

CONTENTS

1. Introduction to Health and Illness	1	
▪ Concept of Health	1	
▪ Definition of Health	2	
▪ Dimensions of Health	2	
▪ Maslow's Hierarchy of Needs	2	
▪ Basic Human Needs and Related Nursing Actions	3	
▪ Health-illness Continuum	3	
▪ Factors Influencing Health	3	
▪ Causes and Risk Factors for Developing Illness	4	
▪ Social and Psychological Effect of Hospitalization	5	
2. Healthcare Delivery Systems:		
Introduction of Basic Concepts and Meaning	7	
▪ Levels of Illness Prevention—Primary (Health Promotion), Secondary and Tertiary	7	
▪ Primary Level Prevention	8	
▪ Secondary Level Prevention	8	
▪ Tertiary Prevention	8	
▪ Levels of Care—Primary, Secondary and Tertiary	9	
▪ Types of Healthcare Agencies/Services, Clinics, Hospice, Rehabilitation Centers, Extended Care Facilities	9	
▪ Hospital	9	
▪ Major Hospital Health Services Departments	10	
▪ Nursing Service Department	12	
▪ Nursing Unit	12	
▪ Hospice Care	13	
▪ Rehabilitation Center	13	
▪ Healthcare Teams in Hospitals—Members and their Role	13	
▪ Role of the Different Categories of Nursing Service Personnel in the Nursing Unit	13	
▪ Patient Care Management	14	
▪ Assignment of Personnel to Meet Patient's Needs	14	
▪ Supervise all Nursing Activities Related Directly and Indirectly to Patient Care	14	
▪ The Role of the Different Categories of Nursing Service Personnel in the Nursing Unit	15	
▪ Assistant Nurse/Practical Nurse: Nurses' Aide	16	
▪ Orderly	16	
▪ Unit or Ward Clerk	16	
3. History of Nursing and Nursing as a Profession	18	
▪ History of Nursing and History of Nursing in India	18	
▪ Florence Nightingale's Later Work	27	
▪ Concept of Nursing	34	
▪ Scope of Nursing	36	
▪ Philosophy	37	
▪ Qualities and Characteristics of a Professional Nurse	38	
▪ Nature and Scope of Nursing/Nursing Practice	38	
▪ Functions of a Nurse	38	
▪ Building a Nursing Team	39	
▪ Nursing Care Delivery Models	40	
▪ Categories of Nursing Personnel	41	
▪ Nursing as a Profession	42	
▪ Scope of Professional Practice	44	
▪ Nurses and Practice	47	
▪ Nurse and Coworkers	47	
▪ Nurses and Profession	47	
▪ Nurses and People	48	
▪ Personal Information Held in Confidence	48	
▪ Code of Ethics and Professional Conduct for Nurses: Statement/Guidance	48	
4. Communication and Nurse–Patient Relationship	50	
▪ Communication	50	
▪ Factors Influencing the Communication Process	54	
▪ Nurse–patient Relationship	60	
5. Documentation and Reporting	62	
▪ Documentation	62	
▪ Types of Client Records	63	
▪ Methods/Systems of Documentation/Recording	64	
▪ Reporting	66	
▪ Legal Aspect of Charting	67	
<i>Medication Administration Record</i>	68	
<i>Medication Documentation</i>	68	
▪ Nursing Process Approach	68	
<i>PRN (when necessary) Medication Charted in Nurses Notes</i>	69	
▪ Intravenous Drug Policy	69	
▪ Incident Report	71	
▪ Transfer of Patient to Other Facilities and Legal Implication	75	
▪ With Seal of Hospital	75	
▪ Do not Rewrite the Record	76	
6. Vital Signs	79	
▪ Assessing Vital Signs	79	
▪ Taking the Oral Temperature	82	
▪ Taking Axillary Temperature	84	
▪ Pulse	86	
▪ Pulse Technique	87	
▪ Respiration	87	
▪ Blood Pressure	89	
7. Equipment and Linen	94	
▪ Medical Supplies	94	

8. Introduction to Infection Control in Clinical Setting	103		
▪ Nature of Infection	103		
▪ Chain of Infection	103		
▪ Types of Infection	104		
▪ Stages of Infection	104		
▪ Healthcare-associated Infection (Nosocomial Infection)	105		
▪ Introductory Concept of Asepsis, Medical and Surgical Asepsis	107		
▪ Medical Asepsis	111		
▪ Surgical Asepsis (Sterile Technique)	111		
▪ Biomedical Waste Management	114		
▪ Principles of Asepsis in Surgical Environment	114		
▪ Aseptic Technique and Environmental Control	115		
▪ Principles of Aseptic Technique	116		
▪ Guidelines for Nursing Action in Surgical Draping	117		
▪ Procedure for Timed Scrub (10 Minutes)	118		
9. Comfort, Rest and Sleep, and Pain	122		
▪ Comfort, Rest and Sleep	122		
▪ Comfort	122		
▪ Rest	125		
▪ Sleep	128		
▪ Pain (Discomfort)	129		
▪ Complementary and Alternative Medicine (CAM)	132		
10. Promoting Safety in Healthcare Environment	138		
▪ Environmental Safety	138		
▪ Most Common Factors in Environment	138		
▪ Level of Awareness	139		
▪ Safety Guidelines in Nursing Unit	139		
11. Hospital Admission and Discharge	143		
▪ Admission of a Patient	143		
▪ Admission of Patient to an Emergency Department	144		
▪ Internal Transfer of Patients	147		
▪ Discharge From the Hospital	147		
12. Mobility and Immobility	149		
▪ Elements of Normal Movement	149		
▪ Factors Affecting Mobility	150		
▪ Assessing Mobility	150		
▪ Assessing Immobility	150		
▪ Pressure Sores	151		
▪ Principles of Body Mechanics	155		
▪ Range of Motions	156		
▪ Range of Motion Exercise	156		
▪ Ambulation	157		
▪ Maintaining Body Alignment and Activity	157		
▪ Transfer From Bed to Chair and Vice Versa	164		
▪ Using Safe and Effective Transfer Technique	164		
Performance Checklist	168		
▪ Using Safe and Effective Transfer Technique	168		
▪ Performing Safe and Efficient Lifting Techniques	170		
Performance Checklist	172		
▪ Performing Safe and Effective Transfer Techniques	172		
▪ Risk Assessment and Prevention Strategies	172		
Performance Checklist	174		
▪ Risk Assessment and Prevention Strategies	174		
▪ Care of The Patient with Immobility	175		
13. Patient Education	179		
▪ Patient Education for The Person with Angina	181		
▪ Stop TB at the Source By the Use of DOTS	183		
▪ Teaching Patient with Cancer	184		
14. First Aid	189		
▪ First Aid Management	191		
▪ Preparation of First Aid Kit	197		
▪ First Aid in Emergency	197		
▪ Management of Fractures with Different Areas	200		
▪ Risk of Blood Contamination	210		
▪ Indication for Basic Cardiac Life Support (BCLS)	217		
▪ Performance Guidance for CPR and Emergency Cardiac Care	217		
▪ Defibrillation	220		
▪ AED Operation	221		
▪ Relief From Foreign Body Airway Obstruction	223		
▪ BLS Performance Criteria	227		
▪ Algorithm for CPR	227		
▪ Healthcare Provider Skill Performance Sheet	227		
15. Skill Laboratory Practice and Procedural Competencies	232		
▪ Introduction to Laboratory and Clinical Practice	232		
▪ Laboratory Student Worksheet (Model)	232		
▪ Structured Observation Tool for Hospital Tour	233		
▪ Communication-I	234		
▪ Student Laboratory Worksheet	234		
▪ Communication-II	234		
▪ Student Clinical Worksheet	234		
▪ Patient Assessment Form	235		
▪ Formulating Nursing Diagnosis	237		
▪ Vital Signs	238		
▪ Measuring Body Temperature	239		
▪ Performance Checklist	242		
▪ Performance Checklist	243		
▪ Performance Checklist	244		
▪ Performance Checklist	245		
▪ Automated Electronic Blood Pressure Monitoring	247		
▪ Surgical Asepsis (Sterile Technique)	248		
▪ Sterilization and Disinfection Techniques	250		
▪ Methods of Sterilization	250		
▪ Methods of Disinfection	251		
▪ Handwashing	252		
▪ Performance Checklist	254		
▪ Pain Management	257		
▪ Nursing Diagnosis for the Patient with Pain	258		
▪ Planning	258		

<ul style="list-style-type: none"> ■ Implementation 258 ■ Complementary and Alternative Medicine (CAM) 260 ■ Pain Assessment Scale 260 ■ Ambulation, Moving and Turning Patients in Bed 261 ■ Nursing Care Plan 270 ■ History of Present Illness 270 ■ Dietary Habits 271 ■ Physical Examination 271 ■ Nursing Care Plan (Model) 272 ■ Assessing an Individual at Risk of Physical Injury 273 ■ Laboratory Assignment 273 ■ Fundamentals of Nursing 274 ■ Teaching in Clinical Setting 276 ■ Common Laboratory and Diagnostic Test 277 ■ Common Hematologic Laboratory Tests 279 ■ Bone Marrow Aspiration 281 	
Appendix I 284	
Appendix II 284	
<ul style="list-style-type: none"> ■ Right of Drug Administration 284 	
Appendix III 284	
<ul style="list-style-type: none"> ■ Changing Schedule for IV Tubing 284 	
Appendix IV 285	
<ul style="list-style-type: none"> ■ Documenting IV Therapy 285 	
Appendix V 285	
<ul style="list-style-type: none"> ■ Various Size of Cannula with Color Code 285 ■ Using Catheter as per Age 285 	
Appendix VI 285	
<ul style="list-style-type: none"> ■ Calculating Rate of Flow for Continuous Infusion of Drugs 285 ■ Oxygen Delivery System 286 	
Index 288	
<ul style="list-style-type: none"> ■ Important Dates in Nursing (Outlines of World Nursing History) 288 ■ World Nursing Organization History 288 ■ World History of Nursing Journal 289 	
16. Health Assessment 291	
<ul style="list-style-type: none"> ■ Interview technique 291 ■ Observation Techniques 291 ■ Physical Examination and Assessment 292 ■ Therapeutic Position Used in Nursing 294 ■ Specific Areas of Examination 297 ■ Neurological Assessment 308 	
17. Nursing Process 313	
<ul style="list-style-type: none"> ■ Historical Perspectives of Nursing 314 ■ Organizing Data and Validating Data 316 ■ Nursing Diagnosis 317 ■ Steps of Diagnostic Process 317 ■ Nursing Diagnosis Format 317 ■ Planning 318 ■ Implementation 322 ■ Process of Evaluating 323 	
Nursing Care Plan Format 324	
18. Importance of Nutritional Needs 328	
<ul style="list-style-type: none"> ■ Assessing Nutritional Status 330 ■ Nasogastric Intubation 334 ■ Nasogastric Tube Feeding 335 ■ Total Parenteral Nutrition 338 ■ Nursing Care and Documentation 339 	
19. Hygiene 341	
<ul style="list-style-type: none"> ■ Pressure Sores 345 ■ Personal Care 350 	
20. Elimination Needs 354	
<ul style="list-style-type: none"> ■ Urinary Elimination 354 ■ Nursing Diagnosis 358 ■ Assisting a Client to Use a Urinal 358 ■ Collecting a Random Urine Specimen 358 ■ Collecting a Midstream (Clean-voided) Urine Specimen 361 ■ Collecting a Sterile Urine Specimen From an Indwelling Catheter 364 ■ Measuring Specific Gravity of Urine 366 ■ Urinary Catheterization 367 ■ Intermittent Catheterization 370 ■ Urinary Diversion 370 ■ Bowel Elimination 370 ■ Toilet Utensils 377 ■ Collecting a Stool Specimen 378 ■ Administering an Enema 379 ■ Inserting a Rectal Tube 382 	
21. Diagnostic Testing 386	
<ul style="list-style-type: none"> ■ Collection of Specimen 386 ■ Venipuncture (Venous Blood) 387 ■ Measuring Chemical Properties of Urine 395 ■ Measuring Chemical Properties of Urine 396 ■ Specimen Collection 398 ■ Cervical Scrape 398 ■ Ear Swab 398 ■ Eye Swab 399 ■ Collecting a Stool Specimen 399 ■ Collecting a Stool Specimen 400 ■ Nasal Swab 400 ■ Penile Swab 400 ■ Rectal Swab 402 ■ Semen 402 ■ Throat Swab 403 ■ Urine 403 ■ Vaginal Swab 403 ■ Wound Swab 404 	
22. Oxygenation 407	
<ul style="list-style-type: none"> ■ Factors Affecting Respiratory Functioning 408 	
23. Fluid Electrolyte and Acid–Base Balances 416	
<ul style="list-style-type: none"> ■ Review of Physiological Regulation of Fluid, Electrolyte and Acid–Base Balance 416 ■ Acid–Base Imbalance 420 ■ Intravenous Therapy 420 ■ Vein Puncture Sites 421 	

<ul style="list-style-type: none"> ▪ Vein Puncture Technique 422 ▪ Palpating The Vein 423 ▪ Care Of IV Cannula 424 ▪ Methods of Administering Intravenous Drugs 425 ▪ Intravenous Solutions 426 ▪ Antibiotics 426 ▪ Calculation for Making IV Fluid Plan 428 ▪ Common Complications 430 ▪ Blood Groups 433 ▪ Nursing Intervention on Blood Transfusion 435 ▪ Transfusion Reaction 436 ▪ Initiation of Blood Therapy Procedure 436 ▪ Initiation of Blood Therapy 437 ▪ IV Therapy Overview 437 		
24. Medication Administration	440	
<ul style="list-style-type: none"> ▪ Knowledge Base for The Nurses 440 ▪ Drug Nomenclature 441 ▪ Drug Interaction 442 ▪ Medication Orders and Prescription 443 ▪ System of Measurement 444 ▪ Ear Irrigation and Instillation of Ear Drops 455 ▪ Instillation of Ear Drops 456 ▪ Insulin Administration 457 ▪ Mixing Medication From Two Vials 457 ▪ Heparin Lock 458 ▪ Wing Tipped Cannula Insertion 460 		
		25. Sensory Needs 463
		<ul style="list-style-type: none"> ▪ Care of Unconscious Patient 466 ▪ Nursing Care of Unconscious Patient 467 ▪ Nursing Care Plan 467
		26. Care of Terminally ill Patients (Death and Dying) 470
		<ul style="list-style-type: none"> ▪ Loss 470 ▪ Manifestation of Grief 471
		27. Psychosocial Needs 476
		<ul style="list-style-type: none"> ▪ Self-concept: Introduction 476
		28. Sexuality 478
		29. Stress and its Adaptation 486
		<ul style="list-style-type: none"> ▪ Types of Stressors 486 ▪ Stress Adaptation 486 ▪ Manifestations of Stress 487 ▪ Coping Strategies/Mechanisms 488 ▪ Stress Management 488 ▪ Nursing Process of Stress 488 ▪ Nursing Diagnoses 488 ▪ Evaluation 489 ▪ Recreational and Diversional Therapies 489
		30. Concept of Cultural Diversity and Spirituality 491
		<ul style="list-style-type: none"> ▪ Cultural Diversity 491
		31. Nursing Theories 496
		<i>Index 501</i>