The document outlines a curriculum designed to teach appropriate nursing skills to students and to prepare them for career opportunities available in health occupations. It is presented in 10 units offering basic information under the headings of: overview of health occupations; communications; medical terminology; fundamental principles of human relationships and personal characteristics of health care workers; body systems; ethical practices and legal considerations for health care personnel; microbiology related to health and disease; care of equipment; safety factors in health care facilities; and nursing skills. Each unit states its particular objectives and is divided into several topics for learning. A bibliography of books and films is given arranged by topics; suggestions for field trips and possible speakers from different disciplines are listed. (EC)
BEGINNING HEALTH OCCUPATIONS
CURRICULUM GUIDE
FOR
HEALTH OCCUPATIONS

PHASE II
A COOPERATIVE EFFORT

Research and Educational Planning Center
College of Education
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Len L. Trout, Director

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Vocational-Technical and Adult Education Branch
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1973

The material in this publication was prepared pursuant to a contract with the Office of Education, U.S. Department of Health, Education and Welfare. Contractors undertaking such projects under government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official Office of Education position or policy.
BEGINNING HEALTH OCCUPATIONS
PHASE II

THIS CURRICULUM HAS BEEN DEVELOPED THROUGH
THE COOPERATIVE EFFORTS OF:

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# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>UNIT I: OVERVIEW OF HEALTH OCCUPATIONS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objectives</td>
<td>1</td>
</tr>
<tr>
<td><strong>Topic 1:</strong> Brief History of the SAVE Program</td>
<td>1</td>
</tr>
<tr>
<td><strong>Topic 2:</strong> Job Description of Selected Health Occupations</td>
<td>1</td>
</tr>
<tr>
<td><strong>Topic 3:</strong> Overview of Course</td>
<td>1</td>
</tr>
<tr>
<td><strong>Topic 4:</strong> Background History for Care of the Sick</td>
<td>2</td>
</tr>
<tr>
<td><strong>Topic 5:</strong> Organizational Structure of Different Types of Health Care Facilities</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIT II: COMMUNICATIONS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objectives</td>
<td>3</td>
</tr>
<tr>
<td><strong>Topic 1:</strong> Communication in Human Relationships</td>
<td>3</td>
</tr>
<tr>
<td><strong>Topic 2:</strong> Verbal Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>Topic 3:</strong> Non-Verbal Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIT III: MEDICAL TERMINOLOGY</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objectives</td>
<td>5</td>
</tr>
<tr>
<td><strong>Topic 1:</strong> Analysis of Medical Terminology</td>
<td>5</td>
</tr>
<tr>
<td><strong>Topic 2:</strong> Easily Confused Terms</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UNIT IV: FUNDAMENTAL PRINCIPLES OF HUMAN RELATIONSHIPS AND PERSONAL CHARACTERISTICS OF HEALTH CARE WORKERS</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objectives</td>
<td>6</td>
</tr>
<tr>
<td><strong>Topic 1:</strong> Personality</td>
<td>6</td>
</tr>
<tr>
<td><strong>Topic 2:</strong> Basic Human Needs</td>
<td>6</td>
</tr>
<tr>
<td><strong>Topic 3:</strong> Kinds of Behavior</td>
<td>6</td>
</tr>
<tr>
<td><strong>Topic 4:</strong> Emotions</td>
<td>7</td>
</tr>
<tr>
<td><strong>Topic 5:</strong> Behavior Detours</td>
<td>7</td>
</tr>
<tr>
<td><strong>Topic 6:</strong> Personal Qualifications</td>
<td>8</td>
</tr>
</tbody>
</table>
### UNIT VIII: CARE OF EQUIPMENT

<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Objectives.</td>
</tr>
<tr>
<td>15</td>
<td>Topic 1: Correct Use of Equipment.</td>
</tr>
<tr>
<td>15</td>
<td>Topic 2: Special Methods for Cleaning Specific Equipment</td>
</tr>
<tr>
<td>15</td>
<td>Topic 3: Care of Supplies and Small Equipment.</td>
</tr>
<tr>
<td>15</td>
<td>Topic 4: Sterilization of Equipment.</td>
</tr>
<tr>
<td>16</td>
<td>Topic 5: Conservation of Hospital and Office Supplies.</td>
</tr>
</tbody>
</table>

### UNIT IX: SAFETY FACTORS IN HEALTH CARE FACILITIES.

<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Objectives.</td>
</tr>
<tr>
<td>17</td>
<td>Topic 1: Fire Safety</td>
</tr>
<tr>
<td>17</td>
<td>Topic 2: General Rules for Hospital Safety</td>
</tr>
<tr>
<td>17</td>
<td>Topic 3: Skills to Prevent Accidental Injury</td>
</tr>
</tbody>
</table>

### UNIT X: NURSING SKILLS

<table>
<thead>
<tr>
<th>Page</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Objectives.</td>
</tr>
<tr>
<td>18</td>
<td>Topic 1: Posture and Body Mechanics--Moving and Positioning the Patient</td>
</tr>
<tr>
<td>18</td>
<td>Topic 2: Admission, Transfer, and Discharge of the Patient</td>
</tr>
<tr>
<td>18</td>
<td>Topic 3: The Patient Unit.</td>
</tr>
<tr>
<td>19</td>
<td>Topic 4: Personal Care of the Patient.</td>
</tr>
<tr>
<td>19</td>
<td>Topic 5: Vital Signs.</td>
</tr>
<tr>
<td>20</td>
<td>Topic 6: Nutrition.</td>
</tr>
<tr>
<td>20</td>
<td>Topic 7: Nursing Skills Related to the Excretory System.</td>
</tr>
<tr>
<td>22</td>
<td>Topic 8: Patient Records and Nursing Observations.</td>
</tr>
<tr>
<td>22</td>
<td>Topic 9: Treatments - Hot and Cold Applications.</td>
</tr>
<tr>
<td>Topic</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10</td>
<td>Care of Equipment and Supplies</td>
</tr>
<tr>
<td>11</td>
<td>Care of Varying Degrees of Illnesses</td>
</tr>
<tr>
<td>12</td>
<td>Care of the Surgical Patient</td>
</tr>
<tr>
<td>13</td>
<td>Care of the Orthopedic Patient</td>
</tr>
<tr>
<td>14</td>
<td>Care of Isolation Patients</td>
</tr>
<tr>
<td>15</td>
<td>Assisting With Physical Examinations</td>
</tr>
<tr>
<td>16</td>
<td>Skills to Prevent Accidental Injury</td>
</tr>
<tr>
<td></td>
<td><strong>BIBLIOGRAPHY</strong></td>
</tr>
</tbody>
</table>

**NOTE:** It is suggested that the appropriate nursing skill can be taught following the corresponding Body System.

**Muscular System:**
- Topic 1: Posture and Body Mechanics
- Topic 2: Admission, Transfer, and Discharge of Patient
- Topic 3: The Patient Unit

**Circulatory and Lymphatic Systems:**
- Topic 4: Personal Care of the Patient

**Respiratory System:**
- Topic 5: Vital Signs

**Digestive System**
- Topic 6: Nutrition-Food Service-Feeding the Patient

**Urinary System:**
- Topic 7: Nursing Skills Related to the Excretory System
BEGINNING HEALTH OCCUPATIONS
UNIT I

OVERVIEW OF HEALTH OCCUPATIONS

Objectives

To provide students with knowledge of:
- The development of health occupations.
- An overview of the course.
- Career opportunities available in health occupations.
- Background history for care of the sick.

Topic 1: Brief History of the SAVE Program
A. Elementary
B. Middle School
C. Secondary
D. Post-Secondary
E. Reasons for Community Need
F. Reasons for National Need

Topic 2: Job Description of Selected Health Occupations
A. Describe:
   1. Job Opportunities
   2. Educational Requirements
   3. Duties
   4. Pay
   5. Place of Employment
   6. Working Conditions
   7. Necessary Physical and Emotional Traits for the Various Health Occupations

Topic 3: Overview of Course
   Explanation of Units
1. Importance to Individual
2. Importance of Course
3. Importance to Occupations

B. Course Objectives

Topic 4: Background History for Care of the Sick

A. Nursing and Hospital Care in Ancient Civilization
B. Nursing and Hospital Care in the Dark and Middle Ages
C. Nursing and Hospital Care in the 19th and 20th Centuries

1. Changes in the Philosophy of Health and Hospital Care
2. Changes in the Utilization of Hospital Personnel
3. Present Day Concepts of Health Care

Topic 5: Organizational Structure of Different Types of Health Care Facilities

A. Hospitals

1. Types: General, Non-Profit, Profit, Mental Health Facilities, Group Care Facilities
2. Organizational Structure and Functions of Each
   a. Hospital Administration
   b. Hospital Departments
   c. Personnel

B. Community Health Facilities

1. Types:
   a. International
   b. National
   c. State
   d. County
   e. Local Visiting Nurse Services
   f. Mental Health Facilities
UNIT II
COMMUNICATIONS

Objectives

The students should be able to:

- Demonstrate proficiency in verbal, non-verbal, and written communication skills.

Topic 1: Communication in Human Relationships
A. Importance of Communication
B. Skills in Communication

Topic 2: Verbal Communications
A. Therapeutic Techniques in Communicating With Patients
   1. Using silence
   2. Accepting
   3. Giving recognition
B. Non-Therapeutic Techniques in Communicating With Patients
   1. Reassuring
   2. Disapproving
   3. Disagreeing
   4. Probing
   5. Challenging
   6. Making Stereotype Comments
C. Oral Communication in Business
   1. Appointments
   2. Proper Reception Techniques
   3. Telephone Techniques

Topic 3: Non-Verbal Communication
A. Definition
B. Ways in Which We Communicate
C. Expression of Likes and Dislikes
D. Importance of Non-Verbal Communication
E. Protection of Territory
UNIT III
MEDICAL TERMINOLOGY

Objectives

This unit is designed so that the student will know:
- The basic structure of medical words.
- Phrases and words commonly used in medicine.

Topic 1: Analysis of Medical Terminology
A. Basic Structure of Medical Words
B. Understanding and Combining Word Parts
C. Abbreviation and Symbols
D. Definition of Common Medical Terms

Topic 2: Easily Confused Terms
A. Words
B. Symbols
C. Specialities
UNIT IV

FUNDAMENTAL PRINCIPLES OF HUMAN RELATIONSHIPS AND PERSONAL CHARACTERISTICS OF HEALTH CARE WORKERS

Objectives

To provide the students with an understanding of:
- Self.
- Normal and abnormal reactions to stress situations.
- Proper techniques in dealing with patients.
- Personal qualities needed in the health field.

Topic 1: Personality
A. Definition of Personality
B. How Personality is Developed
   1. Heredity
   2. Environment
C. How We Judge Others
   1. Behavior
   2. Appearance

Topic 2: Basic Human Needs
A. Motivation Cycle
B. Need for Physical Security
C. Physical Needs
D. Need for Emotional Security
E. Need for Mastery
F. Need for Status

Topic 3: Kinds of Behavior
A. Responses
B. Basic Irritability
C. Reflex
D. Instinctive
E. Emotional
F. Intelligent
G. Habits
H. Mannerisms
I. Attitudes
J. Behavior in Different Age Levels

**Topic 4:** Emotions
A. Definition of Emotions
B. Stages of Emotional Development
C. Fear
D. Anxiety
E. Anger

**Topic 5:** Behavior Detours
A. Normal and Abnormal Behavior
   1. Neurosis
   2. Psychosis
B. Mental Illness
   1. Causes
C. Unconscious Mind
   1. Structure
   2. Function
D. Defense Mechanism

**Topic 6:** Personal Qualifications
A. Importance of Professional Attitude
B. The Mature Personality
D. Expected Personal Assets
E. Conduct on the Job

Topic 7: Unique Characteristics of a Health Facility
A. Appropriate Attitude Toward Employer
B. Appropriate Attitude Toward Patients
   1. Consideration
   2. Sympathy
   3. Kindness
   4. Reassurance
C. Patient Psychology
D. Flexibility of Routines
UNIT V
BODY SYSTEMS

Objectives

To provide students with knowledge of:
- The characteristics and functions of the various body systems.
- How body systems are interrelated.
- Location and identification of major parts of each body system.
- The process of metabolism.

Topic 1: Cells, Tissues, and Membranes
A. Characteristics of Cells
   1. Kinds
   2. Function
B. Characteristics of Tissues
   1. Kinds
   2. Function
C. Characteristics of Membranes
   1. Kinds
   2. Function

Topic 2: The Skin
A. Structure of Skin
B. Glands
C. Functions

Topic 3: Skeletal System
A. Function
B. Types of Bones
C. Main Division of Skeleton
D. Changes and Differences in Skeletal Development

**Topic 4: Muscular System**
A. Function
B. Types of Muscles
C. Types of Muscle Tissue
D. Characteristics of Muscle Tissue

**Topic 5: Circulatory System**
A. Basic Parts
B. Function
C. Heart
D. Blood Vessels

**Topic 6: Lymphatic System**
A. Structure of Lymphatic System
B. Function of Lymphatic System
C. Structure of Lymphoid Tissue
D. Function of Lymphoid Tissue

**Topic 7: Respiratory System**
A. Structure
B. Function
C. Regulation of Respiration

**Topic 8: Nervous System-Sensory System**
A. Central Nervous System
   1. Structure
   2. Function
B. The Peripheral Nervous System
1. Structure
2. Function

C. The Autonomic Nervous System
   1. Structure
   2. Function

**Topic 9: Endocrine System**
A. Endocrine Glands
   1. Structure
   2. Function

**Topic 10: Digestive System and Metabolism**
A. Structure
B. Function
C. Metabolism
   1. Purpose
   2. Function

**Topic 11: Urinary System**
A. Structure
B. Function

**Topic 12: Reproductive System**
A. Structure
B. Function
UNIT VI

ETHICAL PRACTICES AND LEGAL CONSIDERATIONS FOR HEALTH CARE PERSONNEL

Objectives

Students should be able to:
- Describe ethical practices and behavior for health care personnel.
- Identify factors which lead to harmonious employer-employee relationships.
- Identify legal responsibilities of health care workers.

Topic 1: Ethics in Health Care
A. Giving Service
B. Conduct
C. Knowledge and Skill
D. Safeguarding the Public
E. Quality Care
F. Confidentiality
G. Quackery
H. Association Membership

Topic 2: Ethical Behavior in Performance of Duty
A. Courtesy
B. Job Responsibility
C. Respect Religious Beliefs
D. Give Care Without Discrimination
UNIT VII
MICROBIOLOGY RELATED TO HEALTH AND DISEASE

Objectives

Students should be able to:
- Define microbiology and microbes.
- Describe infectious diseases.
- Describe conditions favorable to growth of microbes.
- Describe immunity as a protective condition against disease.
- Demonstrate asepsis in various work areas.
- Explain the principles of disinfection and sterilization.

Topic 1: Microbiology
A. Definition
B. Types

Topic 2: Infectious Diseases
A. Classification of Diseases
B. Spread of Disease

Topic 3: Growth of Microbes
A. Degree of Moisture
B. Degree of Light
C. Food Control
   1. Spoilage
   2. Preservation
   3. Fermentation and Pickling
   4. Salting and Sugar Preserving
   5. Illness Resulting From Contaminated Food
Topic 4: Immunity
A. Types

Topic 5: Aspesis
A. Definition
   1. Surgical
   2. Medical
B. Work Areas and Specific Asepsis Requirements

Topic 6: Principles of Disinfection and Sterilization
A. Definition of Disinfection
B. Definition of Sterilization
UNIT VIII
CARE OF EQUIPMENT

Objectives

Students should have knowledge of:
- Correct use of equipment.
- Methods of cleaning and sterilizing specific types of equipment.
- Properly functioning equipment.
- Need to conserve supplies.

Topic 1: Correct Use of Equipment
A. Need for Careful Handling of Equipment
B. Responsibilities

Topic 2: Special Methods for Cleaning Specific Equipment
A. The Utility Room
B. Cupboards, Drawers, and Closets
C. Equipment in the Unit

Topic 3: Care of Supplies and Small Equipment
A. Glass
B. Rubber Goods
C. Plastics

Topic 4: Sterilization of Equipment
A. Boiling
B. Chemical Disinfection
C. Autoclaving
D. Dry Heat
Topic 5: Conservation of Hospital and Office Supplies

A. Responsibilities
UNIT IX
SAFETY FACTORS IN HEALTH CARE FACILITIES

Objectives

To provide students with a knowledge of:
- Safe practices within a health care facility.
- Fire prevention and control within a health care facility.
- Patient protection within a health care facility.
- Personal responsibility during an emergency.
- Hospital and office liability if safety measures are not taken.

Topic 1: Fire Safety
A. Common Causes of Fire Within a Health Care Facility
B. Knowledge of Facility's Fire Plan
C. Patient Protection Responsibilities.

Topic 2: General Rules for Hospital Safety
A. Unsafe Conditions
B. Observation of Smoking Regulation
C. Procedure if Injuries Occur
D. Safety Rules for Equipment

Topic 3: Skills to Prevent Accidental Injury
A. Crutch Walking
B. Transferring Patients
C. Bedrails
D. Oxygen and Local Anesthetics
UNIT X
NURSING SKILLS

Objectives

To help students gain knowledge of:

- Hospital history, organization, nursing service, job description, and interpersonal relations.

- The basic procedures for patient care, and to be able to demonstrate these procedures correctly.

- The role of the health team and the nursing team in patient care.

- Medical terminology.

Topic 1: Posture and Body Mechanics--Moving and Positioning the Patient

A. Basic Principles of Body Mechanics
   1. Definition
   2. Proper Body Alignment
   3. Procedures for Moving the Patient in Bed

B. Proper Body Alignment for Patient and Worker

C. Range of Motion
   1. Definition
   2. Body Parts Used

Topic 2: Admission, Transfer, and Discharge of the Patient

A. Admission

B. Transfer

C. Discharge
   1. Procedures for All Three

Topic 3: The Patient Unit

A. Furniture and Equipment
B. Cleaning the Unit
C. Bedmaking

**Topic 4: Personal Care of the Patient**

A. The Bath
   1. Types of Baths
B. Morning Care
C. Afternoon Care
D. Skin Care
   1. Back Rub
   2. Decubitus Care
E. Grooming
   1. Care of the Hair
   2. Shaving
F. Oral Hygiene

**Topic 5: Vital Signs**

A. Temperature
   1. Definition
   2. Procedure
B. Pulse
   1. Definition
   2. Procedure
   3. Equipment Needed
C. Respiration
   1. Definition
   2. Procedure
D. Blood Pressure
   1. Definition
   2. Procedure
3. Recording

**Topic 6: Nutrition**

A. **Basic Food Substances**
   1. Function
   2. Sources
   3. Basic Diet Plan

B. **Relationship of Digestion to Proper Eating Habits**
   1. Well Balanced Diet
   2. Fluid Intake
   3. Family Customs
   4. Regional Patterns
   5. Economic Background
   6. Personal Opinion

C. **Food Service**
   1. Special Diets
   2. Serving Foods

D. **Feeding the Patient**
   1. Preparation
   2. Guidelines for Feeding the Patient

**Topic 7: Nursing Skills Related to the Excretory System**

A. **Special Treatments - Fluids - Wastes**
   1. Intake and Output
      a. Weights and Measures
      b. Fluid Balance
      c. Measuring Intake and Output
      d. Charting

B. **Catheters - Tubes - Tubing**
   1. Definition
2. Types
3. Uses
4. Cleansing
5. Disinfection and Sterilization

C. Care of the Patient With a Foley Catheter
   1. Purpose
   2. Equipment
   3. Procedure

D. Specimen Collection
   1. Urine
      a. Purpose
      b. Procedure
   2. Feces
      a. Purpose
      b. Procedure
   3. Sputum
      a. Purpose
      b. Procedure

E. Rectal Treatments
   1. Administration of Rectal Tube
      a. Techniques
      b. Comfort Measures
   2. Method of Inserting Rectal Suppository
      a. Purpose
      b. Procedure

F. Enema
   1. Purpose
   2. Types
   3. Procedure
G. Colostomy Care
   1. Purpose
   2. Procedure

Topic 8: Patient Records and Nursing Observations
A. Medical Records
B. Patient's Charts
C. Kardex
D. Signs and Symptoms

Topic 9: Treatments - Hot and Cold Applications
A. Hot and Cold Applications
   1. Types
   2. Procedures
B. Sitz Bath
   1. Procedure
C. Clinitest
   1. Procedure
   2. Recording

Topic 10: Care of Equipment and Supplies
A. Glass
B. Rubber Goods
C. Plastics

Topic 11: Care of Varying Degrees of Illnesses
A. Mildly Ill
B. Seriously Ill
C. Patient With Long Term Illness
D. The Dying Patient
Topic 12: Care of the Surgical Patient
A. Pre-Operative Care
B. Post-Operative Care
C. Convalescent Care
D. Surgical Dressings

Topic 13: Care of the Orthopedic Patient
A. Definition
B. Fracture and Dislocation
C. Traction
D. Costs
E. Equipment

Topic 14: Care of Isolation Patients
A. Diseases
B. Technique

Topic 15: Assisting with Physical Examinations
A. Purpose
B. Preparation
C. Examination Techniques
D. Positions for Special Examinations

Topic 16: Skills to Prevent Accidental Injury
A. Crutch Walking
B. Transferring Patients
C. Bedrails
D. Oxygen and Local Anesthetics
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Anatomy and Physiology
Nevada State Health Department, Endocrine Glands.
Nevada State Department of Health, Exploring the Human Nervous System.
Nevada State Department of Health, From One Cell.
Nevada State Department of Health, Work of the Kidneys.

Nutrition

Microorganisms and Disease
Trainex Filmstrips, Disinfection and Sterilization.
Trainex Filmstrips, Hospital Asepsis: A Communicable Disease.
Wyeth Film Laboratory, Sterilization Procedures for a Medical Office.

Speakers

Careers
Representatives From the Various Medical Professions
Personnel Director
Patient Relations
Psychologist
Psychiatrist
Counselor
Social Worker
Crises Call Center Representative
Psychiatric Nurse
Laboratory Technician
Communicable Disease Investigator
Pathologist

Health Skills
Child Development Teacher
English Teacher
Registered Nurse
Licensed Practical Nurse
Nurses Aide
Physical Therapist

Anatomy and Physiology
Anatomy and Physiology Teacher
Urologist
Obstetrician and Gynecologist
Surgeon
Surgical Nurse
Orthopedist

Nutrition
Nutritionist
Dietician
Home Economics Teacher
Extension Agent

Field Trips

Careers
Offices of Various Health Professions
General Hospital
Employment Securities
Nutrition
Hospital Kitchen
School Cafeteria Kitchen

Microorganisms and Disease
Hospital Laboratory
Bacteriology Laboratory, University of Nevada

Anatomy and Physiology
Anatomy and Physiology Lab
Operating Room
Reno Blood Bank

Health Skills
Delivery Room
Newborn Nursery
Public Health Department

Patient Relations
Planned Parenthood
Reno Mental Health Clinic
Nevada State Hospital
Crisis Call Center