

How To Be a Nurse Assistant

7th Edition Procedures by Module

This chart shows a complete list of the procedures included in the 7th edition textbook by module.

| HTB 7th Edition Module | Procedures/Skills Check-offs |
|---|---|
| Module 1: Your Health Career | Themes of Care |
| Module 2: Communication and Customer Service | None |
| Module 3: Maintaining Quality of Life | None |
| Module 4: Preventing Infections While Providing Personal Care | Handwashing Putting on and removing gloves Putting on a gown Putting on and removing a mask Complete bed bath Tub bath Shower Whirlpool bath Shampooing and conditioning Brushing and flossing Caring for dentures Mouth care for comatose residents Shaving a male resident's face Shaving a female resident's legs Trimming facial hair Hair care Care of fingernails Care of toenails Dressing a dependent resident Undressing a dependent resident |
| Module 5: Personal Safety and Emergency Care | Giving CPR Performing Heimlich Maneuver How to handle a seizure How to handle burns How to handle hemorrhaging How to handle shock |

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|---|--|
| Module 6: Documentation and Core Nursing Skills | Taking an oral temperature Taking a rectal temperature Taking an axillary temperature Taking a radial pulse Taking a respiratory rate Taking a blood pressure Measuring height and weight using an upright scale |
| Module 7: Positioning, Moving, and Restorative Care | Making an unoccupied bed Making an occupied bed Moving up in bed when a resident can help Moving up in bed when a resident is unable to help Moving to the side of the bed when a resident can help Moving to the side of the bed when a resident is unable to help Moving a resident to the side of the bed using a draw sheet Turning a resident from supine to side-lying for personal care Moving the resident from supine position to sitting Moving the resident from sitting to supine position Positioning residents on their backs Positioning residents on their sides (side-lying position) Stand Pivot Transfer Assisted transfer with an assistive device (one person) Transferring a resident from a chair to a bed, commode, or toilet Moving a resident with a mechanical lift Moving a resident up in a chair Returning a resident to bed using a mechanical lift Range-of-motion exercises Assisting with walking Using a guard belt Picking up a resident who has fallen |

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|---|--|
| Module 8: Nutrition and Eliminations | Assisting a resident with meals General guidelines for feeding most residents Helping a resident use a bedpan Helping a male resident use a urinal Helping a resident use a portable commode Collecting a urinalysis specimen Collecting a clean-catch urinalysis specimen Collecting a 24-hour urine specimen Testing urine for ketones Testing a stool specimen for occult bleeding |
| Module 9: Aging and Chronic Disease Management | Collecting a sputum specimen Application of support hose and elastic stockings Giving an enema Applying a disposable incontinence brief Emptying a catheter drainage bag Blood glucose monitoring by finger prick Diabetic foot care Assisting with diaphragmatic breathing Assisting with deep breathing and coughing Assisting with incentive spirometer Administering oxygen by nasal cannula Administering oxygen by a simple face mask |
| Module 10: Advanced and Specialty Care Environments | Shaving the surgical site Assisting with deep breathing and coughing Assisting with a sitz bath Diapering a newborn Bathing a newborn Care of a circumcision |
| Module 11: Comfort Care and End of Life | None |
| Module 12: Ethics and the Law in Long Term Care | None |