

	Skills	Medical focus	Charting and documentation
<b>UNIT 1</b>	Taking a patient history	The heart	Patient Admission Form
<b>Patient admissions</b> page 6	Using active listening strategies	Explaining how the heart works	Patient Record
	Explaining how the heart works		Observation Chart
	Putting a patient at ease		
	Giving a nursing handover		
	Charting blood pressure and pulse		
<b>UNIT 2</b>	Educating patients about asthma management	The respiratory system	Respiratory rates
<b>Respiratory problems</b> page 14	Giving instructions effectively		Patient record
	Using a nebuliser		Observation chart
	Talking to a child about asthma		
	Putting a young patient at ease		
	Describing respiration		
	Charting respiratory rates		
<b>UNIT 3</b>	Discussing wound management	Wound bed preparation	Wound Assessment Chart
<b>Wound care</b> page 22	Asking for advice		
	Describing wounds		
	Taking part in Continuous Professional Development		
	Using a Wound Assessment Chart		
<b>UNIT 4</b>	Discussing diabetes management	The pancreas	Diabetic Chart
<b>Diabetes care</b> page 30	Making empathetic responses	Explaining hypoglycaemia and diabetes	
	Giving advice sensitively		
	Using a Diabetic Chart		
<b>UNIT 5</b>	Explaining pathology tests	The kidneys	Pathology Report
<b>Medical specimens</b> page 38	Asking for clarification	Explaining renal failure	
	Checking understanding	Explaining urinary catheters	
	Telephone skills: contacting other staff		
	Softening a request		
	Reading a Pathology Report		
<b>UNIT 6</b>	Administering medication	The metabolism of medication	Prescription Chart
<b>Medications</b> page 46	Doing a medication check		
	Working as part of a team		
	Checking medication orders for accuracy		
	Explaining drug interactions		
	Checking the 'five rights' of medication administration		
	Reading a Prescription Chart		

	Skills	Medical focus	Charting and documentation
UNIT 7	Reviewing IV infusions	IV cannulas	IV Prescription Chart Fluid Balance Chart
Intravenous infusions page 54	Passing on instructions to colleagues		
	Assessing IV cannulas		
	Telephone skills: taking a message about patient care		
	Checking IV orders		
	Charting fluid intake and output		
UNIT 8	Doing pre-operative checks	Blood circulation	Pre-operative Checklist
Pre-operative patient assessment page 62	Giving pre-operative patient education		
	Preparing a patient for surgery		
	Allaying anxiety in a patient		
	Using Pre-operative Checklists		
UNIT 9	Giving a post-operative handover	Pain receptors	Universal Pain Assessment Tool
Post-operative patient assessment page 70	Checking a post-operative patient on the ward		
	Explaining post-operative pain management		
	Dealing with aggressive behaviour		
	Using pain assessment tools		
UNIT 10	Attending the ward team meeting	Cerebrovascular accidents	Telephone Referral Form Katz ADL Index Discharge Plan
Discharge planning page 78	Telephone skills: referring a patient		
	Explaining the effects of a stroke		
	Using patient discharge planning forms		
Role plays and additional material page 86			
Audioscript page 94			
Answer key page 110			
Acknowledgements page 120			