy: a course of action that should be taken every time a certain situation occurs.

Portable/bedside commode: movable chair with a toilet that is used for elimination of urine/stool at bedside.

Portal of entry: any body opening on an uninfected person that allows pathogens to enter. Mucous membranes: membranes that line body cavities, such as the mouth, nose, eyes, rectum, and genitals.

Portal of exit: any body opening on an infected person that allows pathogens to leave.

Positioning on back: if resident is unable to move self, float heels on pillows (make sure heels are off of the mattress)

Positioning: the act of helping people into positions that will be comfortable and healthy for them; if person is positioned on their side – place pillow behind their back, between their knees, and under the upper arm or upside arm – example if laying on right side, put pillow under the left arm; when positioning someone on one side, raise the side rail that they are turning to - to help with turning and prevent them from falling from bed, then put side rail (SR) down; *positions: supine (on their back with palms up); prone (on their stomach with palms down); lateral (on their side); fowlers (sitting up in bed or chair); dorsal recumbent (on their back with the legs flexed and rotated outward); Trendelenburg (flat on back with bed tilted so person's head is lower than their body).*

Postmortem care: meaning after death care; make sure to provide privacy, confidentiality, and dignity with cares, as you would with all living persons; after death: position person in normal body alignment (straight line) and elevate the head of bed some and close person's eyes and mouth; insert dentures as appropriate.

Post-operative pneumonia: common in elderly due to weakened state, weak cough, and poor mobility; needs to be repositioned frequently so sputum doesn't stay in one place in the lungs; encourage fluids so sputum is more liquid; assist to cough and deep breathe to prevent pneumonia.

Postoperative: after surgery.

Post-traumatic stress disorder: anxiety-related disorder brought on by a traumatic experience.

Posture: the way a person holds and positions his body.

Powdered formula: type of formula that is sold in cans and measured and mixed with sterile water.

Pre-diabetes: a condition that occurs when a person's blood glucose levels are above normal but not high enough for a diagnosis of Type 2 diabetes.

Preferred provider organizations (PPOs): network of providers that contract to provide health services to people.

Prehypertension: a condition in which a person has a systolic measurement of 120–139 mm Hg and a diastolic measurement of 80–89 mm Hg; indicator that the person does not have high blood pressure now but is likely to have it in the future.

Prejudice: strong feelings for or against something (staff should show none)

Preoperative: before surgery.

Pressure points: areas of the body that bear much of its weight.

Pressure sore, pressure ulcer or decubitus ulcer (now called pressure injury) prevention: important and easy way to prevent pressure ulcers is to keep skin clean and dry; when skin is soiled and moist it breaks down the skin; skin care throughout life should include lotioning the skin, except don't lotion between toes (keep skin between toes clean and dry). check skin frequently for redness; prevent pressure from skin surfaces by repositioning at least every 2 hours or more often if needed to prevent skin breakdown; there are stages of pressure injury depending on the extent of the injury.

Prevent falls: anticipate safety issues; call light, gait belt, assistive equipment, treaded footwear, bed locked, bed in low position, w/c wheels locked, move obstacles, clean up spills, eyeglasses on, no glare on floors, no rugs or tripping hazards, night lights, use color toilet seats , etc., good lighting; assist resident.

Privacy if providing cares, ask family and/or visitors to step out for resident's privacy and confidentiality.

Procedure: a method, or way, of doing something.

Professionalism: how a person behaves when on the job; it includes how a person dresses, the words he uses, and the things he talks about.

Progressive illness: term used to mean that a disease gets worse, causing greater and greater loss of health and abilities; illness or disease progresses in stages to the point of death (doesn't get better); COPD (chronic obstructive pulmonary disease) includes three lung diseases into one (asthma, bronchitis, emphysema) is a progressive disease – it is not reversible and cannot be cured; common disease of the elderly.

Prone/ Pronation: turning downward; position in which a person is lying on his stomach; palms down.

Prosthesis: a device that replaces a body part that is missing or deformed because of an accident, injury, illness, or birth defect; used to improve a person's ability to function and/or his appearance.

Protected Health Information (PHI): person's private health information, including name, address, telephone number, social security number, e-mail address, and medical record number; also has to do with HIPAA.

Protein: mineral needed to heal; considered the 'building blocks' for healing; protein often added to beverages or high calorie/high vitamin drinks to improve nutrition and healing.

Providers: people or organizations that provide health care, including doctors, nurses, clinics, and agencies.

Psychological abuse: behavior causing a person to feel threatened, fearful, intimidated, or humiliated in any way; includes verbal abuse, social isolation, and seclusion.

Psychosocial needs: human needs that have to do with social interaction, emotions, intellect, and spirituality.

Pulmonary disease: pulmonary means lung; lung disease caused by infection, tobacco, pollution.

Pulse deficit: difference between the apical pulse rate and radial pulse; common with persons with heart disease.

Pulse oximeter: a noninvasive device that uses light to determine the amount of oxygen in the blood; also called oxygen saturation.

Pulse: heartbeat felt as the pressure of blood against the walls of an artery; pulse = heart rate (HR); normal HR = 60-100; if person's HR is 80, record it as normal.

Pureed to chop, blend, or grind food into a thick paste of baby food consistency.

Quad cane: cane that has four rubber-tipped feet and a rectangular base.

Quadrant: dividing body part or body location into 4 sections or quadrants to be able to define a location; for example: upper left quadrant of the abdomen.

Quadriplegia: loss of function of the legs, trunk, and arms.

Quality of life: standard of life conditions last positive, comfortable, happy, and person is content.

Quiet person: if person is suddenly quieter (different from usual or baseline), ask them if they would like to talk.

Rabbi: religious leader of the Jewish faith.

RACE: acronym used to remember what to do in a fire: Rescue, Alarm, Confine or Contain, Extinguish or Evacuate; if you smell smoke do Rescue, Alarm, Confine/Contain, Extinguish/Evacuate as soon as you find a fire make sure the residents are safe. If you smell smoke in a client's room, remove the resident.

Radial deviation: bending the wrist toward the thumb.

Radial pulse: pulse located on the inside of the wrist, where the radial artery runs just beneath the skin. (thumb side)

Rationalization: attempting to justify or explain behavior with logical reasoning, even if not appropriate (a type of defense mechanism).

Reality orientation: technique used with a confused person to help them be tuned into the current date/time, their environment (place), and to themselves.

Receptive aphasia: inability to understand spoken or written words; 'phasia' means speech.

Rectal: lower part of the intestine; rectal temperature is 1 degree higher than an oral temp.; do not take a rectal temperature if person has rectal pain, rectal surgery, hemorrhoids, etc.

Red Blood Cells (RBCs): carry oxygen from our lungs to the rest of our bodies; hemoglobin is the protein inside RBCs that carry oxygen and also removes carbon dioxide from the body to transport it to the lungs for you exhale.

Reflexes: automatic responses of the muscles or skin to stimulation.

Refusal: residents and patients are allowed to refuse care (including medical care); notify nurse if resident refuses any care.

Regulation: there are state and federal rules and regulations that must be followed.

Rehabilitation: care given by therapists to help improve or restore lost body function; recovery of an illness is best when all caregivers work together in unity for the well-being of the patient/resident.

Reincarnation: the belief that some part of a living being survives death to be reborn in a new body.

Religious service: make sure resident can attend religious activities; rearrange schedule so they can attend; you can read the bible or the like for resident – you don't have to agree with teachings of religious books or practices.

Reminiscing or reminiscing therapy: talking about past experiences, especially pleasant ones; type of therapy used when a person is upset in order to distract or redirect them.

Renovascular hypertension: a condition in which a blockage of arteries in the kidneys causes high blood pressure.

Repetitive phrasing: repeating a word or phrase.

Reporting: type of telling or documenting or receiving information; do not chart for someone else – you can only chart care that you have provided; person must notify the nurse if unable to report or chart required information.

Reporting abuse: staff must observe for and report any kind of abuse or misappropriation.

Reposition: if turning on their side, put side rail up on the side the resident is turning to; reposition every 2 hours if dependent or per care plan.

Reproduce: to create new human life.

Reservoir: a place where the pathogen lives and grows.

Resident belongings: do not take other person's belongings or money; stealing is a form of exploitation or abuse.

Resident Bill of Rights: list all the rights that the resident has while in the facility; residents have the same rights as anyone living outside the facility; one example would be resident is allowed to vote in elections (if resident does want to vote, notify the nurse – nurse will be responsible to ensure resident gets an opportunity to vote in any election); they have the right to refuse cares, meds, etc.

Resident identification: should use (2) two identifiers to make sure you have the correct resident.

Resident independence: allows a person to do as much for themselves as possible and then assist needed

Resident pictures: encourage resident and family to bring in pictures and familiar objects or things from home to help them transition to feeling comfortable in their 'new home.'

Resident preferences: Understanding and honoring preferences are fundamental in the promotion of well-being for frail elders; allowing resident to have their personal preferences met are VERY important.

Resident to resident abuse: abuse of one resident to another; must be reported to supervisor.

Residents' Rights: numerous rights identified in the OBRA law that relate to how residents must be treated while living in a facility; they provide an ethical code of conduct (behavior or way of doing something) for healthcare workers.

Resistant: state in which drugs no longer work to kill specific bacteria.

Respiration: the process of breathing air into the lungs and exhaling air out of the lungs; when counting respirations, one inspiration (breathing in) and one expiration (breathing out) equals (1) one respiration; normal is 10-20 per minute.

Respiratory arrest: stopping or stoppage of breathing.

Respiratory rate: the number of respirations (breaths in and out) in one minute.

Responding to behavior: remain calm; take deep breaths and tell yourself – I need to be calm; go slow; speak slowly; pace yourself; back off if able and re-approach later.

Restorative nursing program or restorative care: nursing program that assists persons with exercise, dressing/grooming, feeding, etc. training that focuses on helping the person to return to and maintain a level of health and well-being; this program encourages the resident to be more independent or at least help them to be more independent; person benefits and should learn from each care discipline (therapists learn from nurses and nurses learn from therapists).

Restraint alternatives: any intervention used in place of a restraint or that reduces the need for a restraint.

Restraint: a physical or chemical (chemical restraint is use of medication) way to restrict voluntary movement or behavior; restraints are not to be used for staff convenience; if restraints are in use, remove the restraints every 2 hours (or more often as ordered) for 10 minutes – check resident frequently for safety and check circulation and for irritation.

Restraint-free: being free of restraints and not using restraints for any reason.

Restrict fluids: a medical order that limits the amount of fluids a person takes in.

Retaliation: revenge; harming someone because they may or did harm you.

Rheumatoid arthritis: a type of arthritis in which joints become red, swollen, and very painful, and movement is restricted; this type of arthritis is caused by inflammation.

Rigor mortis: condition after death in which the muscles in the body become stiff and rigid.

Rotation: turning a joint in a circular motion.

Routine urine specimen: a urine specimen that can be collected any time a person voids.

Safety razor: a type of razor that has a sharp blade with a special safety casing to help prevent cuts; requires the use of shaving cream or soap.

Saliva: thin, clear liquid produced by the salivary glands in the mouth; 'spit'.

Scabies: a skin condition caused by a tiny mite called *Sarcoptes scabiei*; very contagious, intensely itchy skin and rash – spreads quickly through physical contact.

Scale: if using a wheelchair scale, make sure to subtract the weight of the wheelchair from the entire weight to get the resident's actual weight; weigh the person with same amount of clothes and equipment and same time of day.

Scalds: burns caused by hot liquids; use the face of a clock to show resident where the hot liquids are located on the tray or table, i.e. hot coffee is at the 1'oclock position.

Schizophrenia: brain disorder affects person's ability to think and communicate clearly.

Scope of practice: defines things that healthcare providers are legally allowed to do and how to do correctly.

Seclusion: maybe a type of abuse if against someone's will; seclusion is isolating someone in a room or space.

Security: if person puts on their call light a lot, it may be because they feel insecure that you won't come back when they need you; may feel insecure.

Sedative: an agent or drug that helps calm and soothe a person and may cause sleep.

Seizure: petit mal seizure – loss of awareness for a short period of time often less than a minute; may have eye staring or fluttering; grand mal seizure – characterized by loss of awareness and jerky muscle contractions; notify nurse immediately; time the seizure and what was happening; keep person from injury; move away from furniture and prevent head injury; do not restrain; do not put anything in or near mouth; if able during or after seizure turn head to side to prevent aspiration; allow to rest after seizure (person is extremely tired due to extreme brain activity); do not leave alone – call for nurse to assist; check time seizure started.

Self-determination: process by which a person controls their own life; having choices – being able to make choices helps with self-determination; having choices also helps the person with independence (encourage the person to do as much as they can for themselves; giving choices promotes independence).

Self-esteem: a person's sense of their own worth and dignity.

Semi-fowlers position: half of fowlers position (30 to 45 degrees).

Sensory impairment: impairment of one or more physical senses, such as hearing or sight; elderly often have a decline in taste and smells, which can decrease elder's nutrition, causing malnutrition.

Sentinel event: an unexpected risk or occurrence involving death or serious physical or psychological injury; serious injury specifically includes loss of limb or function.

Sexual abuse: forcing a person to perform or participate in sexual acts against his or her will; includes unwanted touching, exposing oneself, and sharing pornographic material.

Sexual harassment: any unwelcome sexual advance or behavior that creates an intimidating, hostile, or offensive working environment; includes requests for sexual favors, unwanted touching, and other acts of a sexual nature; exposing people to or their overhearing sexual content, etc. is a form of sexual harassment.

Sexuality: capability of sexual feelings; being a female or male.

Sexually transmitted infections (STI): diseases caused by sexual contact with an infected person; also called a person may be infected, and may potentially infect others, without showing signs of the disease. There are two kinds of STI viral and bacterial. Examples of viral: Herpes or Human Papilloma Virus (HPV) Example of bacteria: chlamydia, gonorrhea, and syphilis.

Shampoo tray or trough: a portable shampoo basin used to wash a person's hair if they are bedfast or bed-ridden.

Sharps and sharp container: needles or other sharp objects; must be disposed of in an approved sharps container to prevent sharp injury; if a sharp injury: wash area well immediately with soap and water and then report injury to nurse; if sharp container is more than ½ full report this to the nurse – it may need to be replaced per facility policy.

Shaving: if risk of bleeding, use an electric shaver; put all other safety-type razors in a special sharps container

Shearing of skin: rubbing or stretching tissue that results from the skin stretching or moving one way and the bone underneath it remaining fixed or moving in the opposite direction; can cause pressure ulcers; best to be in 30 degree position in bed or flat (keep head lower than 45 degrees).

Shingles: a skin rash caused by the varicella-zoster virus (VZV), which is the same virus that causes chickenpox.

Shock: a condition that occurs when organs and tissues in the body do not receive an adequate blood supply.

Shortness of breath: to lessen shortness of breath, help person to sit up (elevate head); if person is short of breath, it may be an indication (need) for oxygen; only a nurse can alter the flow of oxygen; make sure there is free flow of oxygen (make sure tubing isn't pinched or disconnected – unpinch or reconnect immediately).

Simple carbohydrates: carbohydrates that are found in foods such as sugars, sweets, syrups, and jellies and have little nutritional value.

Situation response: a temporary condition that may be caused by a crisis, temporary changes in the brain, side effects from medications, interactions among medications, or severe change in the environment.

Sitz bath: a warm soak of the perineal area (genitals and anal area).

Skilled care: medically necessary care given by a skilled nurse or therapist; is available 24 hours a day.

Skin massage: not allowed over reddened or stage 1 pressure areas. Not allowed over neck

Skin tears: traumatic injury causing 'tearing' open of the skin; common due to trauma, friction, shearing of thin skin; be very careful with person's skin.

Slander: making false spoken statements damaging a person's reputation.

Smoking: if resident wishes to smoke, oxygen must be turned off; oxygen signs must be posted outside of room where oxygen is in use; if someone lights a cigarette or the like, ask them to immediately extinguish it.

Social needs: need for love, acceptance, and belonging.

Social worker: assists resident and family with meeting their needs by help to solve and cope with problems; also helps with finances.

Soiled linens: separate from clean linens; do not use linen between people; keep all linen covered completely when not in closet and keep linen closet closed; never throw or store linens on the floor (clean or soiled).

Spasticity: muscle spasms with increased tightness in a muscle, causing it to resist stretching and movement; persons with paralysis may have spasticity, and this may cause injury; observe for potential injury; muscles spasms are common in persons with neurological disease.

Special diets: diets for people who have certain illnesses; also called therapeutic or modified diets; all diets must have moderation and variety; if person refuses portions of or entire meal, notify nurse and offer a substitution.

Specific immunity: type of immunity that protects against particular disease invading the body at a given time.

Specimen: sample used for analysis in order to try to make a diagnosis (blood, urine, stool, spinal fluid); best time to obtain a sputum or urine specimen is in the morning; urine and stool specimens must not be mixed; specimens must be labeled and MD orders attached – placed in a biohazard specimen bag to prevent contact of the specimen.

Sphygmomanometer: actual name of the blood pressure cuff; used with stethoscope to check blood pressure; blood pressure can be decreased or lowered by allowing person to rest; do not do BP on arm with an IV, AV (dialysis) shunt, cast, any wound, or if a mastectomy on that side (if unsure, ask nurse).

Spiritual needs: many residents feel spirituality is important and feel the need to have spiritual needs met.

Spiritual: relating to the spirit or soul.

Sputum: the fluid a person coughs up from the lungs; most specimens are best obtained in the morning.

Standard precautions: guidelines to use (handwashing, gloves, other personal protective equipment) to prevent self from infecting others or being infected by others; every resident is treated as if he/she is potentially infectious; wear gloves when in contact with all residents to prevent contact with blood or body fluids); example: wear gloves when emptying a commode bucket. Wearing gloves reduces the spread of infection.

Standards of care: set of guidelines that serve as a model for good nursing assistant care.

Stereotype: strong feelings about a situation or group of people; being judgmental.

Sterile: free from bacteria and free from pathogens (pathogen bacteria cause disease).

Sterilization: a measure that destroys all microorganisms, including pathogens.

Stethoscope: an instrument designed to listen to sounds within the body; used with a BP cuff (called a sphygmomanometer) to check someone's BP.

Stoma: an artificial opening in the body; also called an ostomy to expel waste from the body at the skin level. Should be red, report to nurse if is grey or any other color than red

Stool specimen: send to lab immediately; urine and stool specimens may not be contaminated by each other; make sure well-labeled per facility policy.

Straight catheter: catheter that does not remain inside person; is removed immediately after urine is drained.

Stress: the state of being frightened, excited, confused, in danger, or irritated; residents often deal with stress by relying on past strategies that worked.

Stressor: something that causes stress.

Stroke (CVA): term to describe a cerebral vascular accident due to a blood clot or bleed in the brain; when person has weakness or loss of function/movement, remove clothing of the strong side first, then dress the weak

Strong side: also called the unaffected side; always pivot transfer someone using unaffected/strong side; weak side is the 'affected' side.

Subacute care: care given in a hospital or in a long-term care facility for people who have had an acute injury or illness or problem resulting from a disease.

Subjective information: information that a person cannot or did not observe, but is based on something reported to the person that may or may not be true; what a resident told you.

Substance abuse: use of legal or illegal drugs, cigarettes, or alcohol that is harmful to the abuser or to others.

Suffocation: death from a lack of air or oxygen.

Suicide: observe person for signs that they may be thinking about taking their own life – often due to severe depression; take them seriously and notify nurse; warning signs of suicide: states and has feelings of: wanting to die, guilt or shame, being a burden to others; feelings of emptiness, hopeless, no reason to live; extremely sad, more anxious, agitated, full of rage; unbearable emotional or physical pain; making plans or researching ways to die; withdrawing from friends, saying goodbye, giving away important items or making a will; taking dangerous risks, extreme mood swings, eating or sleeping more or less, using drugs or alcohol more often.

Sundowning: becoming restless and agitated in the late afternoon, evening, or night. Do cares in AM instead of PM

Supervisor: the charge nurse that the nursing assistant reports to and takes direction from; first line of communication in the chain of command for the nursing assistant.

Supination: turning upward.

Supine or supination: position in which a person lies flat on his back; palms up.

Supplemental feedings or snacks: must be offered to resident as ordered; reasons for supplemental feedings or snacks: to improve malnutrition or increase nutrition, resident preference, diabetes, person is hungry.

Suppository: medication given rectally to cause a bowel movement.

Surgical asepsis: state of being free of all microorganisms, not just pathogens; also called sterile technique.

Surgical bed: a bed made to accept a person who is returning to bed on a stretcher.

Susceptible host: an uninfected person who could get sick.

Swelling: edema is the term for swelling; elevate the person's legs if they have dependent edema; use of elastic stockings (anti-embolic stockings) or Ted hose are often used to prevent and/or decrease edema.

Sympathy: sharing in the feelings and difficulties of others.

Syphilis: sexually transmitted disease that can cause sores on genitals; if untreated, rash, sore throat, or fever.

Systemic infection: infection of bloodstream that spreads throughout the body

Systole: phase where the heart is at work, contracting and pushing blood out of the left ventricle of the heart.

Tact: ability to speak, act, and understand properly when dealing with others, without offending others.

Telemetry: heart monitoring device used to send info. about heart's rhythm and rate to monitoring station.

Telephone etiquette: allow for privacy; be careful to be kind and helpful; do not disclose personal resident information (HIPAA violation); notify nurse if person's need information about resident.

Temperature: oral=98.6; axillary=97.6; rectal=99.6; tympanic (ear)=same as oral; temporal (behind the ear over the forehead and down)

Tendon: strong bands of connective tissue that connect muscle to bone.

Terminal cleaning: thorough cleaning of the person's unit/room after the person is discharged.

Terminal illness: a disease or condition that cannot be cured and will eventually cause death.

Thermometer: don't take oral temperature if person has dementia, is a mouth breather, oral surgery, unconscious, short of breath, infant or young child, history of seizures, cannot follow directions, oral sores, etc., instead use axillary or tympanic or temporal thermometer; temporal thermometer – rolls across temples of head; tympanic temperature in the ear: adults – pull the ear up and back; child age 3 or less – pull ear down and back.

Threatening a resident: this is verbal abuse; causes a resident to feel threatened and not safe.

Tips: staff are not allowed to accept gifts or tips from residents/family.

Tissues: groups of cells that perform similar tasks.

Toenails: nail care to be done by trained person or a nurse if resident is a diabetic; keep feet lotioned; keep feet clean and dry but do not lotion between toes; check feet often and report concerns to nurse.

Total hip precautions: total hip is replaced due to trauma or arthritis; after a total hip replacement, must follow 'Total Hip Precautions' so hip doesn't come out to include: do not lean over excessively at waist; do not cross knee; do not lift knee higher than the level of the hip.

Total Parenteral Nutrition (TPN): intravenous infusion of nutrients administered directly into the bloodstream

Trachea: windpipe; tube that travels to the lungs; if object goes down into the trachea it is called aspiration.

Tracheostomy: a surgically-created opening through the neck into the trachea.

Transfer: to move or pivot person from one level to another; use a gait belt if person is weak and/or unsteady; if person is only to be transferred, do not allow to ambulate (don't allow to walk or take steps).

Transfer bag/biohazard bag: used for transporting specimens; make sure it is labeled, and paperwork is attached in a biohazard bag to prevent spillage of specimen and prevent contact from blood/body fluid (specimen).

Transfer belt: a belt made of canvas or other heavy material used to assist people who are who are weak, unsteady, or uncoordinated; also called a gait belt.

Transfer board: board that helps transfer people who are unable to bear weight on their legs; also called a slide board.

Transfer to a new room: make sure the new room is ready.

Transient ischemic attack: warning sign of a CVA/stroke resulting from temporary lack of oxygen in the brain.

Transmission-Based Precautions: method of infection control used when caring for persons who are infected or suspected of being infected with a disease; also called Isolation Precautions; 3 specific precautions are: **contact, droplet, air**; contact precautions = transmission of disease can occur with touch or 'contact' with resident, blood/body fluids, or surfaces/equipment; droplet precautions = mask and other PPE to be used when coming in contact with 3 feet of resident due to pathogen communicable through the air when person talks, cough, sneezes; airborne precautions = require a negative pressure room and special mask to prevent staff from having any contact with the air in that room, usually for TB, Avian flu, Ebola, etc.

Trauma: severe injury.

Triggers: situations that lead to agitation.

Trochanter roll: rolled blanket or towel placed against the outside of a person's hip (trochanter means hip) to prevent the hip and legs from turning out.

Tub bath: person being bathed is scared, he/she may strike out or attempt to harm you; if this is the case, get assistance.

Tuberculosis (TB): an airborne disease carried on very small mucous droplets suspended in the air.

Tubing and Tube feeding: make sure to not pull on or pull out the tube; if feeding equipment/pump is beeping; notify the nurse but do not attempt to do anything with the pump (pump is only handled by nurse).

Tumor: a group of abnormally growing cells.

Type 1 diabetes: type of diabetes in which body does not produce enough insulin

Type 2 diabetes: common form of diabetes in which the body fails to properly use insulin

Tympanic: Tympanic membrane is ear drum inside the ear

Ulceration: scarring

Ulcerative colitis: chronic inflammatory disease of large intestine; causes cramping, diarrhea, pain, rectal bleeding, and loss of appetite.

Ulnar deviation: bending of the wrist towards little finger.

Unaffected side: strong side; always transfer the resident toward their strong side.

Undress and dress: undress the strong side first, and dress the weak side first.

Unethical: not ethical and/or not moral sound or appropriate.

Unoccupied bed: a bed made while no person is in the bed; keep bed locked and in lowest position.

Unsteady: if person is not steady, assist with ambulation and use a gait belt and/or assistive device.

Upper respiratory infection (URI): bacterial or viral infection of nose, sinuses, throat; commonly called a cold.

Upright scale: scale that is used for a person who can ambulate (walk) and step onto the scale to weigh. Move bottom (larger bar) first

Ureterostomy: surgically created opening from a ureter to the abdomen for urine to be eliminated.

Urinal: container used by male/female to urinate into when they cant get out of bed

Urinary catheter bag: always keep bag lower than level of bladder; cover catheter bag with cover if possible; check tubing every 2 hours and keep tubing free of kinks or obstruction; if no change in output in past 2 hours, notify nurse.

Urinary incontinence: the inability to control the bladder, which leads to an involuntary loss of urine.

Urinary meatus: external (outside) opening of the urethra, which is the insertion site of the urinary catheter.

Urinary system: includes kidneys, ureters, bladder, urethra, urinary meatus.

Urinary tract infection (UTI): infection of the bladder and the ureters that results in a painful, burning during urination and the frequent feeling of needing to urinate; if resident complains of any of these symptoms, next observe the urine and notify nurse; UTI is also called cystitis

Urination or urine: the act of passing urine from the bladder through the urethra to the outside of the body; also known as micturition or voiding; urine should be clear and yellow.

Vaginitis: infection of vagina that may be caused by bacteria, protozoa (one-celled animals), or fungus (yeast).

Validating: giving value to or approving.

Validation therapy: technique used with confused person to feel worth and dignity by having their feelings and memories acknowledged.

Vegans: people who do not eat or wear any animals or animal products.

Vegetarians: people who do not eat meat, fish, or poultry and/or may or may not eat eggs and dairy products.

Vein: brings blood back to heart and then pumped back to the lungs to pick up oxygen.

Verbal abuse: the use of language—spoken or written—that threatens, embarrasses, or insults a person; also verbal abuse if staff cussing in front of resident.

Verbal communication: communicating using words or sounds, spoken or written.

Virus: smallest known living infectious agent.

Vision change with aging: there is a decrease in sharpness of the vision; common diseases: cataracts, glaucoma, macular degeneration, diabetic retinopathy.

Visually impaired: loss of vision; make sure glasses are clean; announce self when entering and exiting room; offer help and if they wish help, they may take staff's arm just above staff's elbow, while following one step to the side and behind you; offer large print or magnifying glass or books on tape, etc.; explain location of objects using a clock, i.e. your hot coffee is at 2 o'clock.

Vital signs: measurements that show how well the vital organs of the body are working; consist of body temperature, pulse, respirations, blood pressure, and level of pain; factors that can affect vitals: age, gender, heredity, race, lifestyle, environment, medications, pain, exercise, metabolism, anxiety, stress. Normal vital signs (adult): Pulse/HR = 60-100; BP Systolic: 90 to 140; Diastolic: 60-90; Respirations = 12-20; Temperature: oral=98.6; axillary=97.6; rectal=99.6

Void: to urinate or expel urine from the body.

Vomit or vomitus: also called emesis

VRE: stands for vancomycin-resistant enterococcus, a genetically changed strain of enterococcus that originally developed in people who were exposed to the antibiotic vancomycin; infectious disease.

Walker: type of adaptive equipment used for people who are unsteady or who lack balance; usually has four rubber-tipped feet and/or wheels.

Wandering: walking aimlessly around an area.

Warm/heat application: warm or heat pack (may NOT be placed directly on skin; wrap in towel); warm or heat DILATES the blood vessels; adding moisture intensifies or makes the application work even more; check the warm pack frequently to make sure application isn't too hot for the skin or may cause burn.

Water pass/water at bedside: residents who can pour their own water – encourage them to do so to maintain their independence with as many tasks as possible.

WBCs: white blood cells; needed to fight or prevent infections.

Weather warning: known emergency and need to immediately take cover.

Weather watch: time for preparation; prepare for severe emergency.

Weight: make sure the scale is balanced before weighing person; if weighing person in a wheelchair, subtract the weight of the wheelchair from the total weight to get the weight of the person; immediately after checking the resident's weight, check to see if the current weight is normal compared to what it had been since the previous weights were recorded-- this may prevent having to 'reweigh' the resident again if the weight seems quite different from weights before; weigh at same time of day and with same clothing and objects that they were weighed with before; if 3-5 lb weight change, reweigh resident and notify nurse.

Wheelchair: make sure wheels are locked before allowing person to sit down; set up the scene and lock wheelchair prior to beginning transfer or ambulation task, then unlock wheelchair wheels when safely seated.

Withdrawn resident: is this new? are they ill? are they upset with you? If a change, notify nurse.

Workplace violence: verbal, physical, or sexual abuse of staff by residents, other staff members, supervisors, visitors; if person is attempting to or is harming you, block their blows to prevent further harm; domestic violence (violence caused by spouse or significant other or family member) can happen at work and is considered workplace violence.

Wound: a type of injury to the skin.

Yarmulke: a small skullcap worn by Jewish men as a sign of their faith.