The Employability Skills Center (ESC) of the Division of Adult and Continuing Education (DACE) of the Sweetwater Union High School District (California) was created out of a need to help adult students develop the basic skills that are required for success in their chosen vocational programs but not taught in regular adult basic education classes. This document includes a brief introduction to the ESC and its procedures and the following materials developed for the ESC program to provide basic skills training to persons in the DACE's certified nurse assistant program: a study plan sheet; a vocabulary packet and key; three sample lesson plans and a list of suggested chapters from the Reading Attainment System series; computer- and instructor-generated study guides and keys from the Reading in the Workplace—Health Care series; certified nurse assistant text tests, a Cloze test, and vocabulary and idiom tests and keys. The certified nurse assistant materials, which are based on a competency-based instruction format, include a substantial number of instructional materials and exercises for vocational English as a Second Language. A 24-item of materials and computer software used in the nurse assistant program is included. (MN)
EMPLOYABILITY

SKILLS

CENTER
Introduction to the Employability Skills Center

The ESC or Employability Skills Center was created out of a need to prepare adult students to be successful in vocational programs. Many vocational teachers had the same concerns: their students didn't have the appropriate basic skills (oral and written language and/or math) to be successful in the vocational class. In addition, the vocational instructor didn't feel capable of teaching those skills. They had referred students to regular ABE classes, but the students frequently became discouraged because they didn't see the connection between what they studied in ABE and what they needed to know to be successful in their chosen vocational class. They were anxious to speed up the process and get into their vocational class.

It appeared that the main principle which drives workplace learning classes—that the instruction should focus on skills needed to do the job, and that those skills should be taught using the actual job materials or close simulations—would work for these potential vocational students. That is, teach them the specific basic skills needed to be successful in their vocational class, and teach it using real job materials or at least the instructional materials used in the vocational class. For example, students who plan to study auto mechanics need to read charts and tables. It makes more sense to have them practice this skill using actual auto parts manuals than to focus on population trends of various states or some other unrelated topic.

Studies done by Thomas Sticht for the Department of Defense indicate that basic skills instruction offered using this "functional context" produces larger grade level gains in shorter time as well as greater retention over time. This seems to be true due to the student's prior knowledge of and their high interest in the material. In effect, the student is learning not only the process (i.e. the skills) but the content relevant to their interest.

One of the most academically demanding vocational classes offered by the Sweetwater Division of Adult & Continuing Education is the Certified Nurse Assistant class. Many of the students who wanted to attend this class did not read at the minimum 8th grade level required by the nursing instructors, nor did they have adequate oral skills for working with patients.
It was decided that the ESC, funded by a National Workplace Literacy grant, would focus on preparing students to be successful in the CNA class. The teacher who was selected has a strong background in ESL and ABE, but more importantly, she was willing to try new techniques and instructional strategies. A comprehensive basic skills computer program, PLATO by TRO, was selected because it covered language, reading and math skills from the most basic through GED level and was available in a networked version for IBM compatible computers. Since this delivery system covered the literacy skills which would help the students increase their general reading level to the required 8th grade level, the teacher was free to concentrate on creating and delivering job related lessons which provided students with appropriate vocabulary related to the nursing field. This increased their background knowledge of the field, allowed them to improve their oral skills through discussion and role play related to the duties of a CNA, and generally increased their self confidence so that they could be successful in the CNA class and later in their work environment.
# BASIC SKILLS FOR THE HEALTH OCCUPATIONS

## TABLE OF CONTENTS

- Introduction to Employability Skills Center
- PDGO's
- Employability Skills Center Procedures
- Pre-Certified Nursing Assistant Materials:
  - Study Plan Sheet
  - CNA Vocabulary Packet & Key
  - Sample Lesson Plans (3) & Suggested Lesson Planning from Reading Attainment System Text
  - Suggested Supplementary Materials:
    - Reading in the Workplace Health Care
    - Computer Generated Study Guides & Key
    - Instructional Generated Study Guides & Key
  - CNA Text Tests, Cloze Test, Vocabulary and Idiom Tests & Keys
- List of Texts, Materials, and Computer Software
DURATION: Approximately 120 hours or until satisfactory completion of all assigned materials.

GRADE LEVEL: Ungraded adult

PREREQUISITES: None

CREDIT: 2 units of elective credit

PROGRAM DESCRIPTION:

This class is designed to give students the academic basis to be successful in a certified nurse assistant or other health occupational programs. It incorporates computer assisted basic skills instruction, medical vocabulary and other job specific approaches to academic improvement.

GOALS:

Through the principles and practice presented in this course, students will

1. Acquire the literacy skills needed to be accepted into a health occupational program.

2. Attain the study skills which will enable them to complete training for health occupations.

3. Acquire the specific mathematics skills needed to be successful in a health occupational program.

4. Attain an acceptable oral communication level to enable them to interact with others in the medical environment.

5. Be able to utilize medical terminology in both the vocational classroom and hospital setting.

6. Be prepared to apply for, interview for, and get a job in the health field.
OBJECTIVES:

Students who successfully complete this course will be able to:

1.0 In respect to being accepted into a health occupational program:

1.1 Score an acceptable Grade Level Equivalent (GRE) on the Gates Reading Test to enter the specific health occupational program.

1.2 Complete the oral evaluation by communicating at an intermediate ESL level or above.

1.3 Write short essay answers to questions which state the main idea and important details in a clear, concise fashion.

1.4 Demonstrate the ability to document important information in written form.

2.0 In respect to attaining needed study skills for a health program:

2.1 Demonstrate appropriate test taking strategies.

2.2 Identify main ideas and topic sentences of paragraphs in the medical textbooks.

2.3 Read at an acceptable speed without sacrificing comprehension.

2.4 Comprehend and interpret what is read.

2.5 Increase general as well as job related reading vocabulary.

2.6 Demonstrate the ability to put items in proper sequence.

2.7 Demonstrate the ability to comprehend medical charts and graphs.

3.0 In respect to acquiring specific math skills:

3.1 Perform accurately the four basic math functions with whole numbers and decimals.

3.2 Perform accurately the four basic math functions with fractions.

3.3 Convert percents to decimals to fractions to ratios.

3.4 Perform temperature conversions from Centigrade to Fahrenheit and the reverse.
3.5  Compute percentage solutions

3.6  Demonstrate an understanding of the metric system as it relates to the
      health fields.

4.0  In respect to attaining an acceptable oral communication level:

4.1  Demonstrate a knowledge of common phrases and directions used in
      the medical environment

4.2  Pronounce words distinctly and clearly

4.3  Demonstrate the ability to give and respond to oral directions

4.4  Demonstrate an understanding of common American idioms that are
      frequently used in a hospital setting.

5.0  In respect to utilizing medical terminology:

5.1  Respond to directions containing specific medical terms

5.2  Recognize and use medical abbreviations

5.3  Define and spell correctly specific medical terms

5.4  Define common prefixes, suffixes, and word roots occurring in medical
      terminology

6.0  In respect to successfully entering and performing in the medical workplace:

6.1  Complete an error-free job application

6.2  Create an effective resume of past education and job experience

6.3  Role play proper interviewing techniques and employability attitudes

6.4  Discuss appropriate on the job behaviors for specific health occupations

6.5  Discuss self-defeating vs winning behavior

AH/MSWorks 2.00e April 15, 1993
INSTRUCTIONAL STRATEGIES AND TIMES:

Teacher and class discussions 25%
Video presentations 10%
Computer assisted learning 45%
Role playing 10%
Evaluation 10%

EVALUATION:

Evaluation of individual achievement is based upon:

1. Satisfactory completion of written assignments as evaluated by the instructor.
2. Satisfactory completion of teacher-made and/or standardized tests as evaluated by the instructor.
3. Satisfactory progress and participation in classroom activities as evaluated by the instructor.
4. Satisfactory assessment of progress in computer assisted basic skill instruction as evaluated by the individual computer progress reports.

CONDITIONS FOR REPETITION:

Students who have failed to meet the objectives because of insufficient attendance or inability to master content may repeat the course.

Approved:
BOARD OF TRUSTEES
April 29, 1993
EMPLOYABILITY SKILLS CENTER PROCEDURES

I. Entrance: (Pre-testing, evaluation, etc.)

Basic Skills for Health Occupations

Students enter the class through a variety of situations:

A) They tested for a CNA class and were not accepted into the class. They were then counselled to attend ESC. In this case the students required no testing upon entering the class because their reading comprehension/vocabulary scores were obtained from the CNA instructor.

B) They wanted to enter a CNA class but the timing was wrong (the 12-week class had just begun and none were scheduled for approximately four more months.) In this case we would test the student and recommend our class based on test scores, an oral interview, etc.

C) Students heard of us by "word of mouth" or through the Adult Education catalog and decided a course such as this would focus on skills needed in the health field when they finally choose to enter it. These students would be tested also and their needs evaluated.

D) Students came to register for the CNA test. Through an oral interview it was determined that their basic skills would probably not be adequate for a vocational class. These students would be tested and placed in ESC.

II. Initial Assignments:

A) A folder is compiled for each student. The folder includes a record of all students' progress. Vocabulary/Reading Comprehension scores are recorded and scores (complete/incomplete) are kept of the various required texts, computer units, etc.

B) The basic requirements of the course are explained to the students and they are entered and introduced to the basic skills computer program.

III. Basic Program

Each student's needs are being continually assessed but all students enter a basic study program. This program includes:

A) Basic Medical Terminology
   1. The students are given an alphabetical list of health-related terms.

   2. They are given a medical glossary to use to define these terms.

   3. The students look up the terms and record them in a spiral notebook.

   4. The students ask to be tested on the terms as they feel they have mastered them. The completion of all terms is recorded in the students' records.
B) **Utilization of the Terminology**

1. The students complete a four-part terminology packet which requires use of the terms (Part A) in context through exercises, games, etc.

2. The instructor checks the packet and reviews it with the students.

C) Idioms which use the basic terminology mentioned in parts A and B are posted on the walls of the classroom and students are responsible for these idioms. They are discussed orally, recorded in the terminology notebook, and reinforced through class discussions and quizzes.

D) **Nursing Assistant Texts**

1. Basic literacy skills needed for acceptance into a CNA class are acquired through use of a pre-CNA textbook. Each of the two texts consists of twenty chapters which the students read, discuss and complete at their own pace.

2. Discussions are held in which the students practice oral communication in a health-related environment and the method of role-playing is often used. (See sample Lesson Plan #1) Students also interact orally with the instructor or an individual basis when discussing their exercises (these are reviewed and corrected individually by the instructor).

3. Teacher generated tests are given on the text chapters. Students complete five chapters and are then tested on those five chapters. Oral communication is again practiced as the teacher and student review the tests together. Completion of the four tests is recorded in the students' record sheets.

E) **Study Skills**

1. Study skills for a health program are acquired through use of reading attainment textbooks, class discussion and independent study. Two texts are used which enable students to develop these skills (see 2.1 - 2.6 PDGO objectives).

2. Class discussions are held in which students learn to utilize the Reading Attainment System series properly. Initial lessons are completed as a group, activities reviewed, tests completed, etc. (see Suggested Lesson Planning)

3. Students are then encouraged to work in these books at their own pace and their individual scores are recorded in their folders. (see sample Lesson Plan #2)

4. Teacher directed oral and written lessons on comprehension focus on factual, inference, and vocabulary in context. (Test taking strategies are stressed here.)

F) **Computer Assisted Reading Instruction**

Utilizing an integrated computer learning system (PLATO) available in the classroom on networked (LAN) IBM compatible workstations, students improve all reading skills, including word recognition (sight and phonetic), grammar and writing, comprehension skills (including critical thinking) and mathematics. Additional comprehension software which is specific to the health fields is also utilized. (see Suggested Supplementary Materials)
CERTIFIED NURSING ASSISTANT PROGRAM

Student _______________________________ Start Date ________

GM Test Level 7/9: Date: _______ Score: _______

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CNA Vocabulary Packet

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Basic Computer Programs

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# CNA VOCABULARY LIST

* = use regular dictionary  
**n.** = noun  
**v.** = verb  

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medication

seizure

semi-fowler's position

walker

senile dementia

wheelchair

shock

wound

sign

sitting

situs bath

sling* (n.)

soak* (v.)

soape

specimen

specimen

sputum

sterile

stroke

stretcher

strip* (v.)

surgery

symptom

TED hose

therapy

traction*

transfer

treatment*

tumor

unconscious

urinal

urine

vital signs

vomitus
Aseptic technique (ah-SEP-tick tek-NEEK)—
technique used to destroy microorganisms
and prevent their transmission
Aspirate (ASS-pih-rayt)—to withdraw
Aspiration (ass-pih-RAY-shun)—drawing
equipment used to help people be more effective
Assistive devices (ah-SIS-tiv VICE-es)—
equipment used to help people be more effective
in their physical activity
Asthma (AZ-mah)—chronic respiratory disease characterized by bronchospasms and excessive mucous production
Atelectasis (at-ee-LECK-tah-sis)—collapse of lung tissue
Atherosclerosis (ath-er-oh-skleh-ROH-sis)—
degenerative process involving the lining of arteries, in which the lumen eventually narrows and closes; a form of arteriosclerosis
Atrium (AY-tree-um)—one of the two upper chambers of the heart
Atrophy (AT-roh-fee)—shrinking or wasting away of tissues
Attitude (AH-tree-tood)—an external expression of inner feelings about self or others
Auditory (AWE-dih-toh-ree)—hearing
Aura (AWE-rah)—peculiar sensation preceding the appearance of more definite symptoms in a convulsion or seizure
Aural temperature (AWE-ral TEM-per-aht-see)—temperature of tympanic membrane blood vessels within ear
Ascital cavity (a-sital KAV-shun)—body cavity that contains the organs of digestion
Axilla (ak-SILL-ee)—plural of axilla; armpit
Axillary (ACK-sih-lair-ee)—pertaining to the axilla
Axon (ACK-son)—extension of neuron that conducts nerve impulses away from the cell body
Bacteriocide (B ack-TREE-ree-oh-side)—agent that destroys bacteria
Balanced suspension skeletal traction (BAL.
ans Sus-PEN-shun SKEL-eh-tal TRACK-
shun)—type of traction used to reduce serious fractures in which there is one primary line of traction and extra weight and ropes provide suspension and countertraction
Bargaining (BAR-gan-ing)—stage of the grieving process in which the individual seeks to form a pact that will delay death
Barrier (BAIR-ee-er)—gown, mask, or gloves or combination of these articles worn by health care providers to prevent contact with pathogens spread by blood and other body fluids
Baseline assessment (BAYS-line ah-SESS-
ment)—initial observations of the patient and condition
Bath itch—condition that affects the less oily elderly skin; characterized by tiny red eruptions and itching
Battery (BAT-eer)—an unlawful attack upon another person
Benign (bee-NINE)—nonmalignant tumor
Bile (byll)—secretion of the liver, needed to prepare fats for digestion
Biohazard (bye-oh-HAZ-ar)—laboratory specimens or materials contaminated with body fluids and their containers that have the potential to transmit disease
Biological parent (bye-oh-L0J-i-kul PAIR-
t)—biological parent who contributed sperm or an ovum to the development of the fetus
Biopsies (bye-oh-pee-sees)—removal and examination of a piece of tissue from the living body
Biological parent (bye-oh-L0J-i-kul PAIR-
t)—natural parent who contributed sperm or an ovum to the development of the fetus
Biopsies (bye-oh-pee-sees)—removal and examination of a piece of tissue from the living body
Blood pressure (blud PRESH-ur)—blood pressure that destroys bacteria
Cardiac arrest (KAR-dee-ack ah-R E ST)—sudden and often unexpected stoppage of effective heart action
Cardiac cycle (KAR-dee-ack SIGH-kul)—all mechanical and electrical events that occur between one heart contraction and the next
Cardiac decompen-sation (KAR-dee-ack decom-
pen-SAY-shun)—another name for congestive heart failure
Cardiogram (KAR-dee-oh-gram)—record of cardiac pulsation produced by the body
Cardiopulmonary resuscitation (CPR) (kar-
dee-oh-PULL-moh-nary ree-SUS-sih-TAY-
shun)—emergency medical procedure undertaken to restart and sustain heart and respiratory functions
Care plan (kair plan)—nursing plan for care of resident in long-term care facility
Caries (KAH-si-ee)—tooth decay or cavities
Cartilage (KART-ill-ee)—type of body tissue
Cartilage (KART-ill-ee)—type of body tissue
Catastrophic reaction (kat-ah-STROH-reck)
(AW-ree-AH-kee)—severe and unpredictable violent behavior of a person with dementia
Category-specific isolation precautions

- **Isolation precautions** (kat-uh-gor-ee-ee sph-sif-ick eye-soh-lay-shun preh-kaw-shun)—isolation precautions system that groups diseases that require similar isolation procedures.

- **Catheter** (kah-thy-ter)—tube for evacuating or injecting fluids.

- **Caustic agent** (kahwz-ick-ee-ay-jent)—etiology of a specific disease process.

- **Cellulose** (sell-youh-lohs)—basic substance of all plant foods, which can supply the body with roughage.

- **Celsius scale** (sill-ee-us skal)—scale for measuring temperature.

- **Centimeter** (sen-thy-mee-ter)—one-hundredth of a meter.

- **Cerebellum** (ser-eh-bell-uhm)—portion of the brain lying beneath the occipital lobe; controls muscular activities and balance.

- **Cerebrospinal fluid** (ser-eh-broh-SPY-sal)—fluid that cushions the brain and spinal cord from shock.

- **Cerebrovascular accident** (ser-eh-broh-vas-kuh-lar ak-shun)—stroke; disorder of the blood vessels of the brain resulting in impaired cerebral circulation.

- **Cerebrum** (ser-eh-bruhm)—largest part of the brain, consisting of two hemispheres separated by a deep longitudinal fissure; controls all mental activities.

- **Cervical** (ser-vih-kuhl)—pertaining to the neck.

- **Cervix** (ser-vix)—neck of the uterus.

- **Chain of infection** (chayn of in-FEK-shun)—process or events involved in the transmission and development of an infectious disease.

- **Chancrre** (shang-ker)—shallow, craterlike lesion; primary lesion of syphilis.

- **Character (of pulse)** (kair-ack-tur of puls)—rhythm and volume of pulse.

- **Chart**—record of information concerning patient.

- **Checking** (cheek-ing)—storing food in one side of the mouth.

- **Cheyne-Stokes respiration** (cheyn-of-stoks reh-spreh-uh-shun)—periods of apnea alternating with periods of dyspnea.

- **CLH (see-ay tch-eff)—congestive heart failure.


- **Cholelithiasis** (ko-lay-leeth-uh-sis)—formation of stones in the gallbladder.

- **Chromosomes** (kroh-moh-sowm)—rod-shaped body appearing at time of cellular division in the nucleus; contains the genes or hereditary factors.

- **Chronic** (KRON-ick)—persisting over a long period of time.

- **Chronologic** (kron-oh-LO-ick)—in sequential order by date or age.

- **Chyme** (kighm)—semiliquid form of food as it leaves the stomach.

- **Chymopapaine** (kigh-moh-puh-PAY-in)—an enzyme used to dissolve the protein in a ruptured disc.

- **Clostric bed** (klozh-oh-LET-ick-bed)—special kind of bed that is used when a patient cannot be turned within the bed.

- **Circumcision** (sirkum-SHIH-un)—removal of the end of the prepuce by a circular incision.

- **Clean technique** (kleen tek-NEEK)—technique that limits potential pathogens but does not ensure the destruction of all organisms.

- **Client** (klient)—resident.

- **Client record** (klient RECK-ord)—documentation of care provided in the home situation.

- **Climacteric** (klim-ahtER-ick)—menopause; the combined phenomena accompanying cessation of the reproductive function in the female or diminution of testicular activity in the male.

- **Closure** (klozh-ur)—separation of the ends of bone at the fracture site.

- **Complete fracture** (koom-pih-leet FRACK-shur)—fracture in which the broken bone protrudes through the skin.

- **Comfort** (kom-puh-tur)—exchanging messages.

- **Communication** (kuhm-myoo-nee-kay-shun)—exchange of ideas or information.

- **Complex fracture** (koom-PLEET FRACK-shur)—fracture in which the broken bone protrudes through the skin.

- **Client (klient)**—resident.

- **Client (klient)**—resident.

- **Client (klient)**—resident.

- **Clown** (kloon)—condition resulting from cardiopulmonary disease with shortness of breath, edema, and abnormal retention of sodium and water in body tissues.

- **Conjunctiva** (kon-junk-TIV-uh)—mucous membrane that lines the eyelids and covers the eye.

- **Connective tissue** (koo-nee-tee-eh-tiv TISH-you)—tissue that holds other tissues together and provides support for organs and other body structures.

- **Constipation** (kon-stih-PAY-shun)—difficulty in evacuating feces.

- **Constriction** (kon-STRICK-shun)—narrowing of compression.

- **Contaminated** (kohm-tahm-tay-ted)—unconscious, impure soiled with germs.

- **Continent** (kon-tih-neht)—able to control evacuation of feces and urine.
Continuum (kon-TIN-you-um)—continuous related series of events or actions

Contract (kon-tract)—agreement between two or more people, especially one that is written

Contracture (kon-TRACK-shur)—permanent shortening or contraction of a muscle due to spasm or paralysis

Contraindicated (kon-trah-IN-dih-kay-ted)—harmful remedy or treatment

Convalescent home (kon-vah-LESS-ent hohm)—long-term care facility

Convulsion (kon-VUL-shun)—involuntary muscle spasm

COPD (see-oh-pee-dee)—chronic obstructive pulmonary disease; for example, pulmonary emphysema

Contracture (SIGH-oh-plazm)—protoplasm of a cell outside the nucleus

Dangling (DANG-gling)—sitting up with legs hanging over the edge of the bed

Day care center (day kair SEN-ter)—place where senior citizens may go for various services

Debilitating (dee-BILL-ih-tay-ing)—weakening

Debride (day-BREED)—to remove foreign material and devitalized tissue

Debridement (day-BREED-ment)—removal of foreign matter or devitalized tissue

Deconditioning (day-kon-DISH-un-ing)—reversing a learned response

Decubitus (pl. decubitus) ulcer (dee-KYOU-bi-tus (dee-KYOU-bi-tie) UL-sir)–dermal ulcer, bedside or pressure sore

Defamation (def-eh-MAY-shun)—something harmful to the name or reputation of another: slander

Defecation (def-eh-KAY-shun)–bowel movement that expels feces

Defense mechanism (dee-FENS MECK-ah-nim)–psychological reaction or technique for protection against a stressful environmental situation or anxiety

Degeneration (de-gen-er-AY-shun)–deterioration of the tissues of a more or less functional status

Degenerative joint disease (de-GEN-er-ah-tiv joint disease)–deterioration of the tissues of the joints

Dehydration (dee-high-DRAY-shun)—excessive water loss

Delirium (dih-LEER-ee-um)—disordered mental condition in which speech is incoherent, fever may occur, and illusions, delusions, and hallucinations may be experienced

Delusion (dee-LEW-zhim)—false belief

Dementia (dee-MEN-shee-ah)—progressive mental deterioration due to organic brain disease

Dendrite (DEN-dryt)–branch of a neuron

Cerebrovascular accident (CAVA) (CVA) (see-vee-ah)—cerebrovascular accident

Cyanosis (sigh-ah-NOH-sis)—bluish skin discoloration caused by lack of oxygen

Cystitis (siz-TIE-tis)—inflammation of the urinary bladder

Cystocele (SIS-toh-seel)—bladder hernia

Cystoscopy (sis-TOS-koh-poe)–procedure using cystoscope for visualization of the urinary bladder, ureter, and kidney

Digitization (die-AL-ih-sis)—diffusion of solute, water, and solvents of labor in which the opening to the cervix enlarges

Diabetes mellitus (dee-ah-SEE-teez mellitus)—disorder of carbohydrate metabolism

Diastole (dee-ah-STOL-ee)–refers to period of cardiac ventricular relaxation

Diathermy (DIE-ah-ther-ee)–refers to period of cardiac ventricular relaxation

Diaphragm (dee-ah-froh-REE-sus)–promoting sweating

Dilation stage (die-LAY-shun star)–stage of labor in which the opening to the cervix

Diplopy (DIP-loh)–arranged in pairs, such as diplococcus; bacteria that are arranged in groups of two

Direct cause (of disease) (die-RECK-see)–immediate or exact cause of a disease process

Direct causation (die-RECK-shun)–serving or qualified to direct; statement of direction

Disability (die-ah-BIL-ee-ee)–permanent physical or mental defect or handicap

Discharge (die-CHAR)–procedure carried out as the patient leaves the hospital

Direct cause (of disease) (die-RECK-see)–immediate or exact cause of a disease process

Discharge (die-CHAR)–procedure carried out as the patient leaves the hospital

Disease (die-ZEEZ)–define named process having a characteristic strain of symptoms

Disease-specific isolation precautions (die-ZEEZ spih-SIF-ick eye-soh-LAT-in pre-KAW-shun)—system of isolation precautions that considers precautions for each disease individually
External urinary meatus (ek-teh-see me-AY-tus)--opening to the outside of the urethra

Facility (health care) (fah-SILL-th-tee (hail-th kahr!)—an agency that provides health care

Fahrenheit scale (FAH-ren-hightskale)—scale used in the United States and England to express temperature

Fallopian tube (fay-LOH-pee-an (tewb)—Ser Oviduct

False imprisonment (fahs-im-PRIH-men)-unlawfully restraining another

Fats (fahnts)—nutrient used to store energy

Fasting (FAST-in-g)—act of not eating

Fecal impaction (FEE-kul im-PACK-shun)—condition in which feces are wedged tightly in the bowel

Feces (FEE-sees)—semisolid waste eliminated from the body

Femur (FEE-mur)—thigh bone

Fetalopsy (fee-TOS-koh-pee)—examination of the fetus while in utero

Fetus (FEE-tus)—child in utero from the third month to birth

Fever (FEE-ver)—abnormally high body temperature

First aid—emergency care and treatment of an injured person before complete medical and surgical care can be secured

Flagged (flagged)—marked in a special way to call attention to it

Flatulence (FLAT-youh-lens)—excessive gas in the stomach and intestines

Fistula (FLAY-tus)—gas or air in the stomach or intestines; air or gas expelled by way of any opening

Flexible (FLECK-sih-bul)—ability to bend in different directions

Flexion (FLECK-shun)—decreasing the angle between two bones

Flora (FLOH-rah)—normal population of organisms found in a given area

Flowmeter (FLOH-mee-ter)—instrument for controlling gas flow in oxygen equipment

Flow rate (floh rayt)—rate at which oxygen or liquids are administered to the patient

Foley catheter (FOH-lee KATH-ee-tur)—indwelling catheter placed in the urinary bladder to remove urine continuously

Fomite (FOH-might)—any object contaminated with germs, and thus able to transmit disease

Footboard (FOOT-bord)—appliance placed at the foot of the bed so the feet rest firmly against it and are at right angles to the legs

Forcing fluids (FORS-ing FLEW-ids)—notion meaning the patient must be encouraged to take as much fluid as possible

Foreskin (FOR-skin)—prepuce; loose tissue covering the penis and clitoris

Foster parent (FOS-tur PAIR-ent)—parent figure assigned by an agency

Fracture (FRACK-shur)—break in the continuity of bone

Frequency (FREE-kwen-see)—occurrence repeated often

Fundus (FUN-dus)—portion of uterus superior to point of entrance of oviducts

Fungus (FUN-gus)—class of organisms to which mold and yeast belong

Fusion (FYOU-zhun)—combining into a single unit

Gait belt (gayt bel)—belt placed around the patient’s waist to assist in ambulation

Gallbladder (GAWL-blad-der)—small, saclike organ in which bile is stored; found on the underside of the liver

Gangrene (GANG-green)—death and putrefaction of body tissue caused by stagnation of circulation of blood to an area

Gastric (GAS-trick)—pertaining to the stomach

Gastric surgery (gas-TRECK-tur)—surgical removal of part or all of the stomach

Gastric (GAS-trick)—pertaining to the stomach

Gastritis (gah-VAHZ-1)—feeding through a tube

Gavage (gah-VAHZ1)—feeding through a tube

General anesthetic (JEN-er-al an-es-THET-ick)—gas that induces a state of unconsciousness and insusceptibility to pain

Genes (jeenz)—units of heredity arranged in a linear fashion along a chromosome

Genetic (jeh-NET-ick)—pertaining to or carried by a gene or genes

Geriatric (JEN-ee-tur)—pertaining to reproduction

Geriatrics (jee-ee-TAIL-ee-ah)—reproductive organs

Glucose (GLEW-kohs)—simple sugar; the chief carbohydrate storage carbohydrate; called dextrose

Glycosuria (gligh-koh-S00-ree-ah)—sugar in the urine

Gonads (COH-nails)—reproductive organs: ovaries and testes

Gonorrhea (gon-oh-REE-ah)—sexually transmitted disease that causes an acute inflammation

Grand mal seizure (grand marl SEE-zhiul)—major epileptic seizure attended by loss of consciousness and convulsive movements

Graphic chart (GRAF-ick chart)—patient care record on which vital signs and sometimes other information are recorded

Greenstick fracture (green-stick FRACK-shur)—breaking of a bone on one side only, most often seen in children

Groin (groyn)—depression between the thigh and trunk

Gurney (GUR-nee)—equipment used to transport a patient; a stretcher

Halo osteosis (hal-ih-TOH-sis)—offensive odor to breath

Hallucination (hah-loo-sih-NAY-shun)—idée or perception that is not based on reality

Hand-over-hand technique (hand oh-ver hand teh-NEEK)—technique in which an instructor or care giver places his or her hand over the hand of a learner or patient to guide an activity

Harvest (HAR-vest)—to remove donor organs

Health (hellth)—state of physical, mental, and social well-being

Heart (hart)—hollow, muscular organ lying slightly to the left of the midline of the chest

Hematuria (hem-uh-TOO-ree-ah)—blood in the urine

Hemiplegia (hem-ee-PLEE-je-ah)—paralysis on one side of the body

Hemoptysis (hee-MOP-th-sis)—expectoration of blood

Hemorrhage (HEM-or-ih)—escape of blood from blood vessels

Hemorrhoids (HEM-oh-royds)—varicose veins in the rectum

Hepatitis B virus (HBV) (hep-ah-SEE-tis bee YV-rus)—(aytch-bee-vee)—organism that causes a serious form of infectious liver inflammation

Herniation (her-nee-AY-shun)—abnormal protrusion of an organ or other body structure

Herniation (her-nee-AY-shun)—abnormal protrusion of an organ or other body structure
Intimacy (in-tih-mah-see)—feeling of closeness and familiarity

Intervention (in-TER-ven-shun)—actions that influence the eventual outcome of a situation

Intercranial pressure (in-trah-KRAY-nee-al PRESH-uhr)—pressure exerted within the cranial cavity

Intravenous infusion (IV) (in-trah-VEE-nus eye-see)—nourishment given through a sterile tube into a vein

Invasion (in-VAY-shun) of privacy (in-YAH-shun) of PRICK—taking liberties with the person or personal rights of another

Invasive (in-VAY-siv)—characterized by invading or spreading

Involition (in-VOH-shun)—reduction in the size of the uterus following delivery

Isoline (EYE-oh-dine)—element needed for proper function of the thyroid gland

Iris (EYE-rihs)—colored portion of the eye

Irrigate (EAR-i-gayt)—to wash out

Ischemia (IS-

Ischemic (IS-

Islet of Langerhans (EYE-lot of LANG-ger-hans)—cells in the pancreas that produce insulin

Isolation (eye-soh-LAY-shun)—place where the patient with easily transmitted diseases is separated from others

Isolation technique (eye-soh-LAY-shun tek-NEEK)—special procedures carried out to prevent the spread of infectious organisms from an infected person

Isoplast (eye-soh-LET)—type of environmentally controlled unit that is used to house a newborn infant

IV standard (eye-vee STAN-dard)—pole usually made of stainless steel, that can be attached to the bed or stand on the floor

Jacksonian seizure (JACK-SOH-nee-an SEE-shur)—type of convulsive seizure that is a progression of involuntary clonic movements with retention of consciousness

Jaundice (JAWN-dis)—yellowing of the skin

Job description (job dih-SKRIP-shur)—duties and responsibilities involved in a position

Joint (Joynt)—point of articulation between bones

Kardex (KAR-dex)—type of file in which nursing care plans are kept

Ketosis (KEE-TOH-sis)—abnormal levels of ketones in the blood; complication of diabetes mellitus

Keyboard (KEE-bord)—row of keys on a computer used to input information

Kidneys (KID-nee)—two glandular, bean-shaped bodies, purplish-brown in color, situated in the posterior abdominal wall

Labor (LAY-bor)—physiological process by which the fetus is expelled from the uterus at term

Lactation (LACK-TO-shun)—producing milk

Laminectomy (lam-IN-ih-NECK-to-mee)—surgical removal of tissue from the spinal canal

Laparotomy (LAP-ar-OT-ah-mee)—incision of abdominal wall

Larynx (LARRY-niks)—voice box

Life support system (LIFE suh-PORT sis-ten)—equipment needed to sustain life when vital signs are inadequate

Ligament (LIE-gam-ent)—band of fibrous tissue that holds joints together

Lithotripsy (LITH-oh-trip-see)—the crushing of calculi such as kidney stones

Litter (LIT-er)—equipment used to transport a patient; also called a gurney or stretcher

Living will (LIV-ing will)—written statement, usually given by injection and the patient remains awake

Locia (LOH-kee-ah)—discharge from the uterus of blood, mucus, and tissue during the luteal period

Logo (LOW-goh)—name that identifies a business, company, or organization

Long-term care facility (lawng-turm kair ah-SILL-ahhs)—facility that provides care for patients with long-standing disabilities; can be terminal care

Lubricant (LOO-brih-kart)—substance applied to a part to improve the ease of movement between touching parts; also substances secreted by the body for the same purpose

Lumpectomy (luhn-PECK-toh-mee)—removal of abnormal tissue such as a "lump" in the breast

Lymph (limf)—fluid found in lymphatic vessels

Macule (MACK-yool)—flat, discolored spot on the skin

Maladaptive behavior (mah-ahh-DAP-tiv bee-HAY-yoo)—inappropriate reaction due to mental breakdown

Malignancy (mah-LING-nan-see)—cancerous condition which, if left untreated, leads to death

Malignant (mah-LING-ant)—cancerous

Malnutrition (mah-new-TRISH-un)—lack of necessary food substances in the body, or improper absorption and distribution of them

Malpractice (mah-PRACK-tis)—poor or improper medical treatment; for example, when a nursing assistant gives improper care or nursing for which the nursing assistant has not been instructed

Mammogram (MAHM-oh-gram)—X-ray examination of the breast

Mastectomy (mas-TECK-toh-mee)—excision of the breast

Masturbation (mas-TUR-ay-BAY-shun)—sexually stimulating self

Maternity (muh-TER-ni-tee)—related to pregnancy


Quadrant (KWAD-rant)—one of the four imaginary sections of the surface of the abdomen

Quadriplegia (kwad-rih-PLEE-jee-ah)—condition of paralysis of all four limbs

Radial artery (RAY-dee-al AR-ee-ter-ee)—artery near the radius; commonly used to determine pulse

Radial deviation (RAY-dee-al dee-dee-AY-shun)—wrist is turned toward the thumb side

Radial pulse (RAY-dee-al pulz)—pulse that can be measured by palpating the radial artery

Rales (rayz)—abnormal respiratory sound heard in auscultation of the chest

Range of motion (ROM) exercises (rahn)—series of exercises specifically designed to move each joint through its range

Rapport (rah-POOR)—understanding between two persons

Rate (raytk)—evaluation based on comparison with a standard

Rationalization (resh-un-AL-ih-ZAY-shun)—unconscious defense mechanism in which one devises a logical, self-satisfying but incorrect explanation for one’s behavior or feelings

Reaction formation (ree-ACK-shun for-MAY-shun)—techniques used to help a person achieve optimum functioning

Reminiscing (reh-mih-NISS-ing)—thinking and talking about the past

Remission (ree-MISH-un)—period of decreased severity of symptoms in chronic disease

Renal calculi (REE-nal KAL-kyou-lee)—kidney stones

Renal colic (REE-nal KOL-iik)—spasm in area near kidney accompanied by pain

Replication (rep-ih-KAY-shun)—to reproduce exactly

Repression (ree-PRESH-un)—involuntary exclusion from awareness of a painful experience or conflict-creating memory, feeling, or impulse

Reservoir (REZ-er-vwar)—storage area; biologically, an animal or source that maintains infectious organisms that periodically can be spread to others

Resident unit (REZ-ih-dent YOO-nil)—room occupied by resident and his/her personal possessions; may be shared by other residents

Respiration (res-pih-RAY-shun)—process of taking oxygen into the body and expelling carbon dioxide

Respirator (res-pih-RAY-tor)—apparatus that assists the patient to breathe

Rest home (rest hohm)—long-term care facility

Restorative care (re-STOR-ah-tiv kair)—care that emphasizes helping the person reach or maintain physical, mental, and psychological well-being

Rest home (rest hohm)—long-term care facility

Retroperitoneal space (ret-ROH-pay-ri-tol-luh)—area of the anterior cavity occupied by resident and his/her personal possessions

Resting (ray-lin)—position that a person remains in while not actively moving

Rest home (rest hohm)—long-term care facility

Rhythm (RITH-urn)—measured time or movement

Rigor mortis (RIH-gor MOR-tis)—rigidity of skeletal muscles, developing six to ten hours after death

RNs (are-en)—registered nurses

Rooming in (ROOM-ing in)—practice of having mother and neonate share a single room after delivery

Rotation (roh-TAY-shun)—act of turning about the axis of the center of a body, as in rotation of a joint

Rubra (REW-bruh)—unusual redness or flushing of the skin

Sacrament of the sick (SACK-rah-ment of the sick)—last rites given by a clergyman to a person who is terminally ill (dying)

Saliva (sal-IE-vate)—digestive secretion produced by the salivary glands and found in the mouth

Salpingectomy (sal-ping-ek-toh-mee)—surgical removal of the fallopian tubes

Saprophytes (SAH-roh-fights)—organism that lives on dead matter or tissues

Sarcoma (sahr-KOH-mah)—connective tissue tumor, often highly malignant

Scope of practice (skohp of PRAK-tiss)—extent or range of permissible activities

Scrotum (SKROH-nuh)—sac-like pouch that holds the male gonads

Scleral binder (skuhl-TAY-rus BYN-der)—band applied in overlapping strips in a single fashion

Sebaceous gland (seh-BAY-shun gland)—gland that produces a lubricating substance for the hair

Secretion (see-KREE-shurt)—product of glandular activity

Seizure (SEE-zur)—sudden attack of a disease; a convolution

Self-esteem (self-es-TEEM)—feeling of confidence about oneself

Semifowler’s position (sem-ee FOWL-ers position)—patient is positioned on the bed, knees are slightly flexed, and head of bed is elevated 30-50 degrees

Semen (seh-NEH-men)—aged

Senile dementia (SEE-nile dene-MEN-shee-ah)—pronounced and abnormal loss of mental and emotional control in aged people

Seroses fluid (SEE-ruh FLEW-id)—thin, watery fluid produced by body cells

Setting exercises (SET-ting ECK-air-sizez-eez)—exercises that use isometric principles to contract muscles to maintain tone

SCLC
Syphilis (SIF-th-lis)—infectious, chronic, venereal disease characterized by lesions that may involve any organ or tissue. It usually exhibits cutaneous manifestations, relapses are frequent, and it may exist asymptotically for years.

System (SIS-tem)—group of organs organized to perform a specific body function or functions; for example, the respiratory system.

Systole (SIS-toh-lee)—contraction or period of contraction of cardiac muscle.

Systolic pressure (sis-TOL-ick PRESH-ur)—pertaining to the pressure exerted during the contraction phase of the ventricles.

Tachycardia (tack-ee-KAR-dee-ah)—unusually rapid heartbeat.

Tachypnea (tack-ip-NEE-ah)—respiratory pattern of rapid, shallow respirations.

Tact—sensitive mental perception.

Tasks of personality development (tasks of person-Al-hih-tee-VEL-op-men)—growing stages through which personality is formed as described by Erickson.

T Binder (tee-BYN-der)—T-shaped binder used to hold dressings in place on the male perineum.

TED hose (TED hohs)—support hose.

Tendon (TEN-don)—fibrous band of connective tissue that attaches skeletal muscle to bone.

Terminal (TER-mih-nal)—final; life-ending stage.

Testes (TES-teez)—male gonads; reproductive glands located in the scrotal sac.

Testosterone (tes-TOS-teh-rohn)—hormone produced by the testes.

Tetany (TET-ah-nee)—nervous condition characterized by intermittent toxic spasms.

Transfer (TRANS-fer)—procedure followed when changing patient’s location.

Trendelenburg position (tren-DEL-en-berg)—patient is positioned with feet raised overhead down the length of the bed.

Transverse fracture (trans-VERS FRACK-ture)—fracture in which the break line is straight across the bone.

Transmission (trans-MISH-un)—transfer of body fluids from one person to another.

Tuberculosis (too-ber-koo-LOH-eiss)—lung disease caused by a microorganism, easily transmitted to others by sneezing and coughing.

Tubercle (TO-ber-kul)—small, rounded nodule formed by infection with Mycobacterium tuberculosis.

Ulcer (UL-sir)—open sore caused by inadequate blood supply and broken skin.

Ultrasonography (UL-trah-SON-uh-graphy)—techniques used to prevent transmission of body fluids from one person to another.

Upper respiratory tract infection (URI)—infections involving the organs of the upper respiratory tract.

Urinalysis (you-rih-NA L-1.11-sis)—analytical examination of the urine.

Urinalysis (you-rih-NA L-1.11-sis)—analytical examination of the urine.

Urinary bladder (YOU-rih-ner-ee 31.AD-NEEK-uh)—vascular structure containing and expelling urine.

Urination (YOU-rin-ay-shun)—act of passing urine from the bladder.

Urosepsis (you-ROH-sep-sis)—infection of the urinary tract.

Urology (YOU-re-Oh-LOG-ee)—branch of medicine dealing with diseases of the urinary system.

Vagina (vah-JIGH-nah)—tube that extends from the vulva to the uterine endometrium.
organ of copulation that receives the penis during sexual intercourse

Vaginal examination (VAh-nal eg-zam-ih-NAY-shun)—examination of vaginal and pelvic organs

Vaginitis trichomonas (Yai-ih-NIGH-tis trick-nOH-MOH-nas)—inflammation of the vaginal tract due to infection by a parasite, Trichomonas vaginalis

Validation therapy (VAh-DAY-shun THER-ih-day)—techniques used to help people feel good about themselves

Vas deferens (vas DEF-er-ens)—tube that carries sperm from the epididymis to the junction of the seminal vesicle: ductus deferens

Vasoconstriction (vas oh-kon-STRICK-shun)—decrease in the caliber (inner diameter) of the blood vessels

Vasodilation (vas oh-die-LAY-shun)—dilation of the blood vessels

Vector (VECK-tor)—carrier, such as an arthropod, that transmits disease

Vein (vain)—vessel through which blood passes on its way back to the heart

Veneral disease (VD) (vee-NEE-ree-al dih-ZEEZ) (vee-dee)—disease ordinarily acquired as a result of sexual intercourse with an individual who is infected

Veneral wart (vee-NEE-ree-al wart)—viral condition that can be sexually transmitted

Ventral (VEN-tral)—front; anterior

Ventricle (VEN-trih-kul)—small cavity or chamber, as in the brain or heart

Verbal communication (VER-bal kuh-myou-nih-KAY-shun)—transmitting messages using words

Verbal cues (VER-bal kyous)—words used to guide the thinking process of another

Vertigo (VER-thi-go)—sensation of rotation or movement of or about the person

Vesicle (VES-ih-kul)—blister-like skin lesion

Vital capacity (VIGH-tal kah-PASS-ih-tee)—volume of air a person can forcibly expire from the lungs after a maximal inspiration

Vital signs (VIGH-tal sighns)—measurements of temperature, pulse, respiration, and blood pressure

Vitamin (VIGH-tah-min)—general term for various, unrelated organic substances found in many foods in minute amounts that are necessary for normal metabolic function of the body

Void (voyd)—to release urine from the bladder

Volume (VOL-vum)—capacity or size of an object or of an area; measure of the quantity of substance

Vomitus (VOM-ih-tus)—material vomited or brought up from the stomach

Vulva (VUL-vah)—external female genitalia

Vulvovaginitis (vul-vo-vaj-ih-NIGH-teez)—inflammation of the external female reproductive structures (vulva and vagina)

Wheal (wheel)—localized area of edema on the body surface, often associated with severe itching

Withdrawal (with-DRAW-ahl)—retreat from reality or from social contact associated with severe depression and other psychiatric disorders

Withhold (with-HOLD)—order to refrain from serving a patient or resident certain foods or all food

Word root—word form whose basic meaning can be used in forming new words by combining with prefixes or suffixes
NURSING ASSISTANT
NURSE-ING AS-SIST-ANT
A PERSON WHO HELPS AND WORKS UNDER THE SUPERVISION OF A LICENSED NURSE
NURSING ASSISTANTS WORK IN HOSPITALS AND NURSING HOMES.

Nursing assistant training consists of both classroom learning and practical experience. There are physical demands for the job: some lifting and carrying (25 to 50 pounds), reaching, and stooping. Perhaps the key skill for a nursing assistant is carrying out instructions in written, oral, or diagram form. Medical language is an area that must be mastered, as well as many commonly used written abbreviations. Training also includes the study of human anatomy and physiology*.

* Medical terminology, anatomy, and physiology will not be included in this handbook.
VESL VOCABULARY EXERCISES: NURSING ASSISTANT TERMINOLOGY

I. Put the following words in alphabetical order.

injury  
nausea
incurrent  
hernia
linen  
Kardex
impaction  
isolation
medication  
laboratory

II. Pronunciation practice: Say the following words out loud to your teacher or a friend who speaks English well.

paraplegic  
specimen
urine  
prosthesis
exhaustion  
seizure
disease  
nausea
precaution  
injury

III. Spelling practice: Fill in the missing vowels. EXAMPLE: acute

1. h _ m o r r h _ g e
2. F _ w l _ r's p _ s i t _ o n
3. s p _ t _ m
4. d i _ b _ t e s
5. c _ l c u l _ s
6. a s _ p s _ s
7. w _ n d
8. e p _ l _ p s y
9. d _ c _ b i t u s _ l c _ r
10. t _ m _ r
IV. Matching: Match the word to its opposite.

5. chronic  1. constricted
   ____ flex  2. intake
   ____ infected  3. discharge
   ____ admit  4. unconscious
   ____ dilated  5. acute
   ____ output  6. pediatrics
   ____ diarrhea  7. constipation
   ____ geriatrics  8. sterile
   ____ alert  9. extend

V. Circle words in the following list that are objects (things) a patient uses. Put a check (✓) by the words in the list that are actions a nursing assistant does.

- bedpan
- observe
- aquamatic K-pad
- wheelchair
- Strip
- walker
- transfer
- assess
- catheter

VI. Underline the terms that are the vital signs of a patient's condition:

- pulse
- vomiting
- blood pressure
- temperature
- shock
- respiration
- bleeding
VII. Word Search: A Typical Day

[Image of a scrambled word puzzle]

FIND THESE WORDS IN THE ABOVE PUZZLE:

- ADMIT
- DISINFECT
- FLEM
- TRANSFER
- ASSESS
- DRAPE
- OBSERVE
- ASSIST
- EXTEND
- STRIP

VIII. Multiple choice: Choose and underline the correct term. EXAMPLE:
Sara has (abnormal, acute, antiseptic) bronchitis.

1. Ms. Gomez put a cold (hemorrhage, prep, compress) on Bob's swollen foot.
2. Did she (prep, respond, tape) the patient for surgery yet?
3. Persons with heart problems go to the (geriatric, cardiac, pediatric) unit.
4. An operating room must be in a state of (asepsis, antiseptic, disinfectant).
5. The nursing assistant (assists, aspirates, assesses) the patient's condition.
IX. Using the clues, write a word down from each letter.

1. by mouth
2. a substitute for a missing body part
3. air or matter that blocks a blood vessel
4. to write down information
5. the structure of the body
6. the process of drawing or pulling
7. a wound or damage to a person
8. a gas necessary for breathing
9. taking in and using foods
10. a sample of something taken for testing or study
VESL VOCABULARY EXERCISES: NURSING ASSISTANT TERMINOLOGY

X. List the four words that relate to cleanliness in the environment:

specimen  asepsis  calculus  disinfect
sterile  drainage  therapy  antiseptic

XI. Matching exercise: Write the word that has a similar meaning next to each term. Choose from the words in the list below.

bedsore  illness  swelling  help
remove  break  vomit  breathing
sharp  wet  wound  stone
feces  hang

1. calculus  8. stool  
2. assist  9. emesis  
3. strip  10. clammy  
4. edema  11. disease  
5. acute  12. injury  
6. respiration  13. fracture  
7. decubitus ulcer  14. dangle
Vocabulary Matching

1. asepsis  a. evaluation
2. acute b. joint inflammation
3. anatomy c. not regular
4. arrest d. help
5. arthritis e. able to walk
6. assessment f. without infection
7. assist g. withdraw
8. ambulatory h. stop
9. abnormal i. severe symptoms
10. aspirate j. study of the body

What Do They Mean?

1. take your time a. moved
2. on purpose b. right away
3. dressing change c. raise
4. transferred d. discuss
5. at least an hour e. that hurt!
6. elevate f. rewrap the bandage
7. talk over g. record
8. chart h. slow down
9. oww! i. intentional
10. quick! j. 60 minutes or more
XII. Medical testing: Match the term to its definition

1. _____ a test for microorganisms  
   A. sign

2. _____ a sample of something taken for testing or study  
   B. symptom

3. _____ yellow liquid waste passed from the body  
   C. culture

4. _____ very small living things, some of which cause disease  
   D. sputum

5. _____ an observable or measurable change in the body or its functions  
   E. specimen

6. _____ feces; solid waste products of the bowel  
   F. urine

7. _____ a change a person notices or feels in his/her body or its functions  
   G. laboratory

8. _____ a room or building for scientific studies and testing  
   H. stool

9. _____ a substance spit out by coughing or clearing the lungs  
   I. bacteria
XIII. Word search: PATIENT CONDITIONS

Find and circle the words (given below) in the following puzzle. The words may be backwards, forwards, up, down, or diagonal.

U G L T A Y I H X C U
V N A N L I H N X H N Y
H I M O E C C R C O D
C D R I R Q O O M S E
L E O D J N N I M M Z
A E N B I S T D H O Y
M L B C C I I F N Q L
M B A I N H N T R X A
Y E O G I I E Y L B R
B U O Y J J N F X J A
S N P A C U T E U C P

ABNORMAL
BLEEDING
INCONTINENT
UNCONSCIOUS

ACUTE
CHRONIC
PARALYZED
VOMITING

XIV. Scrambled words: Change the order of the letters and write the words. CLUE: They are all objects seen in a hospital. EXAMPLE:

1. neapdb
2. restchert
3. rekiwa
4. elhewhirac
5. larinu

nilne
linen
VESL VOCABULARY EXERCISES: NURSING ASSISTANT TERMINOLOGY

XV. Nursing Aide skills:
A) Read the list of jobs a nursing assistant may do.
B) Decide which body system the job relates to.
C) Write the first letter of the system in front of the job. Choose from the following systems:
   Musculoskeletal    Digestive
   Respiratory        Circulatory
   Genitourinary

JOB LIST

1. ___ prepare oxygen unit
2. ___ give an enema
3. ___ apply warm, wet compresses
4. ___ collect a sputum specimen
5. ___ give and remove bedpan or urinal
6. ___ give range of motion exercises
7. ___ collect a urine specimen
8. ___ assist with sitz bath
9. ___ collect a stool specimen
10. ___ give catheter (Foley) care
XVI. Bandages and supports: Write in the rest of the letters to make the correct word.

Example: The doctor put a b a n d a g e over the wound.

1. Her doctor ordered an elastic b a n d a g e to be put over her stomach incision.
2. He changed the d a d d a d a twice a day.
3. Joe's broken arm was held against his body by a s u p p o r t .
4. The s u p p o r t kept the broken bone supported.
5. They put a c e l l a p e o v e r my whole foot.
6. The nursing assistant applied a cold c o l d c e l l a p e to the swollen area.
7. Patients who must stay in bed may need to wear a c h a i n t o help blood circulation.
XVII. Crossword Puzzle: MEDICAL PROBLEMS

ACROSS CLUES

4. AIR OR MATTER BLOCKING A BLOOD VESSEL
5. A DISEASE OF THE JOINTS
6. A TISSUE OR ORGAN PUSHING THROUGH SURROUNDING WALLS
9. AN ABNORMAL CONDITION OF THE BODY ILLNESS
10. SWELLING

DOWN CLUES

1. AN ABNORMAL GROWTH
2. DISEASE WITH INABILITY OF BODY TO USE SUGAR
3. A RESPIRATORY DISEASE
4. DISEASE OF THE NERVOUS SYSTEM
7. HYPERSENSITIVITY TO A CONDITION OR SUBSTANCE
8. RED BUMPS OR BLOTCHES ON THE SKIN
XVIII. Put the words of the definition in the correct order.

EXAMPLE: extend: out/straighten/to
to straighten out

1. senility: because/weakness/and/aging/mind/of/body/in

2. ambulatory: walk/to/able

3. arrest: function/of/the/sudden/a/stopping

4. injury: or/damage/a/wound/to/person/a

5. medication: a/drug/substance/medical/or

6. range of motion: joints/of/to/movement/extent/the/fullest

7. culture: for/test/a/microorganisms

8. elimination: removal/body/the/of/wastes/from/the
# Vocabulary Matching

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. bacteria</td>
<td>a. hard covering</td>
<td></td>
</tr>
<tr>
<td>2. communicable</td>
<td>b. wrap with cloth</td>
<td></td>
</tr>
<tr>
<td>3. bladder</td>
<td>c. taking a sample</td>
<td></td>
</tr>
<tr>
<td>4. cardiac arrest</td>
<td>d. correct use of muscles</td>
<td></td>
</tr>
<tr>
<td>5. body mechanics</td>
<td>e. awake</td>
<td></td>
</tr>
<tr>
<td>6. bandage</td>
<td>f. sac that holds urine</td>
<td></td>
</tr>
<tr>
<td>7. cast</td>
<td>g. heart attack</td>
<td></td>
</tr>
<tr>
<td>8. culturing</td>
<td>h. transferable</td>
<td></td>
</tr>
<tr>
<td>9. chronic</td>
<td>i. simple microbes</td>
<td></td>
</tr>
<tr>
<td>10. conscious</td>
<td>j. persisting for a long time</td>
<td></td>
</tr>
</tbody>
</table>

# What Do They Mean?

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. look it up</td>
<td>a. get enough</td>
<td></td>
</tr>
<tr>
<td>2. at all</td>
<td>b. lock the bed rails</td>
<td></td>
</tr>
<tr>
<td>3. got over</td>
<td>c. falling</td>
<td></td>
</tr>
<tr>
<td>4. drape</td>
<td>d. recovered</td>
<td></td>
</tr>
<tr>
<td>5. slipping</td>
<td>e. change position</td>
<td></td>
</tr>
<tr>
<td>6. secure the rails</td>
<td>f. less difficult</td>
<td></td>
</tr>
<tr>
<td>7. meet your needs</td>
<td>g. bothered</td>
<td></td>
</tr>
<tr>
<td>8. adjust it</td>
<td>h. none</td>
<td></td>
</tr>
<tr>
<td>9. easier</td>
<td>i. to cover</td>
<td></td>
</tr>
<tr>
<td>10. disturbed</td>
<td>j. find something in the chart</td>
<td></td>
</tr>
</tbody>
</table>
XIX. Word Forms
A) Many of the nursing assistant terms will sometimes be used in slightly different form. Instead of the action word (verb), there may be a description (adjective), or a name for a situation or process (noun).

EXAMPLE: Kelly ambulates with assistance.

Kelly is an ambulatory patient.

Early ambulation after surgery is usually helpful for recovery.

B) Study these nouns, verbs, and adjectives in the following list.

<table>
<thead>
<tr>
<th>NOUN</th>
<th>VERB</th>
<th>ADJECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>dilation</td>
<td>dilate</td>
<td>dilated</td>
</tr>
<tr>
<td>fracture</td>
<td>fracture</td>
<td>fractured</td>
</tr>
<tr>
<td>injury</td>
<td>injure</td>
<td>injured</td>
</tr>
<tr>
<td>medication</td>
<td>medicate</td>
<td>medicated</td>
</tr>
<tr>
<td>constriction</td>
<td>constrict</td>
<td>constricted</td>
</tr>
<tr>
<td>assessment</td>
<td>assess</td>
<td>assessed</td>
</tr>
<tr>
<td>constipation</td>
<td>constipate</td>
<td>constipated</td>
</tr>
<tr>
<td>paralysis</td>
<td>paralyze</td>
<td>paralyzed</td>
</tr>
</tbody>
</table>
XIX. C) Sometimes there are only two commonly used forms:

<table>
<thead>
<tr>
<th>NOUN</th>
<th>VERB</th>
<th>ADJECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>rectum</td>
<td>----</td>
<td>rectal</td>
</tr>
<tr>
<td>senility</td>
<td>----</td>
<td>senile</td>
</tr>
<tr>
<td>diagnosis</td>
<td>diagnose</td>
<td>----</td>
</tr>
<tr>
<td>urine</td>
<td>urinate</td>
<td>----</td>
</tr>
<tr>
<td>drainage</td>
<td>drain</td>
<td>----</td>
</tr>
<tr>
<td>exhaustion</td>
<td>----</td>
<td>exhausted</td>
</tr>
<tr>
<td>assistance</td>
<td>assist</td>
<td>----</td>
</tr>
<tr>
<td>assistant</td>
<td>assist</td>
<td>----</td>
</tr>
</tbody>
</table>

D) Exercise: Underline the correct form of the term.

1. Tom came to the hospital with a (fracture, fractured) pelvis.
2. The doctor prescribed different (medication, medicate, medicated) for the patient.
3. What is your (assessment, assess, assessed) of the situation?
4. The girl was (paralysis, paralyze, paralyzed) after the accident.
5. (Senility, Senile) is a problem of older people.
6. Where are you (injury, injure, injured)?
7. Did the doctors (diagnosis, diagnose) the condition?
8. That patient was (exhaustion, exhausted).
9. There is some (drainage, drain) from the wound.
10. Bill has to (urine, urinate).
XX. On the following picture, point to these things:

- crutch
- compress
- cast
- doctor
- stretcher
- sling
- Kardex
- splint
- nursing assistant
- traction
XXI. Memory Game: Study the illustration on Page 20, then try to answer the following questions.

1. In what position is the patient in the room with the flowers?
2. How many children are in the picture?
3. Where is the nurse?
4. What is the nursing assistant doing?
5. Who is in a wheelchair?
6. What is on the table in the lobby?
7. Where are the Kardex forms?
8. Name three things in the picture with wheels?

XXII. Labelling Game:
A) Study the full page illustration on Page 6.
B) Label the picture on Page 20 with as many terms as you can remember.
C) Check your labels against the original illustration on Page 6.
VESL VOCABULARY EXERCISES: NURSING ABBREVIATIONS

I. Following are just a few of the common abbreviations used by nursing assistants. Study them and then do the exercises.

@ at
è with
© without
– after
è each, every
h hour
B.M. bowel movement
BRP bathroom privileges
B.P. blood pressure
cc cubic centimeters
I & O intake and output
I.V. intravenous
PO by mouth
NPO nothing by mouth
PRN as desired or needed
T.P.R. temperature, pulse, respiration
wt. weight
NA nursing assistant
LPN licensed practical nurse
RN registered nurse
PT physical therapist or therapy
DC discontinue
ROM range of motion
BR bed rest
HS hour(s) of sleep
L.M.P. last menstrual period
Fx fracture

II. Write the abbreviations for these words and phrases: EXAMPLE: @ at

1. _____ with
2. _____ hour
3. _____ licensed practical nurse
4. _____ cubic centimeter
5. _____ bed rest
6. _____ each, every
7. _____ physical therapy
8. _____ nothing by mouth
9. _____ intravenous
10. _____ after
III. Write or say orally what the abbreviation stands for:

Example: @ at

1. RN
2. BRP
3. wt.
4. I & O
5. ROM
6. $%
7. T.P.R.
8. B.M.
9. B.P.
10. PRN

IV. Circle at least 5 abbreviations on the Kardex form on the next page and explain what they stand for.
### DIET

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>BATH:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLETE BED REST</td>
<td>BATH PATIENT</td>
</tr>
<tr>
<td>BED REST</td>
<td>PARTIAL</td>
</tr>
<tr>
<td>B.A.P</td>
<td>BATH SELF</td>
</tr>
<tr>
<td>UP AD LIB</td>
<td>TUB</td>
</tr>
<tr>
<td>SPECIAL EQUIPMENT OR PROSTHESIS</td>
<td>SHOWER</td>
</tr>
</tbody>
</table>

### NOURISHMENT - SPECIAL FEEDING

<table>
<thead>
<tr>
<th>SPECIAL EQUIPMENT OR PROSTHESIS</th>
<th>SPECIAL TESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPECIAL EQUIPMENT OR PROSTHESIS</td>
<td>SPECIAL TESTS</td>
</tr>
</tbody>
</table>

### ALLERGIES

<table>
<thead>
<tr>
<th>I &amp; O</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLINITEST</td>
</tr>
<tr>
<td>WEIGHT</td>
</tr>
<tr>
<td>B.P.</td>
</tr>
<tr>
<td>T.R.A.</td>
</tr>
</tbody>
</table>

### X-RAY

<table>
<thead>
<tr>
<th>LAB TESTS</th>
</tr>
</thead>
</table>

### IV'S

<table>
<thead>
<tr>
<th>DATE</th>
<th>DC</th>
<th>STANDING MEDICATIONS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>DC</th>
<th>PRN MEDICATIONS</th>
</tr>
</thead>
</table>

**TREATMENTS - STANDING & PRN**
V. On the following page, there is another Kardex form. Use the chart (Kardex) to do these activities:

A) Identify as many abbreviations as possible.
B) Make a list of as many of the vocabulary terms as you can recognize on the Kardex.
C) Make a list of other words on the Kardex that you do not know or understand.
   1) Look up these new words in a dictionary.
   2) Learn to pronounce the new words.
D) Write the heading for the part of the Kardex where the following terms are found. EXAMPLE:
   seizure precautions  monitoring

   1. physical therapy
   2. date of last B.M.
   3. isolation
   4. up ad lib
   5. allergies
   6. feed self
   7. B.P. ̅
   8. dangle
   9. shower
   10. incontinent
## Patient Care Plan

### Personal History
- **Name:** [Name]
- **Date of Birth:** [DOB]
- **Surgical Status (Circle):** [U/S W D Sep]
- **History of Illness:** [History]
- **Allergies:** [Allergies]

### Physical Traits
- **Height:** [Height]
- **Weight:** [Weight]
- **Blood Pressure:** [BP]
- **Temperature:** [Temp]
- **Pulse:** [Pulse]
- **Respiratory Rate:** [RR]
- **Oxygen Saturation:** [SpO2]

### Nutritional/Fuid Balance

#### Diet
- **Date:** [Date]
- **Type:** [Type]
- **Intake:** [Intake]
- **Output:** [Output]
- **Tube feeding:** [Tube]
- **Nourishment:** [Nourishment]

#### Mobility
- **Up & Down:** [Up & Down]
- **Bedrest:** [Bedrest]
- **Sitting:** [Sitting]
- **Wearing Wheelchair:** [Wheelchair]
- **Walking:** [Walking]

#### Fluid Balance
- **I & O:** [I & O]
- **24 Hour Restrict:** [Restrict]
- **Intake:** [Intake]
- **Output:** [Output]
- **Turns:** [Turns]

### Assistance Required

#### Physical Therapy
- **Oc&Therapy:** [Oc&Therapy]
- **Speech Therapy:** [Speech Therapy]
- **Vocational Therapy:** [Vocational Therapy]

#### Isolation
- **Type:** [Type]
- **Date In:** [Date In]
- **Date Out:** [Date Out]

### Resources
- **Physician:** [Physician]
- **Nurse:** [Nurse]
- **Social Worker:** [Social Worker]

### Safety Needs
- **Side Rails:** [Side Rails]
- **Restraints:** [Restraints]
- **Skin Tests:** [Skin Tests]

### Social Service
- **Recent Discharge:** [Recent Discharge]
- **Special Representation:** [Special Representation]

### Evaluation

#### Behavioral Health
- **Discharge Planning Assessment:** [Assessment]

#### Discharge Preparation
- **DCP by Nursing:** [DCP by Nursing]
- **DCP Team Referral:** [DCP Team Referral]

### Signature
- **Signature:** [Signature]
CNA Test 3

Vocabulary Matching

1. drape a. hanging down
2. emesis b. water injection into rectum
3. decubitus ulcer c. agent used to kill germs
4. discharge d. act of identifying disease
5. dangling e. act of vomiting
6. dilate f. bedsore
7. edema g. to enlarge
8. disinfectant h. cover
9. diagnosis i. carried out as patient leaves facility
10. enema j. excessive fluid in tissues

What Do They Mean?

1. check the Kardex a. arrange a certain way
2. vital signs b. record
3. oral c. raise
4. remove your jewelry d. secured at night
5. head of the bed e. look at patient's records
6. position f. group of symptoms
7. chart g. temperature, pulse, blood pressure
8. elevate h. front part
9. disease i. take off earrings, etc.
10. side rails j. pertaining to the mouth
I. Every job has rules for safety to protect the workers and others within the job environment. Here are some things a nursing assistant can do to maintain a safe work environment:

1. Assist in case of fire or disaster.
2. Clean up spilled water, food, etc. right away.
3. Report defective equipment (anything that is not working correctly).
4. Apply restraints properly for the safety of the patients.
5. Avoid transmitting (passing along) infection by hands, uniform, food, equipment, linen, etc.
6. Keep hallways and stairways clear.
7. Be alert to unusual behavior in patients.
8. Keep floors clear of toys, newspapers, electrical cords, etc.
II. Write the number of the safety rule which applies to each of the following situations.

1. ___ Mr. Brown was smoking in bed and the sheet caught on fire.
2. ___ The old man in the wheelchair is slipping.
3. ___ Ms. Rodriguez threw the newspaper on the floor after she finished reading it.
4. ___ Johnny knocked over a glass of water.
5. ___ There are a stretcher, a cleaning cart, and two wheelchairs in the hallway.
6. ___ Mrs. Lee's buzzer isn't working.
7. ___ Sara didn't wash her hands before changing the dressing.
8. ___ Mr. Kowalski is pulling on the IV tube in his arm.
9. ___ Ms. Grossman is extremely restless this evening.
I. Look at the column labelled "Job Skills" on the chart on Page 38. Write or name some common duties of a nursing assistant, starting with the word given. EXAMPLE:

1. Transfers cold applications, gives treatments as directed, for example: heat and cold applications as directed, for example: heat and cold applications.

2. Records

3. Prepares

4. Monitors

5. Assists

6. Provides

7. Serves

8. Uses

9. Collects
Nursing Assistant

Related Basic Skills

MATHMATICS
- Uses addition, subtraction, multiplication, and division. To measure pulse rate, intake and output.
- Converts measurements into metrics and vice versa.

SCIENCE
- Identifies the basic organization of the human body, its systems, structure, and functions.
- Applies the knowledge of gravity, movement, force and counterforce to nursing care.
- Uses the principles of cleanliness to prevent the spread of disease.
- Identifies the principles of nutrition and how disease is prevented or controlled through diet.

COMMUNICATIVE ARTS
- Uses correct medical language and abbreviations.
- Uses computer skills. For example: enters and receives patient information and orders supplies.
- Writes clearly and precisely on patients' charts and forms using correct grammar and spelling.
- Uses appropriate verbal and non-verbal communication with patients, co-workers, and supervisors.
- Reads materials related to the job.

Job Skills

- Provides personal care for patient, for example: bath, mouth and nail care, and back rubs.
- Measures body temperature, pulse, respiration, blood pressure, alertness, height, and weight.
- Prepares the patient for mealtime; serves trays; feeds and/or assists the patient in eating; and measures intake and output.
- Uses proper body mechanics when lifting, moving, or positioning the patient and when making the patient's bed.
- Gives treatments as directed, for example: heat and cold applications.
- Provides care for patient in a cast or traction; assists patient in performing joint motion exercises.
- Collects samples from bladder, bowel, and lungs; performs routine tests.
- Provides a clean, safe environment for the patient; monitors proper functioning of health care equipment.
- Provides basic emergency care. For example: first aid and CPR (cardiopulmonary resuscitation).
- Assists the licensed nurse in admitting and sending the patient home from the nursing unit, or transferring the patient from one room or unit to another.
- Provides supportive care for the dying patient and family; cares for the body after death.
- Reports, records, and acts upon all patient observations promptly and accurately.

Responsibility Skills

- Speaks and acts according to the rules and laws governing health care, for example: respects the patient's privacy.
- Works as a health care team member.
- Demonstrates respect for others' points of view.
- Demonstrates punctuality, dependability, and honesty.
- Follows instructions.
- Uses initiative and imagination to solve problems within the scope of the job.
- Maintains a neat and clean appearance and dresses appropriately.
- Works well under pressure; copes with differing work situations; accepts change and makes adjustments.
- Organizes work to promote effective and efficient use of time.
- Maintains good health.
- Displays sensitivity for how a person's background, especially culture, influences actions and reactions in the health care setting.
II. Name six things a nursing assistant measures.
1. 
2. 
3. 
4. 
5. 
6. 

III. What does a nursing assistant use body mechanics for? Circle the letter of all correct answers.
A) lifting
B) collecting sputum specimens
C) positioning a patient
D) making a bed
E) admitting a patient
F) moving a patient
### CNA Test 4

**Vocabulary Matching**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>geriatrics</td>
<td>a. need to vomit</td>
</tr>
<tr>
<td>2</td>
<td>negligence</td>
<td>b. IV</td>
</tr>
<tr>
<td>3</td>
<td>inflammation</td>
<td>c. separated</td>
</tr>
<tr>
<td>4</td>
<td>medication</td>
<td>d. break in bone</td>
</tr>
<tr>
<td>5</td>
<td>intravenous infusion</td>
<td>e. tissue reaction to injury</td>
</tr>
<tr>
<td>6</td>
<td>nutrition</td>
<td>f. equipment used to sustain life</td>
</tr>
<tr>
<td>7</td>
<td>fracture</td>
<td>g. used for treatment of disease</td>
</tr>
<tr>
<td>8</td>
<td>life support system</td>
<td>h. food for growth and repair</td>
</tr>
<tr>
<td>9</td>
<td>nausea</td>
<td>i. failure to give care</td>
</tr>
<tr>
<td>10</td>
<td>isolation</td>
<td>j. care of the elderly</td>
</tr>
</tbody>
</table>

**What Do They Mean?**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>hand me</td>
<td>a. 98.6</td>
</tr>
<tr>
<td>2</td>
<td>so far</td>
<td>b. right now</td>
</tr>
<tr>
<td>3</td>
<td>assignment sheet</td>
<td>c. bedclothes</td>
</tr>
<tr>
<td>4</td>
<td>strip the bed</td>
<td>d. bendable</td>
</tr>
<tr>
<td>5</td>
<td>look out!</td>
<td>e. large discharge of blood</td>
</tr>
<tr>
<td>6</td>
<td>temperature is normal</td>
<td>f. up to this time</td>
</tr>
<tr>
<td>7</td>
<td>linen</td>
<td>g. be careful</td>
</tr>
<tr>
<td>8</td>
<td>flexible</td>
<td>h. list of duties</td>
</tr>
<tr>
<td>9</td>
<td>hemorrhage</td>
<td>i. give me</td>
</tr>
<tr>
<td>10</td>
<td>for the time being</td>
<td>j. take off the linens</td>
</tr>
</tbody>
</table>
XVII. Crossword Puzzle: MEDICAL PROBLEMS

ACROSS CLUES

4. AIR OR MATTER BLOCKING A BLOOD VESSEL
5. A DISEASE OF THE JOINTS
6. A TISSUE OR ORGAN PUSHING THROUGH SURROUNDING WALLS
7. AN ABNORMAL CONDITION OF THE BODY
8. ILLNESS
9. SWELLING

DOWN CLUES

1. AN ABNORMAL GROWTH
2. DISEASE WITH INABILITY OF BODY TO USE SUGAR
3. A RESPIRATORY DISEASE
4. DISEASE OF THE NERVOUS SYSTEM
5. HYPERSENSITIVITY TO A CONDITION OR SUBSTANCE
6. RED BUMPS OR BLOTCHES ON THE SKIN
VESL VOCABULARY EXERCISES: NURSING ASSISTANT TERMINOLOGY

XVIII. Put the words of the definition in the correct order.
EXAMPLE: extend: out/straighten/to
to straighten out

1. senility: because/weakness/and/aging/mind/of/body/in

2. ambulatory: walk/to/able

3. arrest: function/of/the/sudden/a/stopping

4. injury: or/damage/a/wound/to/person/a

5. medication: a/drug/substance/medical/or

6. range of motion: joints/of/to/movement/extent/the/fullest

7. culture: for/test/a/microorganisms

8. elimination: removal/body/the/of/wastes/from/the

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Vocabulary Matching

1. bacteria a. hard covering
2. communicable b. wrap with cloth
3. bladder c. taking a sample
4. cardiac arrest d. correct use of muscles
5. body mechanics e. awake
6. bandage f. sac that holds urine
7. cast g. heart attack
8. culturing h. transferable
9. chronic i. simple microbes
10. conscious j. persisting for a long time

What Do They Mean?

1. look it up a. get enough
2. at all b. lock the bed rails
3. got over c. falling
4. drape d. recovered
5. slipping e. change position
6. secure the rails f. less difficult
7. meet your needs g. bothered
8. adjust it h. none
9. easier i. to cover
10. disturbed j. find something in the chart
XIX. Word Forms

A) Many of the nursing assistant terms will sometimes be used in slightly different form. Instead of the action word (verb), there may be a description (adjective), or a name for a situation or process (noun).

EXAMPLE: Kelly ambulates with assistance.  
                      (verb)  
Kelly is an ambulatory patient.  
                      (adjective)  
Early ambulation after surgery is usually helpful for recovery.  
                      (noun)

B) Study these nouns, verbs, and adjectives in the following list.

<table>
<thead>
<tr>
<th>NOUN</th>
<th>VERB</th>
<th>ADJECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>dilation</td>
<td>dilate</td>
<td>dilated</td>
</tr>
<tr>
<td>fracture</td>
<td>fracture</td>
<td>fractured</td>
</tr>
<tr>
<td>injury</td>
<td>injure</td>
<td>injured</td>
</tr>
<tr>
<td>medication</td>
<td>medicate</td>
<td>medicated</td>
</tr>
<tr>
<td>constriction</td>
<td>constRICT</td>
<td>constriicted</td>
</tr>
<tr>
<td>assessment</td>
<td>assess</td>
<td>assessed</td>
</tr>
<tr>
<td>constipation</td>
<td>constipate</td>
<td>constipated</td>
</tr>
<tr>
<td>paralysis</td>
<td>paralyze</td>
<td>paralyzed</td>
</tr>
</tbody>
</table>
VESL VOCABULARY EXERCISES: NURSING ASSISTANT TERMINOLOGY

XIX. C) Sometimes there are only two commonly used forms:

<table>
<thead>
<tr>
<th>NOUN</th>
<th>VERB</th>
<th>ADJECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>rectum</td>
<td>----</td>
<td>rectal</td>
</tr>
<tr>
<td>senility</td>
<td>----</td>
<td>senile</td>
</tr>
<tr>
<td>diagnosis</td>
<td>diagnose</td>
<td>----</td>
</tr>
<tr>
<td>urine</td>
<td>urinate</td>
<td>----</td>
</tr>
<tr>
<td>drainage</td>
<td>drain</td>
<td>----</td>
</tr>
<tr>
<td>exhaustion</td>
<td>----</td>
<td>exhausted</td>
</tr>
<tr>
<td>assistance</td>
<td>assist</td>
<td>----</td>
</tr>
<tr>
<td>assistant</td>
<td>assist</td>
<td>----</td>
</tr>
</tbody>
</table>

D) Exercise: Underline the correct form of the term.

1. Tom came to the hospital with a (fracture, fractured) pelvis.
2. The doctor prescribed different (medication, medicate, medicated) for the patient.
3. What is your (assessment, assess, assessed) of the situation?
4. The girl was (paralysis, paralyze, paralyzed) after the accident.
5. (Senility, Senile) is a problem of older people.
6. Where are you (injury, injure, injured)?
7. Did the doctors (diagnosis, diagnose) the condition?
8. That patient was (exhaustion, exhausted).
9. There is some (drainage, drain) from the wound.
10. Bill has to (urine, urinate).
XX. On the following picture, point to these things:

- crutch
- compress
- cast
- doctor
- stretcher
- Kardex
- sling
- splint
- nursing assistant
- traction
XXI. Memory Game: Study the illustration on Page 20, then try to answer the following questions.

1. In what position is the patient in the room with the flowers?
2. How many children are in the picture?
3. Where is the nurse?
4. What is the nursing assistant doing?
5. Who is in a wheelchair?
6. What is on the table in the lobby?
7. Where are the Kardex forms?
8. Name three things in the picture with wheels?

XXII. Labelling Game:
A) Study the full page illustration on Page 6.
B) Label the picture on Page 20 with as many terms as you can remember.
C) Check your labels against the original illustration on Page 6.
VESL VOCABULARY EXERCISES: NURSING ABBREVIATIONS

I. Following are just a few of the common abbreviations used by nursing assistants. Study them and then do the exercises.

@ at
C with
S without
A after
Q each, every
H hour
B.M. bowel movement
BRP bathroom privileges
B.P. blood pressure
CC cubic centimeters
I & O intake and output
I.V. intravenous
PO by mouth
NPO nothing by mouth
PRN as desired or needed
T.P.R. temperature, pulse, respiration
WT. weight
NA nursing assistant
LPN licensed practical nurse
RN registered nurse
PT physical therapist or therapy
DC discontinue
ROM range of motion
BR bed rest
HS hour(s) of sleep
L.M.P. last menstrual period
Fx fracture

II. Write the abbreviations for these words and phrases: EXAMPLE: @ at

1. _____ with
2. _____ hour
3. _____ licensed practical nurse
4. _____ cubic centimeter
5. _____ bed rest
6. _____ each, every
7. _____ physical therapy
8. _____ nothing by mouth
9. _____ intravenous
10. _____ after
III. Write or say orally what the abbreviation stands for:

EXAMPLE: @ at

1. RN
2. BRP
3. wt.
4. I & O
5. ROM
6. 3
7. T.P.R.
8. B.M.
9. B.P.
10. PRN

IV. Circle at least 5 abbreviations on the Kardex form on the next page and explain what they stand for.
<table>
<thead>
<tr>
<th>DATE</th>
<th>OC</th>
<th>STANDING MEDICATIONS</th>
<th>DATE</th>
<th>OC</th>
<th>STANDING MEDICATIONS</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

**SPECIAL EQUIPMENT OR SPECIAL TESTS**

- C.B.
- C.T.
- WEIGHT
- X-RAY
- LAB TESTS
- B.P.
- G.P.
- NUTRITION
- B.P.
- WEIGHT
- X-RAY
- LAB TESTS

**DIET**

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VESL VOCABULARY EXERCISES: NURSING ABBREVIATIONS

V. On the following page, there is another Kardex form. Use the chart (Kardex) to do these activities:

A) Identify as many abbreviations as possible.

B) Make a list of as many of the vocabulary terms as you can recognize on the Kardex.

C) Make a list of other words on the Kardex that you do not know or understand.

   1) Look up these new words in a dictionary.
   2) Learn to pronounce the new words.

D) Write the heading for the part of the Kardex where the following terms are found. EXAMPLE:

   seizure precautions monitoring

   1. physical therapy
   2. date of last B.M.
   3. isolation
   4. up ad lib
   5. allergies
   6. feed self
   7. B.P. व
   8. dangle
   9. shower
   10. incontinent
### PERSONAL HISTORY

- Status (Circle)
  - S
  - W
  - D

### PHYSICAL TRAITS

- **Height:**
- **Weight:**
- **Sweater:** Non-Sweater
- **Handed:** L Handed

### NUTRITION/FLUID BALANCE

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Diet</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

### MOBILITY

<table>
<thead>
<tr>
<th>Task</th>
<th>1 &amp; 0 g</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>cc</td>
</tr>
</tbody>
</table>

### ISOLATION

- **Type:**

### OCCUPATIONAL THERAPY

### SOCIAL SERVICE

### SPEECH THERAPY

### PHYSICAL THERAPY

### REHABILITATION

### BEHAVIORAL HEALTH

### DISCHARGE PLANNING AGREEMENT

- **YES**
- **NO**

### SIGNATURE

### BEST COPY AVAILABLE

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CNA Test 3

Vocabulary Matching

1. drape  a. hanging down
2. emesis  b. water injection into rectum
3. decubitus ulcer  c. agent used to kill germs
4. discharge  d. act of identifying disease
5. dangling  e. act of vomiting
6. dilate  f. bedsore
7. edema  g. to enlarge
8. disinfectant  h. cover
9. diagnosis  i. carried out as patient leaves facility
10. enema  j. excessive fluid in tissues

What Do They Mean?

1. check the Kardex  a. arrange a certain way
2. vital signs  b. record
3. oral  c. raise
4. remove your jewelry  d. secured at night
5. head of the bed  e. look at patient's records
6. position  f. group of symptoms
7. chart  g. temperature, pulse, blood pressure
8. elevate  h. front part
9. disease  i. take off earrings, etc.
10. side rails  j. pertaining to the mouth
I. Every job has rules for safety to protect the workers and others within the job environment. Here are some things a nursing assistant can do to maintain a safe work environment:

1. Assist in case of fire or disaster.
2. Clean up spilled water, food, etc. right away.
3. Report defective equipment (anything that is not working correctly).
4. Apply restraints properly for the safety of the patients.
5. Avoid transmitting (passing along) infection by hands, uniform, food, equipment, linen, etc.
6. Keep hallways and stairways clear.
7. Be alert to unusual behavior in patients.
8. Keep floors clear of toys, newspapers, electrical cords, etc.
VESL VOCABULARY EXERCISES: SAFETY

II. Write the number of the safety rule which applies to each of the following situations.

1. _____ Mr. Brown was smoking in bed and the sheet caught on fire.
2. _____ The old man in the wheelchair is slipping.
3. _____ Ms. Rodriguez threw the newspaper on the floor after she finished reading it.
4. _____ Johnny knocked over a glass of water.
5. _____ There are a stretcher, a cleaning cart, and two wheelchairs in the hallway.
6. _____ Mrs. Lee's buzzer isn't working.
7. _____ Sara didn't wash her hands before changing the dressing.
8. _____ Mr. Kowalski is pulling on the IV tube in his arm.
9. _____ Ms. Grossman is extremely restless this evening.
VESL VOCABULARY EXERCISES: JOB SKILLS

I. Look at the column labelled "Job Skills" on the chart on Page 38. Write or name some common duties of a nursing assistant, starting with the word given. **EXAMPLE:**

Gives ______ treatments as directed, for example: heat and ______ cold applications

1. Transfers ______

2. Records ______

3. Prepares ______

4. Monitors ______

5. Assists ______

6. Provides ______

7. Serves ______

8. Uses ______

9. Collects ______
Nursing Assistant

Related Basic Skills

MATHEMATICS
- Uses addition, subtraction, multiplication, and division. To measure pulse rate, intake and output.
- Converts measurements into metric and vice versa.

SCIENCE
- Identifies the basic organization of the human body, its systems, structure, and functions.
- Applies the knowledge of gravity, movement, force and counter force to nursing care.
- Uses the principles of cleanliness to prevent the spread of disease.
- Identifies the principles of nutrition and how disease is prevented or controlled through diet.

COMMUNICATIVE ARTS
- Uses correct medical language and abbreviations.
- Uses computer skills. For example: enters and receives patient information and orders supplies.
- Writes clearly and accurately on patients' charts and forms using correct grammar and spelling.
- Uses appropriate verbal and non-verbal communication with patients, co-workers, and supervisors.
- Reads materials related to the job.

Job Skills

- Provides personal care for patient, for example: bath, mouth and nail care, and back rubs.
- Measures body temperature, pulse, respiration, blood pressure, alertness, height, and weight.
- Prepares the patient for mealtime; serves trays; feeds and/or assists the patient in eating; and measures intake and output.
- Uses proper body mechanics when lifting, moving, or positioning the patient and when making the patient's bed.
- Gives treatments as directed, for example: heat and cold applications.
- Provides care for patient in a cast or traction; assists patient in performing joint motion exercises.
- Collects samples from bladder, bowel, and lungs; performs routine tests.
- Provides a clean, safe environment for the patient, monitors proper functioning of health care equipment.
- Provides basic emergency care. For example: first aid and CPR (cardiopulmonary resuscitation).
- Assists the licensed nurse in admitting and sending the patient home from the nursing unit, or transferring the patient from one room or unit to another.
- Provides supportive care for the dying patient and family; cares for the body after death.
- Reports, records, and acts upon all patient observations promptly and accurately.

Responsibility Skills

- Speaks and acts according to the rules and laws governing health care, for example: respects the patient's privacy.
- Works as a health care team member.
- Demonstrates respect for others' points of view.
- Demonstrates punctuality, dependability, and honesty.
- Follows instructions.
- Uses initiative and imagination to solve problems within the scope of the job.
- Maintains a neat and clean appearance and dresses appropriately.
- Works well under pressure; copes with differing work situations; accepts change and makes adjustments.
- Organizes work to promote effective and efficient use of time.
- Maintains good health.
- Displays sensitivity to how a person's background, especially culture, influences actions and reactions in the health care setting.
II. Name six things a nursing assistant measures.

1. 
2. 
3. 
4. 
5. 
6. 

III. What does a nursing assistant use body mechanics for? Circle the letter of all correct answers.

A) lifting
B) collecting sputum specimens
C) positioning a patient
D) making a bed
E) admitting a patient
F) moving a patient
CNA Test 4

Vocabulary Matching

1. geriatrics
   - a. need to vomit
2. negligence
   - b. IV
3. inflammation
   - c. separated
4. medication
   - d. break in bone
5. intravenous infusion
   - e. tissue reaction to injury
6. nutrition
   - f. equipment used to sustain life
7. fracture
   - g. used for treatment of disease
8. life support system
   - h. food for growth and repair
9. nausea
   - i. failure to give care
10. isolation
    - j. care of the elderly

What Do They Mean?

1. hand me
   - a. 98.6
2. so far
   - b. right now
3. assignment sheet
   - c. bedclothes
4. strip the bed
   - d. bendable
5. look out!
   - e. large discharge of blood
6. temperature is normal
   - f. up to this time
7. linen
   - g. be careful
8. flexible
   - h. list of duties
9. hemorrhage
   - i. give me
10. for the time being
    - j. take off the linens
Abbreviation (ah-BREE-vee-ay-shun)
shortened form of a word or phrase
Abdomen (AB-doh-men)area of trunk between thorax and pelvis

Abduction (ab-DUCK-shun)movement
away from midline or center
Abuse (ah-BYOUSE)improper treatment or
misuse
Accelerated (ack- SELL- er- av -ted) increased
motion, as in pulse or respiration
Accommodation (ah-KOM-moh-day-shun)
adjustment

Acidosis (ah -sih- DOH -sis) pathological
condition resulting from accumulation of acid
or depletion of alkaline reserves in the blood
and body tissues

Agent (AY-)ent)a person or substance by
which something is accomplished
Agitation (aj-ih-TAY-shun)a state in which
behavior is irregular and erratic
Aiding and abetting (AYD-ing and ah-BET-

of appetite for food

observed
A kinesia (ah-kih-NEE-zee-ah)abnormal absence or poverty of movement
Alcoholism (AL-koh-hall-izm)--a dependency on alcohol
Alignment (ah-LINE-ment)keeping a resident in proper position
Allergen (AL-er-jen)---substance that causes
sensitivity or allergic reactions

Anterior (an-TEER-ee-er)in anatomy, in

Allergies (AL-er-jeez)abnormal and individual hypersensitivities

(AIDS) (ah-KWIRED ih-MYO UN dih -FISH-

Alveoli (al- VEE-oh-lee)tiny air sacs that

rus (HIV)-'

Active listening (ACK-tiv LISS-en-ing)listening with personal involvement
Activities of daily living (ADL) (ack- TIV -ihtees of DAY-lee LIV-ing) (ay-dee-ell)the ac-

tivities necessary for the resident to fulfill
basic human needs

Acute (ah-KYOUT)having severe symptoms

Adaptations (ad-dap-TAY-shuns)adjustments
Adaptive equipment (ah-DAP-tiv ee-KWIP-

ment)items altered to make them easier to
use by those with functional deficits
Addison's disease (AD-ih-,sons dih-ZEEZ)
disease caused by the underfunctioning of the
adrenal glands
Adduction (ad-DUCK-shun)--movement toward midline or center
ADL (ay-dee-ell)activities of daily living

Admission (ad-MIH-shun)procedure carried out when patient first arrives at the facility

Adoptive parent (ah-DOP-tiv PAIR-ent)a
person who is a parent through a legal adoption procedure

Advance directive (ad-VANS dih-RECKtiv)a document signed before the diagnosis
of a terminal illness when the individual is
still in good health, indicating the person's

make up the bulk of the lungs

Alzheimer's disease (ALZ-high-mers dihZEEZ)a neurological condition in which
there is gradual loss of cerebral functioning
Ambulation (am-byou-LAY-shun)---ability to
walk
Ambulatory (A M-byou-lah- tor-ee)walking
about
AM care (ay-em kair)care given in the early
morning when the patient first awakens

Amenorrhea (ah-MEN-or-ree-ah)without
menstruation

Amino acid (ah- MEANoh AH-sid)basic
component of proteins
Amniocentesis (am-nee-oh-sen-TEE-sis)-transabdorninal perforation of the amniotic
sac to obtain a sample of the amniotic fluid
Amniotic fluid (am-nee-OT-ick FLEW-id)
fluid in which the fetus floats in the mother's
womb
Amniotic sac (am-nee-OT-ick sack)sac endosing the fetus suspended in amniotic fluid

Amputation (am-pyou-TAY-shun)removal of a limb or other body appendage
Anaerobic (an-er-OH-bick)organisms that
grow best where there is little oxygen
Anaphylaxis (an-ah-filt-LACK-sis)severe,
sometimes fatal, sensitivity reaction

Anatomy (ah-NAT-oh-mee)study of the

wishes regarding care during dying

structure of the human body
Ancillary (AN- sill - large) -- offering or providing help

Advocate (AD-voh-kit)one who promotes

Anemia (ah-NEE-mee-ah)deficiency of

the welfare of another
Aerobic (air-OH-bick)--microorganisms that
live best where plenty of oxygen is available
AFB (ay-eff-bee)acid-fast bacillus

Afterbirth (AF-ter-burth)the placenta
through which the unborn child is nourished
Agency (A Yien-see)a business or company

Anorexia (an- or- RECK - see- ah) Iack or loss

ing)not reporting dishonest acts that are

Acquired immune deficiency syndrome
en -see SIN-drohm)(ayds)an infectious disease caused by human immunodeficiency vi-

Angina pectoris (an-JYE-nah or AN-jih-nah
PECK-tor-is)--acute pain in the chest caused
by interference with the supply of oxygen to
the heart

quality or quantity of red blood cells in the
blood
Anesthesia (an-es-THEE-zee-ah)lose of feeling or sensation
Aneurysm (AN-you-rizm)sac formed by dilation of the wall of a blood vessel (usually an
artery) and filled with blood

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front of the coronal or ventral plane

Antibody (AN-tih-bod-ee)a protein that is
produced in the body in response to invasion
by a foreign agent. It reacts specifically with
the foreign agent

Anti-embolism hose (an-tih-EM-bohl-izm
hohz)elasticized stockings used to support
the leg blood vessels

Antipyretic (an-tih-pie-RET-ick)drug given to reduce an elevated body temperature
Antiseptic (an-tih-SEP-tick)anti-infectious
agent used on living tissue
Anuria (ah-NEW-ree-ah)no urine
Anus (AY-nus)--outlet of the rectum lying in
the fold between the buttocks

Apathy (AP-ah-thee)indifference; lack of
emotion

Apgar score (AP-gar skor)method for determining an infant's condition at birth by
scoring heart rate, respiratory effect, muscle
tone, reflex irritability, and color
Aphasia (ah-FAY-zee-ah)language impairment; loss of ability to comprehend normally
Apical pulse (AP-ih-kal pull) pulse rate taken by placing stethoscope over tip of heart
Apnea (ap-NEE-ah)--period of no respiration
Apprehensive (ap-ree-HEN-siv)f ear ful

Aquamatic K-Pads (ack-kwah-MAT-ick
KAY-pad)commercial unit for applying heat
or cold

ARC (AIDS related complex) (ay-are-see)
(ayds see-LAY-ted KOM- plex) -- conditions

suffered by persons who are HIV positive
before true onset of AIDS
Arrest (ah-REST)--to stop suddenly
Arteriosclerosis (are-tee -ree-o h-skl e h- R 0 H-

sis) general term meaning a narrowing of
the blood vessels, which can result in subse-

quent tissue hypoxia and degeneration and
hardening of the arterial walls and sometimes
of the heart valves

Artery (ARE-ter-ee)vessel through which
the blood passes away from the heart to various parts of the body
Arthritis (are-THRIGH-tis)joint inflammation
Asdtes (ah-SIGH-teen) fluid accumulation
in the abdomen
Asepsis (ah-SEP-sis)--without infection

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Glossary

Category-specific isolation precautions

(KAT-ih-gor-ee spinh-SIF-ick eye-soh-LAY-shun prah-KAW-shuns)—isolation precaution system that groups diseases that require similar isolation procedures

Catheter (KATH-ih-tur)—tube for evacuating or injecting fluids

Caustic agent (KAWS-ah-tiv AY-jent)—etiology of a specific disease process

Cell (SELL)—basic unit in the organization of living substances

Cellulose (SELL-you-lohs)—basic substance of all plant foods, which can supply the body with roughage

Celsius scale (SELL-see-us scale)—scale for measuring temperature

Centimeter (SEN-tih-mee-ter)—one-hundredth of a meter

Cerebellum (ser-EH-BELL-um)—portion of the brain lying beneath the occipital lobe; coordinates muscular activities and balance

Cerebrospinal fluid (ser-EH-broh-SPY-nal FLEW-id)—water cushion protecting the brain and spinal cord from shock

Cerebrovascular accident (ser-EH-broh-VASS-koo-lar ACK-sih-dent)—stroke; disorder of the blood vessels of the brain resulting in impaired cerebral circulation

Cerebrum (SER-eh-brurn)—largest part of the brain, consisting of two hemispheres separated by a deep longitudinal fissure; controls all mental activities

Cervical (SER-vih-kal)—pertaining to the neck

Cervix (SIR-vicks)—neck of the uterus

Chain of infection (chayn of in-FECK-shun)—process or events involved in the transmission and development of an infectious disease

Chancr (SHANG-ker)—shallow, craterlike lesion; primary lesion of syphilis

Character (of pulse) (KAIR-ack-ter of puls)—rhythm and volume of pulse

Chart—record of information concerning patient

Checking (CHEEK-ing)—storing food in one side of the mouth

Cheyne-Stokes respiration (chayn-stoikes res-pih-RAY-shun)—periods of apnea alternating with periods of dyspnea

CHF (SEE-ah-tick)—congestive heart failure

Cholecystectomy (koh-lee-SIS-tek-tom-ee)—surgical removal of a diseased gallbladder and stones

Cholecystitis (koh-lee-sis-TYE-tis)—inflammation of the gallbladder

Cholelithiasis (koh-lee-lih-THIGH-ah-sis)—formation of stones in the gallbladder

Chromosome (KROH-moh-sohm)—rod-shaped body appearing at time of cellular division in the nucleus; contains the genes or hereditary factors

Chronic (KRON-ick)—persisting over a long period of time

Chroniclogic (kron-oh-LOH-ick)—in sequential order by date or age

Chyme (KIGH-muh)—semiliquid form of food as it leaves the stomach

Chymopapaine (kigh-moh-pah-PAY-in)—an enzyme used to dissolve the protein in a ruptured disc

Circ O lectric® bed (sirk-oh-LET-ick-bed)—special kind of bed that is used when a patient cannot be turned within the bed

Circumcision (sirk-kum-SIJ-un)—removal of the end of the prepuce by a circular incision

Clean-catch urine specimen (kleen katch YOU-rah SPESS-ah-men)—sample of urine taken midstream after the patient has been specifically cleansed

Clean technique (kleen tek-NEEK)—technique that limits potential pathogens but does not ensure the destruction of all organisms

Client (KLIGH-ent)—resident

Client care record (KLIGH-ent kair RECORD)—documentation of care provided in the home situation

Climactic (kligh-MAK-ter-ick)—menopause; the combined phenomena accompanying cessation of the reproductive function in the female or diminution of genital activity in the male

Clinic (KLIGH-nick)—period of greatest intensity during sexual stimulation or intercourse

Clinical thermometer (KLIN-eh-kul ther-MOM-eh-tur)—instrument used to measure body temperature

Clitoris (KLIT-oh-ris)—small, cylindrical mass of erotic tissue; part of the external female reproductive organs analogous to the penis in the male

Closed bed (klohzd bed)—bed with sheets from the lactiferous glands of the mother before the onset of true lactation two or three days after delivery of a baby

Colopnhaphy (kohl-POOR-ah-fee)—surgery of the vagina; surgical procedure used to tighten vaginal walls

Comatose (KOM-mah-tohs)—unconscious; in a coma

Combining form (kom-BYN-ing form)—word part that can be used with other word parts to form a variety of new words

Comminated fracture (KOM-ih-new-ted FRACK-shur)—fracture in which the bone is broken or crushed into small pieces

Commode (kum-MOAD)—portable toilet

Communicable (kuhl-MYOU-nih-kahl)—capable of being transferred from one person to another directly or indirectly; for example, infectious disease

Communication (kuhl-myou-nih-KAY-shun)—exchanging messages

Compensation (kom-pen-SAY-shun)—in psychology, the act of seeking a substitute for something unacceptable or unattainable

Competency (KOM-pheh-ten-see)—capability

Complete fracture (kom-PLEEKT FRACK-shur)—separation of the ends of bone at the fracture site

Compound fracture (kom-pownd FRACK-shur)—fracture in which the broken bone protrudes through the skin

Comprehension (kom-prh-HEN-shun)—capacity of the mind for understanding

Compression fracture (kom-PRESH-un FRACK-shur)—fracture in which bone is crushed

Confidential (kon-fih-DEN-shuhl)—keeping what is said or written to oneself; private; nonsharing

Congenital (kon-JEN-ih-tal)—condition present at birth

Congestive heart failure (kon-JES-tiv hart FAIL-you)—condition resulting from cardiac output inadequately for physiological needs, with shortness of breath, edema, and abnormal retention of sodium and water in body tissues

Connective tissue (kuhl-NEEK-tiv TISH-yoo)—tissue that holds other tissues together and provides support for organs and other body structures

Constipation (kon-stih-PAY-shun)—difficulty in defecating

Constriction (kon-STRICK-shun)—narrowing; compression

Contaminated (kon-TAM-ih-nay-ted)—unclean; impure; soiled with germs

Continence (KON-ih-nens)—able to control elimination of feces and urine
Continuum (kon-TIN-you-um)—continuous related series of events or actions
Contract (KON-trakt)—agreement between two or more people, especially one that is written
Contracture (kon-TRACK-shur)—permanent shortening or contraction of a muscle due to spasm or paralysis
Contraindicated (kon-trah- IN-dih-kay-ted)—harmful remedy or treatment
Convalescent home (kon-vah-LESS-ent hohn)—long-term care facility
Convulsion (kon-VUL-shun)—involuntary muscle spasm
COPD (see-oh-pee-dee)—chronic obstructive pulmonary disease; for example, pulmonary emphysema
Coping (KOHP-ing)—handling or dealing with stress
Copulation (kop-you-LAY-shun)—sexual intercourse; coitus
Copulation (kop-you-LAY-shun)—sexual intercourse; coitus
Cornea (KOR-nee-ah)—transparent portion of the eye through which light passes
Coronary embolism (KOR-uh-nair-ee EM-boh-lizm)—blood clot lodged in a coronary artery
Coronary occlusion (KOR-uh-nair-ee uh-KLEW-zhum)—closing off of a coronary artery
Coronary thrombosis (KOR-uh-nair-ee throm-BOH-sis)—blood clot within the vessel
Cortex (KOR-tex)—outer portion of a kidney
Countertraction (kown-ter-TRACK-shun)—providing opposing balance to traction; used in reduction of fractures
Critical list (KRIT-ih-kul list)—list that patients are placed on when they are dangerously or terminally ill
Croupette (krew-PET)—type of crib that is enclosed to provide moisture and/or oxygen to an infant or child
Cryosurgery (kry-oh-SIR-jur-ee)—destruction of tissue by application of extreme cold
Culturing (KUL-tiour-ing)—taking a sample from the affected area to discover the cause of infection by growing the organisms
Cushing’s syndrome (KUSH-ingz SIN-drohm)—condition that results from an excess level of adrenal cortex hormones
Cuticle (KYOU-tih-kul)—base of the fingernail
CVA (see-vee-ay)—cerebrovascular accident
Cyanosis (sigh-ah-NOH-sis)—bluish skin discoloration caused by lack of oxygen
Cystitis (sis-TIE-tis)—inflammation of the urinary bladder
Cystocele (SIS-toh-seel)—bladder hernia
Cystoscopy (sis-TOS-koh-pee)—procedure using cystoscope for visualization of the urinary bladder, ureter, and kidney
Cytoplasm (SIGH-toh-plazm)—protoplasm of a cell outside the nucleus
Dangling (DANG-gling)—sitting up with legs hanging over the edge of the bed
Day care center (day kair SEN-ter)—place where senior citizens may go for various services
Debilitating (dee-BILL-ih-tayt-ing)—weakening
Debridement (day-BREED-ment)—to remove foreign material and devitalized tissue
Debris ( DAY-bris)—material and devitalized tissue
Debridement (day-BREED-ment)—removal of foreign material or devitalized tissue
Deconditioning (dee-kon-DISH-un-ing)—reversing a learned response
Deformation (def-e-MAY-shun)—something harmful to the good name or reputation of another; slander
Defecation (def-e-KAY-shun)—bowel movement that expels feces
Defense mechanism (dee-FENS MECK-ah-niz-em)—psychological reaction or technique in which an occurrence or observation is refused recognition as reality in order to avoid anxiety or pain
Degeneration (dee-jen-er-AY-shun)—deterioration of tissues from a more to less functional status
Degenerative joint disease (dee-JEN-er-ah-tiv joynt dih-ZEEZ)—deterioration of the tissues of the joints
Dehydration (dee-high-DRAY-shun)—excessive water loss
Delirium (dih-LEER-ee-um)—disordered mental condition in which speech is incoherent, fever may occur, and illusions, delusions, and hallucinations may be experienced
Delusion (dee-LEW-zhum)—false belief
Dementia (dee-MEN-she-ah)—progressive mental deterioration due to organic brain disease
Dendrite (DEND-ryt)—branch of a neuron that conducts impulses toward the cell body
Denial (dih-NIGH-ah)—unconscious defense mechanism in which an occurrence or observation is refused recognition as reality in order to avoid anxiety or pain
Denture (DEN-churz)—artificial teeth
Depilation (dee-PILL-ah-tor-ee)—substance used to remove body hair
Depreciate (dih-PREE-she-ayt)—treat as being of less value
Depressant (dee-PRESS-ant)—drug that slows down body functions
Depression (dee-PRESH-un)—morbid sadness or melancholy
Dermal ulcer (DER-mul UL-sir)—bed sore or decubitus ulcer
Development (dee-VEL-op-ment)—gradual growth
Developmental milestones (dee-vel-op-MEN-tal.MyL-stohns)—achieving specific skills at a particular age level
Developmental tasks (dee-vel-op-MEN-tal tasks)—in psychology, tasks that are normally carried out as steps in personality development
Diabetes mellitus (die-ah-BEE-teen MEL-lit-us)—disorder of carbohydrate metabolism
Diabetic coma (die-ah-BET-ick KOH-ma)—comatose state of acidosis due to diabetes mellitus
Diagnosis (die-ahg-NOH-sis)—art or method of identifying or recognizing a disease
Dialysis (die-AL-ih-ss)—diffusion of solutions through a semipermeable membrane, passing from an area of higher concentration to an area of lower concentration
Diaphoresis (die-ah-foh-REE-sis)—profuse sweating
Diarrhea (die-ah-REE-eh)—watery stool
Diastole (day-stuh-lee)—period during which the heart muscle relaxes and the chamber fills with blood
Diastolic pressure (die-ah-STOL-ic PRESS-ure)—refers to period of cardiac ventricular relaxation
Diathermy (DYE-ah-thir-mee)—treatment consisting of a learned response
Diathersy (DYE-ah-ther-see)—treatment with heat
Digestion (die-JEST-shun)—process of converting food into an assimilable form
Dilate (DIE-layt)—to enlarge, as capillaries
Dilation stage (die-LAY-shun stay)—stage of labor in which the opening to the cervix enlarges
Diplo- (DIP-loh)—arranged in pairs, such as diplococci; bacteria that are arranged in groups of two
Direct cause (of disease) (die-RECT kawz of dih-ZEEZ)—immediate or exact cause of a disease process
Directive (die-RECK-tiv)—serving or qualified to direct; statement of direction
Disability (die-ah-BILL-ih-tee)—persistent physical or mental defect or handicap
Discharge (dis-CHAR)—procedure carried out as the patient leaves the hospital
Disease (dih-ZEEZ)—definite marked process having a characteristic train of symptoms
Disease-specific isolation precautions (dih-ZEEZ spih-SIF-ick ey-oh-soh-LAY-shun pre-WAY-KAW-shuns)—system of isolation precautions that considers precautions for each disease individually
Disinfectant (dis-in-FECK-tant)—agent that
kills germs
Disinfection (dis-in-FECK-shun)—process of
destroying pathogenic organisms or agents
Disk—flat plate on which computer informa-
tion is stored
Disorientation (dis-oh-ree-en-TAY-shun)—
loss or recognition of time, place, or people
Displacement (dis-PLAY-Z-ment)—uncon-
scious defense mechanism in which an emo-
tion, such as anger, is directed at the wrong
person
Disposable (dis-POSE-ah-bul)—not reusable
after one use
Disruption (dis-RUP-shun)—interference
with the normal progress
Distal (DIS-tal)—farthest away
Distention (dis - TEN - shun) the
of the colon
Diverticula (die-ver-TICK-you-lah)—small
inflammation of diverticula
Diverticulosis (die-ver-tick-you-LOH-sis)
cardiac and respiratory arrest occur
Dorsal (DOR-sell)—posterior or
THOT-oh-cnee pih-Z1SH-en)person
back, knees flexed and slightly
Dorsal recumbent position
feet flat on bed
Double bagging (DUB-ul)—tech-
pointed up
Dorsiflexion (dor-sih-FLECK-shun)—toes
pointed up
Double bagging (DUB-ul)—technique in which a contaminated article is placed in a plastic bag that is then placed in a second protective covering to prevent transmission of infectious organisms
Drainage (DRAYN-al) —systematic with-
drawal of fluids and discharges from wounds,
sores, or body cavities
Drawsheet (DRAW-sheet) —sheet folded un-
der the patient and extending from above the
shoulder to below the hips
DRG (dee-are-ee) —diagnosis-related group-
ing
Drip chamber (drip CHAYM-ber) —part of the
IV equipment found between the bag of
solution and the tube leading to the patient
DSD (dee-ess-dee) — dry, sterile dressing
Due date (dew dayt) — expected date of deliv-
er
Duodenal ulcer (dew-oh-DEE-nul)—ulcer on the mucosa of the duodenum due to the
action of gastric juice
Dura mater (DEW-rah MAY-ter) —outer lay-
er of the brain and spinal cord
Dysentery (dis-KRAY-zee-ah) — abnormality
or disorder of the body
Dysmenorrhea (dis-men-oh-REE-shun) —pain-
ful menstruation
Dyspepsia (dis-PEP-see-ah) — indigestion
Dysphagia (dis-FAY-jee-ah) — difficulty in
swallowing
Dyspnea (DISP-nea) — difficult or labored
breathing
Dysuria (dis-YOU-ree-ah) — painful voiding
Edema (eh-DEE-mah) — excessive accumu-
lar of fluid in the tissues
Efface (eh-FAYS) — thinning of the cervix
during labor
Ejaculation (ee-jack-you-LAY-shun) — forcible,
sudden expulsion of semen from the
male penis
EKG (ee-kay-je) — electrocardiogram. See
Cardiogram
Elasticity (ee-las-TIS-ih-tee) — ability to
stretch
Electronic thermometer (ee-leek-TRON-ick)
ther-MOM-eh-ter) battery-operated clinical
thermometer that uses a probe and records
the temperature on a viewing screen in a few
seconds
Elimination (ee-lim-ih-NAY-shun) — excre-
tion; discharge from the body of indigestible
materials and of waste products of body metab-
olism
Embolus (EM-boh-lus) — mass of undissolved
material carried in the bloodstream and fre-
quently causing obstruction of a vessel
Emesis (EH-mee-sis) — act of vomiting
Emesis basin (EM-ee-sis BAY-sin) — utensil for
catching vomitus
Emollient (ee-MOL-ee-ent) — agent that soft-
ens and soothes the part when applied locally
Empathy (eh-mah-thee) — intellectual under-
standing of something in another person that
is foreign to one's self
Emphysema (eh-mih-SEE-mah) — chronic ob-
structive pulmonary disease in which the
alveolar walls are destroyed
Endocrine gland (EN-doh-kirin gland) — gland
that secretes hormonal substances directly into the
bloodstream; ductless gland
Endometrium (en-doh-MEE-tree-um) — mu-
cous membrane lining the inner surface of
the uterus
Endoscope (EN-doh-skohp) — instrument for
examining the interior of the body
Enema (EN-eh-mah) — injection of water into
the rectum and colon; used to help the bowels
eliminate feces
Epidermis (ep-ih-DER-mis) — top layer of skin
Epidiymis (ep-ih-DIT-ih-mis) — elongated,
cordlike structure along the posterior border
of the testes in which the sperm is
stored
Epilepsy (EP-ih-lep-see) — noninfectious dis-
order of the brain manifested by episodes of
motor and sensory dysfunction, which may or
may not be accompanied by convulsions and
unconsciousness
Epistomy (eh-pist-ee-OT-oh-mee) — incision
of the perineum at the end of the second stage
of labor to allow tearing of the perineum
Epithelium (ep-ih-THEE-lee-um) — tissues
characterized by tightly packed cells with a
minimum of intracellular material, forms epi-
dermis and lines all hollow organs and pas-
sages of respiratory, digestive, and genitouri-
inary systems
Equilibrium (ee-kwitt-LIB-ree-um) — sense of
balance
Erythrocyte (eh-RITH-roh-sight) — red blood
cell
Eschar (ES-icar) — slough of tissue produced
by burning or by a corrosive
Eschar (ES-icar) — slough of tissue produced
by burning or by a corrosive
Estrogen (ES-trop -jen) — hormone produced
by ovaries
Ethical code (ETH-ih-kal kohd) — rules of mor-
al, responsible conduct
Etiology (ee-tee-OL-oh-jee) — cause of a dis-
ease
Eustachian tube (you-STAY-kee-an)—
auditory tube; leads from the middle ear to
the pharynx
Evaluation (ee-val-you-AY-shun) — judgment
Eversion (ee-VER-zhun) — turning outward
Exchange list (ecks-CHAYNJ-
list) — list of measured foods that allows equiva-
ence between foods within a designated
food group
Excision (eck-SIZE) — remove by cutting
Excoriated (ecks-KOR-ee-ay-ved) — superficial
loss of substance such as that produced by
scratching the skin
Excrucia (ecks-KREE-ah) — excresions such as
fences
Expectator (eck-SPECK-toh-rayt) — to spit (to
bring up sputum)
Expiration (ecks-pih-RAY-shun) — exhalation
Expulsion stage (eck-SPUL-shun stage) —
stage of labor and delivery during which the
fetus is expelled
Extended care facility (ecks-TEN-dair kair
fah-SILL-th-tee) — long-term care facility
Extension (ecks-TEN-shun) — movement by
which the two ends of any jointed part are
drawn away from each other
External urinary meatus (ekst-TER-nal YOU-rin-air-ee mee-AY-tus)—opening to the outside of the urethra

Facility (health care) (fah-SILL-ih-tee (hell-th kair))—an agency that provides health care

Fahrenheit scale (FAH-ren-heightskal)—scale used in the United States and England to express temperature

Fallopian tube (fal-LOH-pee-an teb)—See Oviduct

False imprisonment (fawls im-PRIH-som-ent)—unlawfully restraining another

Fastening (FAST-ing)—act of not eating

Fats—nutrient used to store energy

Fecal impaction (FEE-kul im-PACK-shun)—condition in which feces are wedged tightly in the bowel

Feces (FEE-sees)—semisolid waste eliminated from the body

Femur (FEE-mur)—thigh bone

Fetoscopy (fee-TOS-koh-pee)—examination of the fetus while in utero

Fetus (FEE-tus)—child in utero from the third month to birth

Fever (FEE-ver)—abnormally high body temperature

First aid—emergency care and treatment of an injured person before complete medical and surgical care can be secured

Flagged—marked in a special way to call attention to it

Flatulence (FLAT-you-lens)—excessive gas in the stomach and intestines

Fatus (FLAY-tus)—gas or air in the stomach or intestines; air or gas expelled by way of any body opening

Flexible (FLECK-sih-bull)—ability to bend in different directions

Flexion (FLECK-shun)—decreasing the angle between two bones

Flora (FLOH-rah)—normal population of organisms found in a given area

Flowmeter (FLOH-mee-ter)—instrument for controlling gas flow in oxygen equipment

Flow rate (floh rayt)—rate at which oxygen or liquids are administered to the patient

Foley catheter (FOH-lee KATH-ee-ter)—indwelling catheter placed in the urinary bladder to remove urine continuously

Fomite (FOH-might)—any object contaminated with germs, and thus able to transmit disease

Footboard (FOOT-bord)—appliance placed at the foot of the bed so the feet rest firmly against it and are at right angles to the legs

Forcing fluids (FOR-sing FLEW-ids)—notion meaning the patient must be encouraged to take as much fluid as possible

Foreskin (FOR-skin)—prepuce; loose tissue covering the penis and clitoris

Fosterparent (FOS-ter PAIR-ent)—parent figure assigned by an agency

Fracture (FRACK-shur)—break in the continuity of bone

Frequency (FREE-kwen-seh)—occurrence repeated often

Fundus (FUN-dus)—portion of uterus superior to point of entrance of oviducts

Fungus (FUN-gus)—class of organisms to which mold and yeast belong

Fusion (FYOU-zhun)—combining into a single unit

Gait belt (gayt belt)—belt placed around the patient’s waist to assist in ambulation

Gallbladder (GAWL-blad-der)—small, sac-like organ in which bile is stored; found on the underside of the liver

Gangrene (G A NG-green)—death and putrefaction of body tissue caused by stoppage of circulation of blood to an area

Gastric (GAS-trick)—pertaining to the stomach

Gavage (gah-VAHZH)—feeding through a tube

General anesthetic (jen-er-al an-es-THET-ick)—gas that induces a state of unconsciousness and insusceptibility to pain

Genes (jeenz)—units of heredity arranged into a linear fashion along a chromosome

Gentian (jen-tih-tee-ah)—reproductive organs

Geriatrics (jer-ee-AT-riks)—study of the elderly

Geriatric (jer-ee-AT-rik)—pertain to the elderly

Geriatrics (jer-ee-AT-riks)—care of the elderly

Gerichair (jer-ee-chair)—chair or wheelchair with table or tray attached to it

Germs (jermz)—pathogenic microorganisms

Gestational age (jes-TAY-shun-al ay)—age of development of a new individual within the uterus from conception to birth

Glaucoma (glaw-KOH-mah)—increased intraocular pressure that ultimately results in loss of vision

Glomeruli (glih-MER-you-lee)—blood vessels that branch to form balls of capillaries in the cortex

Glossary (GLOSS-ah-ree)—alphabetical list of terms and explanations

Glucometer (glue-KOM-ee-ter)—instrument used to measure the level of blood sugar

Glucose (GLEW-kohs)—simple sugar; also called dextrose

Glycogen (GLIH-koh-jen)—polysaccharide that is the chief carbohydrate storage material

Glycosuria (glih-koh-S00-ree-ah)—sugar in the urine

Gonads (G0H-nads)—reproductive organs; ovaries and testes

Gonorrhea (gon-oh-REE-ah)—sexually transmitted disease that causes an acute inflammation

Grand mal seizure (grand mawl SEE-zhur)—major epileptic seizure attended by loss of consciousness and convulsive movements

Graphic chart (GRAF-ick chart)—patient care record on which vital signs and sometimes other information are recorded

Greenstick fracture (green-stick FRACK-shur)—breaking of a bone on one side only, most often seen in children

Groun (groyn)—depression between the thigh and trunk

Gurney (GUR-nee)—equipment used to transport a patient; a stretcher

Hallotis (hal-ih-TOH-sis)—offensive odor to breathe

Hallucination (hah-loo-sih-NAY-shun)—idea or perception that is not based on reality

Hand-over-hand technique (hand oh-ver hand tek-NEEK)—technique in which an instructor or care giver places his or her hand over the hand of a learner or patient to guide an activity

Harvest (HAR-vest)—to remove donor organs

Health (hellth)—state of physical, mental, and social well-being

Heart (hart)—hollow, muscular organ lying slightly to the left of the midline of the chest

Hematuria (hem -ah-TOO-ree-ah) —blood in the urine

Hemiplegia (hem-ee-PLEE-ee-ah)—paralysis on one side of the body

Hemoptysis (hee-MOP-ih-sis)—expectoration of blood

Hemorrhage (HEM-or-ij)—escape of blood from blood vessels

Hemorrhoids (HEM-or-oydz)—varicose veins in the rectum

Hepatitis B virus (HBV) (hep-ah-TIE-tis bee VB—rus)—organism that causes a serious form of infectious liver inflammation

Herniation (her-nee-AH-shun)—abnormal protrusion of an organ or other body structure
Hernia (HER-nee-ah)—protrusion or projection of a stomach organ through the wall or cavity that normally contains it
Herniorrhaphy (her-nee-OR-ah-fee)—surgical operation for hernia
Herpes simplex (HER-peez SIM-plex)—acute infectious viral disease
Hiatal hernia (high-AY-tal HER-nee-ah)—protrusion of a stomach portion through the esophageal hiatus or the diaphragm
Home health assistant (hohm hehl-ih ah-SIS-tant)—nursing assistant who practices under supervision in a client’s home
Home health assistant (hohm hellth ah-SIS-tent)--abnormal constriction of part of the intestinal tract that has herniated
Incentive spirometer (in-SEN-tiv spih-ROM-eh-ter)—apparatus that is used to encourage better ventilation
Incontinence (in-KON-th-nens)—inability to control defecation or urination
Incontinent (in-KON-th-nent)—act of defecating or urinating uncontrollably
Increase (IN-kreh-ment)—amount of increase in measurements
Indwelling catheter (IN-dwell-ing KATH-ih-ter)—Foley catheter that remains in the patient’s bladder to drain the urine
Infarction (in-FARK-shun)—death of tissue
Infection (in-FECK-shun)—invasion and multiplication of any organism and the damage caused by this in the body
Inferior (in-FEER-ee-or)—below another part
Inform (in-FERM)—one who is ill or unable to care for himself or herself
Inflammation (in-flah-MAY-shun)—tissue reaction to injury either direct or referred
Informed consent (in-FORMd kon-SENT)—permission given after full disclosure of the facts
Infusion (in-FYOU-rhuri)—introduction of a solution into a vein by gravity; for example, an intravenous infusion (IV)
Initiative (in-ISH-ee-ah-tiv)—action of taking the first step or initial action
Insertion (in-SIR-shun)—distal point of attachment of skeletal muscle
Inspiration (in-spih-RA Y-shun)—drawing of air into the lungs (inhalation)
Insulin (IN-soo-lin)—active antidiabetic hormone secreted by the islets of Langerhans in the pancreas
Insulin dependent diabetes mellitus (IDDM) (IN-soo-lin de-pen-dent di-ah-BEE-teez mel-ih-teem)—form of diabetes mellitus that requires insulin administration as part of the therapy
Intake and output (I & O) (IN-tayk and 0 I., T-en-shun) (eye & oh)—recording of the amount of fluid ingested and the amount of fluid expelled by a patient
Integument (in-TEC-you-went)—the skin
Interdisciplinary team (in-ter-DISS-th-piin-TEE-kwan)—group of different professionals who each contribute their expertise to the care of a single person
Intergroup relationships (in-ter-PER-son-al rih-LAY-shun-ships)—how people interact with each other
Intervention (in-ter-VEN-shun)—actions that influence the eventual outcome of a situation

Intimacy (IN-tih-mah-see)—feelings of closeness and familiarity

Intracranial pressure (in-tra-HRAY-nee-al PRESH-uhr)—pressure exerted within the cranium

Intravenous infusion (IV) (in-tra-VAY-nee-us ee-FYOU-zhun) (eye-vee)—nourishment given through a sterile tube into a vein

Intravenous infusion (IV) (in-tra-VAY-nee-us ee-FYOU-zhun) (eye-vee)—nourishment given through a sterile tube into a vein

Isostatic pressure (EYE-oh-stat-ik)—the pressure exerted within the cranium

Islets of Langerhans (EYE-lets of LANG-ger-huns) cells in the pancreas that produce insulin

Ishmic (iz-KMEEK)—deficient blood supply to body tissues

Ishemic (iz-KEM-ick)—having inadequate blood flow to an area

Islets of Langerhans (EYE-lets of LANG-ger-huns) cells in the pancreas that produce insulin

Isolation technique (eye-soh-LAY-shun tek-nih-nee) special procedures carried out to prevent the spread of infectious organisms from an infected person

Isotonic (eye-soh-TONE-ik)—type of environmentally controlled unit that is used to house a newborn infant

Iv standard (eye-vee STAN-dard)—pole usually made of stainless steel, that can be attached to the bed or stand on the floor

Jacksonian seizure (jack-SOH-nee-an SEE-zhun)—type of convulsive seizure that is a progression of involuntary clonic movements with retention of consciousness

Jaundice (JAWN-dis)—yellowing of the skin

Job description (job dih-SKRIP-shun)—duties and responsibilities involved in a position

Joint (joynt)—point of articulation between bones

Kidney (KID-nee)—two glandular, bean-shaped bodies, purplish-brown in color, situated in back of the abdominal cavity, one on each side of the spinal column, that excrete waste matter in the form of urine

Knee-chest position (nee-chest pooh-ZISH-un)—patient is positioned on abdomen with knees drawn up toward abdomen and with legs separated; arms are brought up and flexed on either side of the head that is turned to one side

Koran (kuh-RAN)—Muslim sacred book

Labor (LAW-bor)—physiological process by which the fetus is expelled from the uterus at term

Lactation (lack-TAY-shun) creating milk

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Labor (LAW-bor)—physiological process by which the fetus is expelled from the uterus at term

Lactation (lack-TAY-shun) creating milk

Led (LAW-d)—any oral or written definitive statement

Legal custody (LEE-gul KUS-toe-dee) condition of having the right to consent to hospitalization and of giving permission for procedures

Legal guardianship (LEE-gul GUR-dee-an) the right to make decisions for another person

Lesions (LEE-zhuns)—abnormal changes in tissue formation

Leukemia (loo-KEE-mee-ah) malignant disease of the blood-forming organs, characterized by abnormal proliferation and distortion of the leukocytes in the blood and bone marrow

Leukocyte (loo-KOHK-sight) white blood cell

Leukorrhea (loo-koh-REE-ah) white vaginal discharge

Lever (LEV-er)—bar or rodlike structure that operates on a fixed axis or fulcrum and is used to lift weight

Liable (LIE-ah-bul)—legally responsible

Libel (LIE-bul)—any oral or written defamatory statement

Licensed practical nurse (LPN); licensed vocational nurse (LVN) (LICE-enst FRACK-th-kul nurz) (el-peen-en); (LICE-enst voh-KAY-shun-al nurz) (el-peen-en)—graduate of one-year certificate program who must pass a state exam before being permitted to practice nursing

Libido (lih-BEE-doh)—sex drive

Life care facility (life kair fah-SILL-ih-thee)—apartment homes that offer health care and recreational facilities for the elderly

Life support system (life suh-PORT SIS-tum)—equipment needed to sustain life when vital signs are inadequate

Ligation (LIJ-ay-shun)—band of fibrous tissue that holds joints together

Lithotomy (LITH-oh-trip-see)—the crushing of calculi such as kidney stones

Liver (LITE-er)—equipment used to transport a patient; also called a gurney or stretcher

Living will (LIV-ing will)—written statement, usually by those who are terminally ill, requesting not to be kept alive on life support systems when their faculties have failed

Locate (LOH-kay) discharge from the uterus of blood, mucus, and tissue during the puerperal period

Logo (LOW-goh)—symbol that identifies a business, company, or organization

Long-term care facility (lawng turm kair fah-SILL-ih-thee)—facility that provides care for patients with long-standing disabilities; can be terminal care

Lubricant (LOO-brij-kan) substance applied to a part to improve the ease of movement between touching parts; also substances secreted by the body for the same purpose

Lumpectomy (lohm-PECK-ih-thee)—excision of abnormal tissue such as a "lump" in the breast

Lymph (limpf) fluid found in lymphatic vessels

Maceration (MACK-yuh)—flat, discolored spot on the skin

Maladaptive behavior (mah-ah-DAP-tiv bee-HAY-yoot)-—inappropriate reaction due to mental breakdown

Malignancy (mah-LIG-nan-see)—cancerous condition which, if left untreated, leads to death

Malignant (mah-LIG-nant)—cancerous

Malnutrition (mah-NEW-ih-ruhn)—lack of necessary food substances in the body, or improper absorption and distribution of them

Mail practice (mah-PRACK-tis)—poor or improper medical treatment; for example, when a nursing assistant gives improper care or care for which the nursing assistant has not been instructed

Mammography (MAM-moh-grahm)—X-ray examination of the breasts

Mastectomy (mas-TAY-kee-thee)—excision of the breast

Masturbation (mas-TOOR-BAY-thee)—sexual stimulation

Maternity (mah-TER-nee-thee)—related to pregnancy
Meatus (nee-AY-tus)—tubelike opening
Mechanical lift (mih-KAH-ik-lift)—apparatus used to assist in lifting and transferring a patient
Meconium (mih-KOH-nee-un)—first feces of the newborn infant which consists of salts, mucus, bile, and epithelial cells. Color is greenish-black to light brown
Medial (MEE-dee-al)—close to the midline of the body or structure
Medicaid (MED-ih-kayd)—federal and state-funded program that pays for medical costs for those whose income falls below a certain level
Medical asepsis (MED-ih-kul ah-SEP-sis)—procedures followed to keep germs from being spread from one person to another
Medicare (MED-ih-kair)—federal program that assists persons over 65 years of age with hospital and medical costs
Medulla (meh-DOOL-ah)—forms part of the brain stem
Medulla (of kidney) (meh-DOOL-ah) (of KID-nee)—renal pyramids
Melanin (MEL-att-nin)—dark pigment normally formed in the skin and hair
Membranes (MEM-brains)—tissue sheets that line the cavities
Menarche (meh-NAR-kee)—beginning of the menstrual function
Meninges (meh-NIN-jeez)—three-layered serous membrane covering the brain and spinal cord
Meningitis (men-in-JICH-tis)—inflammation of the meninges
Menopause (MEN-oh-pa wiz)—period when menstruation ceases; climacteric
Menorrhea (men-oh-RAY-ee-ah)—excessive bleeding during menstruation
Mestruation (men-stroo-AY-shun)—loss of menstrual blood from the uterus; menses
Mithot (meh-TOH-sis)—division of the cytoplasm and nucleus in the cell
Mobility (moh-BILL-ee-tee)—ability to move or to be moved easily from place to place
Monitor (MON-ih-tor)—apparatus that can observe and record information constantly
Morbid (mor-BID-ee-tee)—state of being diseased; conditions inducing disease
Moribund (MOR-ih-bund)—dying
Mortality rate (mor-TAL-ee-tee-ray)—proportion of deaths in the population
Mottling (MOT-ling)—discoloration of skin or irregular areas
Mucolytic (myou-koh-L1H-tick)—destroying or dissolving mucus
Mucous (MYOU-kus)—pertaining to or resembling mucus; also, secreting mucus
Mucous membranes; thick, sticky fluid
Multiple sclerosis (MUL-tih-pulk-skleh-ROH-sis)—disease characterized by hardened patches scattered throughout the brain and spinal cord that interfere with the nerves in those areas
Muscular tissue (MUSS-kyou-lar TISH-you)—tissue that has ability to shorten and lengthen
Muscular system (mih-oh-RAY-ee-ah)—system that provides room and board and some nursing care; also called convalescent home
Mycocardial infarction (mih-oh-KAR-dee-ah IN-FARK-shun)—formation of an infarct in the heart muscle due to interruption of the blood supply to the area
Mycocardium (mih-oh-KAR-dee-um)—heart muscle
Myopia (my-Oh-pee-ah)—nearsightedness
Myosocyte (myo-sayt)—cell of the nervous system
Nasogastric (NG) tube (nay-zoh-GAS-trick)—soft rubber or plastic tube that can be inserted through the nostril and into the stomach
Necrosis (neh-KROH-sis)—tissue death
Negligence (NEG-lih-jents)—failure to give care that is reasonably expected of a nursing assistant
Neonate (NEE-oh-nayt)—newborn baby
Neoplasm (nee-oh-PLAZ-ee-ah)—new growth; tumor
Neoplasia (NEE-oh-plazm)—new growth; tumor
Neoplasm (NEE-oh-plazm)—new growth; tumor
Neurotransmitter (new-roh-TRAN-sit-er)—chemical compound that transmits a nerve impulse across cells at a synapse
No-code order (no cohd OR-der)—an order not to resuscitate a patient
Nocturia (nocit-TUR-ee-ah)—excessive urine at night
Nontumoral (non-in-VAY-siv)—remaining localized and not spreading
Nonpathogen (non-PATH-oh-jen)—trticroor—remaining localized and not spreading
Nutrient (NEW-tree-ent)—nourishing
Nursing assistant (NUR-sing ah-SIS-tan t)—person who assists, under supervision, with the care of the sick and infirmed
Nursing care plan (NUR-sing kahr plan)—plan developed to direct the patient's care
Nursing home (NUR-sing hohm)—facility that provides room and board and some nursing care; also called convalescent home
Nursing process (NUR-sing PRAH-sess)—framework for nursing action
Nursing team (NUR-sing team)—members of the nursing staff who provide patient care
Nutrient (NEW-tree-ent)—nourishing substance or food
Nutrition (new-TRISH-un)—process by which the body uses food for growth and repair and to maintain health
Obese (oh-BEEZ)---overweight

Objective observations (ob-JECK-tiv ob-sir-VAY-shuns)---observations made through the senses of the observer

Observation (ob-sir-VAY-shun)--- noticing something

Obstetrical (ob-STET-ree-kal)--- pertaining to pregnancy, labor, and delivery

Obstruction (ob-STRUCK-shun)---blockage in a passageway

Occult blood (oh-KULT-blud)---blood in such minute quantity that it can only be recognized by microscope or chemical means

OD (oh-dee)---as used in the text, pertains to the right eye

Olfactory (ol-FACK-toh-ree)--- pertaining to the sense of smell

Oliguria (oh-ligh-GYOU-ree-ee-ah)---scant urine

Ombudsman (AHM-buds-man)--- patient advocate

Omnibus Budget Reconciliation Act (OBRA) (OH-mih-bus BUD-jet reh-kon-sill-ee-AY-shun) (oh-bee-are-ee-ay)---law that regulates the education and certification of nursing assistants working in acute care and long-term care facilities

Oophorectomy (oh-of-oh-RECK-toh-mee)--- surgical excision of an ovary

Open bed (OH-pen bed)---bed with top bedding folded to bottom, ready for occupancy

Open fracture (OH-pen FRACK-shur)--- broken bone in which part of the bone protrudes through the skin

Operative (OP-er-ah-tiv)--- pertaining to an operation

Ophthalmoscope (oh-THAL-moh-skohp)--- instrument for examining the eyes

OR (oh-are)--- operating room

Oral hygiene (OR-al HIGH-jeer)--- care of the mouth and teeth

Orally (OR-al-ee)--- through the mouth

Oral report (OR-al ree-PORT)--- verbal report

Orchietomy (or-key-ECK-toh-mee)--- excision of the testis

Organ (OR-gan)--- any part of the body that carries out a specific function or functions, such as the heart

Organic mental syndrome (or-GAN-ick MEN-ih-tal SIN-drohm)--- mental deterioration; general term that includes all dementias due to physical abnormalities of the brain

Orifice (OR-ih-fiss)--- body opening such as the nose or mouth

Origin (OR-ih-jinn)--- proximal point of attachment to skeletal muscle

Orthopedic (or-thoh-PEE-dick)--- concerning orthopedics; prevention or correction of deformities

Orthopneic (or-thoh-NEE-ick)--- position of a patient by adjusting the over-bed table in such a way that the patient, supported by pillows, is able to lean on it

OS (oh-ess)--- as used in the text, pertains to the left eye

Ossicles (oh-sihk-kuls)--- any small bones, such as one of the three bones in the ear

Osteoarthritis (os-teo-oh-are-THRIGH-tis)--- degenerative joint disease caused by disintegration of the cartilage that covers the ends of the bones

Osteoporosis (os-teo-oh-poor-oh-SIS)--- most common metabolic disease of bone in the United States; characterized by a decrease in the mass of bony tissue; most commonly affects females past middle age

Ostomy (oh-stoh-mee)--- suffix meaning "to create a new opening"; for example, colostomy

Otitis media (oh-TIGH-tiss MEE-dee-ee-ah)--- inflamed condition of the middle ear

Otosclerosis (oh-toh-sklee-ROH-sis)--- formation of bone in the inner ear that causes the ossicles to be fixed

Otoscope (OH-tos-kohp)--- instrument used to examine the ear

Output (OUT-put)--- measured amount of fluid excreted in a given period of time

Ovaries (OH-vah-rees)--- endocrine glands located in the female pelvis; female gonads

Ovulation (oh-vyou-LAY-shun)--- lunar monthly ripening and rupture of the mature graafian follicle and the discharge of the ovum from the cortex of the ovary

Ovum (OH-vum)--- female egg

Oxygen (OK-sih-jen)--- gas that is essential to cellular metabolism and all life

Paralysis (pah-RAL-ihz-iss)--- loss or impairment of the ability to move parts of the body

Paratyphoid (pah-rah-thoh-NYE-ick)--- any of several diseases caused by a particular strain of the salmonellae bacteria

Paraventricular (pah-rah-ven-trihk-yew-LAIR-ee-uh-lee)--- pertaining to the surround space of a ventricle

Patient's Bill of Rights (PAY-shents bill of rights)--- document developed by the American Hospital Association that describes the basic rights to which a patient is entitled

Pelvic belt traction (PEL-vick belt TRACK-shun)--- special form of traction in which a belt, secured around a person's hips, is attached to ropes, pulleys, and weights

Pelvic inflammatory disease (PID)--- inflammation of the pelvic organs

Pelvis (PEE-liss)--- lower portion of the trunk of the body; basin-shaped area bounded by the hip bones, the sacrum, and the coccyx

Peritoneum (pair-ih-toh-NEE-urri)--- serous membrane lining the walls of the abdominal cavity

Peripheral (peh-RIF-er-all)--- pertaining to the area between the anus and perineum in the female; between the anus and scrotum in the male

Perineum (pair-ih-NEE-um)--- area between the anus and perineum in the female, the area between the anus and scrotum in the male

Peristalsis (per-ih-STALL-sis)--- progressive, wavelike movement that occurs involuntarily in hollow tubes of the body, especially in the alimentary canal

Peritoneum (pair-ih-NEE-um)--- serous membrane lining the walls of the abdominal and pelvic cavities

Pertussis (PEAR-tus)--- common respiratory infection caused by the Bordetella pertussis bacterium

Persistent epilepsy---type of epileptic attack that is generally short in nature; absence attack
Phalanges (fah-LAN-jeez)—any bones of a finger or toe

Physician (fih-ZISH-un)—licensed medical doctor

Physiology (fix-eel-oh-jee)—the science that deals with the functioning of living organisms

Physiotherapist (fix-eel-oh-THER-ah-pist)—trained professional who provides therapy and exercise to maintain mobility

Pigmentation (pig-men-TAY-shun)—coloration of an area by pigment

Piles (pyes)—hemorrhoids

Placental stage (plah-SEN-tal stay)—period afterbirth

Placenta (plah-SEN-tah)—name given to the membrane that surrounds the developing fetus

Pivot (PIV-ut)—to twist or turn in a swiveling motion

Placenta (plah-SEN-tah)—membranes that surround the lungs

Pleural (ploor-ah)—membranes that surround the lungs

Pneumonia (new-MOH-nee-ah)—inflammation of the lungs

Pneumocystis carinii (new-moh-SIS-tis kah-RIH-n ee)—protozoan frequently causing pneumonia in patients who are HIV positive

Pneumonia (new-MOH-nee-ah)—inflammation of the lungs

Podiatrist (poh-DYE-ah-street)—physician specializing in foot problems

Polydipsia (pol-ee-DIP-see-ah)—excessive interest

Polyps (pol-ee-pees)—masses that protrude from the lining of an organ

Port (port)—opening

Portal of entry (POR-tul of EN-tree)—area of body through which microbes enter and cause disease

Portal of exit (POR-tul of EX-it)—area of body through which disease-producing organisms leave the body

Positive signs of pregnancy (POS-ih-tiv signs of PREG-nan-see)—hearing, seeing, or feeling a fetus

Postanesthesia care (post-an-es-THEE-see-ah kair)—care given to a patient following the administration of an anesthetic

Postanesthesia care unit (PACU) (post-an-es-THEE-see-ah kair YOU-nit)—room where patients receive immediate care following surgery

Posterolateral (post-oh-LAT-er-ah-luh)—back or lateral

Postmortem (post-MOR-tim)—after death

Postpartum care (post-MOR-tim kair)—care given to the body after death

Postoperative (post-OP-er-ah-tiv)—after surgery

Postpartum (post-PAR-tim)—after parturition

Postural drainage (POS-chur-al DRA-YN-ah)—technique of positioning the patient to encourage drainage of different areas of the pulmonary tree

Posture (POS-chur)—attitude or position of the body

Preadolescence (pre-ad-oh-LESS-ens)—years between the ages of 12 and 14

Predisposing cause (of disease) (pree-dis-posing kawz (of dih-ZEE-ZI)—factors that contribute to the development of a condition

Prefix (PREE-fix) term that is placed before a word that changes or modifies the meaning of the word

Preantepartum (pre-ANTE-pee-tum) care (pee-em kair) care given to prepare for labor

Precordial (pre-COR-dee-uhl)—around the strength or problem of the patient

Precordial (pre-COR-dee-uhl)—area of the heart

Precordial (pre-COR-dee-uhl)—area of the heart

Premedication (pre-MED-i-kay-shun)—gradual increase in a word or series of steps that provide a treatment or intervention

Premenstrual syndrome (PREH-men-stroo-uhl)—condition or period of body changes that occur before menstruation

Premenstrual syndrome (PREH-men-stroo-uhl)—condition or period of body changes that occur before menstruation

Prenatal (preh-NAY-tal)—before birth

Preoperative (pree-OP-er-ah-tiv)—period before surgery

Preoperative (pree-OP-er-ah-tiv)—condition of a patient before surgery

Presbyopia (pre sb-pee-0 H-pee-ah)—impaired vision due to old age

Presbycusis (pres-bee-KYOU-sis)—impaired hearing, due to old age

Pressure sore (PRESH-ur sor)—ulceration due to pressure; decubitus

Presumptive signs of pregnancy (pree-ZUMP-tiv signs of PREG-nan-see)—indications seen early in pregnancy that may also be associated with other conditions; includes amenorrhea, morning sickness, fatigue, tender and full breasts

Probable signs of pregnancy (PRAH-bahl-suh bul sighns of PREG-nan-see)—indications of pregnancy at a more advanced stage that may also accompany other conditions; includes amnion, morning sickness, or feeling of the body

Proactive care (preh-AK-tiv)—series of steps that may be taken as in the nursing process

Progression (proh-JESS-ee)—increase in activity

Process (PRAH-sess)—process as from a bone; series of steps that may be taken as in the nursing process

Proctoscopy (prock-TOS-koh-pee)—instrumental inspection of the rectum

Prognosis (PR AH-niss)—probability of a disease or injury

Progressive mobilization (proh-GRESS-ee)—gradual increase in activity

Projection (proh-JEK-shun)—unconscious mechanism in which an individual denies his/her own emotionally unacceptable traits and sees them as belonging to another

 Pronation (preh-NAY-shun)—placing or lifting in a face downward position applied to the hand with the palms facing backward

Prone position (preh-noh-ZISH-un)—patient positioned on the abdomen, spine straight, legs extended, and arms flexed on either side of the head

Prostatectomy (proh-TAY-koh-pee)—removal of all or part of the prostate gland

Prostate gland (proh-STAY-gland)—gland of male reproductive system that surrounds the neck of the urinary bladder and the beginning of the urethra

Prosthesis (proh-THEE-sis)—artificial substitute for a missing body part, such as dentures, hand, leg

Protein (PROH-tee-in)—basic material of every body cell; an essential nutrient

Protein bound iodine (PBI) (PROH-tee-in bownd EYE-oh-dine) (pee-bee-eye)—clinical test performed to determine thyroid function

Proteozoa (proh-TOH-ah-ZOH-ah)—microscopic unicellular organism

Proximal (PROX-i-mal)—closest to the point of attachment

Pruritus (prew-REE-tus)—itching

Psychotic (sigh-KOT-ick)—completely out of touch with reality

Psychotic (sigh-KOT-ick)—completely out of touch with reality

Puberty (PYOU-ber-tie) (PYOU-tie)—condition or period of becoming capable of sexual reproduction

Pubic (PYOU-bick)—concerning the pubes

Pulse (puls) (puls)—wave of pressure exerted against the walls of the arteries in response to ventricular contraction

Pulse deficit (puls DEF-ih-sit)—difference between contractions of the heart and pulse expansions of the radial artery

Pulse pressure (puls PRESH-ur)—difference between systolic and diastolic pressures

Pustule (PUS-tuh-le)—circumscribed pus containing lesion of the skin

Pyelostomy (pie-LOH-stom)—dilation of the urethra

Pyelostomy (pie-LOH-stom)—dilation of the urethra

Pyelostomy (pie-LOH-stom)—dilation of the urethra

Pyelostomy (pie-LOH-stom)—muscle at the exit point of the pylorus

Pyrexia (pie-REK-sea)—fever
quadrant (KWAHD-rant)—one of the four imaginary sections of the surface of the abdomen
Quadruplegia (kwahd-rih-PLEE-jee-ah)—condition of paralysis of all four limbs
Radial artery (RAY-dee-al ARE-ter-ee)—artery near the radius; commonly used to determine pulse
Radial deviation (RAY-dee-al dee-vee-AH-shun)—wrists are turned toward the thumb side
Radial pulse (RAY-dee-al pulz)—pulse that can be measured by palpating the radial artery
Rales (RAY-leez)—abnormal respiratory sound heard in auscultation of the chest
Range of motion (ROM) exercises (rajin of MOH-shun [are-oh-em] ECK-su-size-ee)—series of exercises specifically designed to move each joint through its range
Rapport (rah-POOR)—understanding between two persons
Rate (rayt)—valuation based on comparison with a standard
Rationalization (rash-un-AL ih-zay-ZHUN-shun)—unconscious defense mechanism in which one devises a logical, self-satisfying but incorrect explanation for one's behavior or feelings
Reaction formation (ree-AH-kihn for MAR-shun)—repressing the reality of an anxiety-producing situation. The individual exhibits behaviors that are exactly opposite to the real feelings
Reality (ree-AL ih-tee)—what is actually occurring; true in fact
Reality orientation (ree-AH-kihn or ee-AH-nih-TAY-shun)—techniques used to help a person remain oriented to environment, time, and himself/herself
Recovery room (ree-KOH-vur-ee room)—location where surgical patients are taken after surgery. They return to their rooms when their condition stabilizes
Rectocele (RECK-toh-reel)—protrusion of the rectum into the vagina
Rectum (RECK-turn) —lower part of the large intestine, about five inches long, between the sigmoid flexure and the anal canal
References (REE-fer-ee-seh)—in a résumé, statements about abilities and characteristics; persons who give such statements
Reflex (REE-fleks)—activity performed without conscious thought
Registered nurse (REJ-er-terd nurz)—specialized educated person who is licensed to plan and direct the nursing care of patients
Regression (ree-GREG-shun)—to move in a backward fashion
Rehabilitative hospital (ree-hah-BILL ih-tay-vee HOS-pit-uhl)—health care facility that offers specialized care to assist patients regain optimum functioning
Reminiscing (reh-mih-NISS-ing)—thinking and talking about the past
Remission (ree-MISH-un)—period of decreased severity of symptoms in chronic disease
Renal calculi (REH-nal KAL-kyoo-lee)—kidney stones
Renal colic (REE-nal KAI-liek)—spasms in area near kidney accompanied by pain
Replication (reuh-lih-KAY-shun)—to reproduce exactly
Repression (ree-PRESH-urt)—involuntary exclusion from awareness of a painful experience or conflict-creating memory, feeling, or impulse
Reservoir (REE-zur-uh-vor)—storage area; biologically, an animal or source that maintains infectious organisms that periodically can be spread to others
Resident unit (REE-zih-dent YOO-nit)—room occupied by resident and his/her personal possessions; may be shared by other residents
Respiration (ree-pih-RAY-shun)—process of taking oxygen into the body and expelling carbon dioxide
Respirator (res-pih-RAY-tor)—apparatus that assists the patient to breathe
Resilience (ryes-in-suh)—long-term care facility
Restorative care (REE-tor-stor-ee-kair)—care that emphasizes helping the person reach or maintain functional status
Rest home (rest hohm)—long-term care facility
Retirement (ree-TIRE-ment)—period of time after leaving employment
Retrospective care (REE-tah-stor-ee-kair)—care that emphasizes helping the person reach or maintain functional status
Retirement home (ree-TIRE-ment hohm)—long-term care facility
Rheumatoid arthritis (REW-mah-toyd ar-THREE-ih-tis)—autoimmune response that results in inflammation of the joints
Rigor mortis (RIH-gor MOR-tis)—rigidity of skeletal muscles, developing six to ten hours after death
RN (are-en)—registered nurse
Rooming in (ROOM-ing in)—practice of having mother and neonate share a single room after delivery
Rotation (roh-TAY-shun)—act of turning about the axis of the center of a body, as in rotation of a joint
Rubra (REW-bra)—unusual redness or flushing of the skin
Sacrament of the sick (SACK-rum-ent of the sick)—last rites given by a clergyman to a person who is terminally ill (dying)
Saliva (sah-LIE-vaa)—digestive secretion produced by the salivary glands and found in the mouth
Salpingectomy (sah-lip-JEEK-tuh-mee)—surgical removal of the fallopian tubes
Saprophyte (SAP-roh-fight)—organism that lives on dead matter or tissues
Scab (skuhb)—an open sore; a wound
Scope of practice (skohp of PRACK-tis)—extent or range of permissible activities
Scrotum (SKROH-tum)—saclike pouch that holds the male gonads
Scleroderma (skluh-DER-muh)—connective tissue tumor, often highly malignant
Sodium (soh-DEE-um)—abnormal respiratory sound produced by the salivary glands and found in the mouth
Secretion (see-KREE-shun)—product of glandular activity
Seizure (SEE-zhur)—sudden attack of a disease; a convulsion
Self-esteem (self-es-TEEM)—feeling of confidence about oneself
Semi-Fowler’s position (sem-i FOW-lers poh-ZIH-shun)—patient is positioned on the back, knees are slightly flexed, and head of bed is elevated 30-50 degrees
Senescence (SEH-ness-uh)—aged
Senile dementia (SEE-nih dee-MEN-she-ah)—pronounced and abnormal loss of mental and emotional control in aged people
Serous fluid (SEE-ruhs FLEW-id)—thin watery fluid produced by body cells
Setting exercises (SET-ting ECK-sir-SU es-ee)—exercises that use isometric principles to contract muscles to maintain tone
Sexuality (sex-you-AL-th-tee)—maleness or femaleness of an individual

Sexually transmitted disease (STD) (SEX-you-al-lee trans-MIT-ted dih-ZEEZ) (es-tee-dee)—disease that is passed from one individual to another through sexual contact

Shampoo (sham-POO)—to wash hair

Sharps—needles, knife blades, etc.

Shock (shok)—dangerous condition in which there is a disruption of the circulation that results in dangerously low blood pressure and an upset of all bodily functions

Shroud (showd)—drape used in postmortem care

Side rails (side raylz)—sliding metal bar (bars) that may be pulled up on each side of the bed to prevent the patient from falling out of bed

Sigmoidoscopy (sig-moy-DOS-koh-pee)—direct examination of the interior of the sigmoid colon

Sign (sighn)—any objective evidence of an abnormal nature in the body or its organs

Signing (SIGHN-ing)—using hands and facial expression to communicate

Simple fracture (SIM-pul FRACK-shur)—fracture that does not produce an open wound in the skin

Simple goiter (SIM-pul IEP-hi-LIP-tus)—serious condition in which one epidemic-type seizure follows another

Stepparent (STEP-pair-ent) person who is married to a child's natural parent

Sterile field (STER-ill feeld) area and brought behind back; right arm is extended and right leg flexed; left arm is extended and brought forward

Singultus (sing-GUL-tus) hiccup

Sitz bath—bath providing moist heat to the genitals or anal area

Sized care facility (skilld kair fah-SILL-th-tee)—long-term care facility

Slander (SLAN-der)—false statement, oral or written, that injures the reputation of another person

SOAP (soh-oh-pee)—charting method; specific form of documenting observations and patient care; technique of documentation based on subjective and objective observations and assessment of the situation; a plan for treatment and evaluation of the effectiveness of treatment

Spasticity (spas-TIS-ih-tee)—continuous resistance to stretching by a muscle due to abnormally increased tension

Specimen (SPESS-ih-men)—small sample or part taken to show the nature of the whole

Speculum (SPECK-yoo-um)—instrument used to dilate a body opening

Stress incontinence (stress ih-KON-th-nens)—inability to hold urine when stressed, such as when coughing or laughing

Stressors (STRESS-ors) —situations, feelings, or conditions that cause a person to be anxious about his/her well-being

Stretcher (STRECH-er) —gurney or litter

Stroke (strohkh)—cerebrovascular accident; damage to the blood vessels of the brain

Stryker frame (STRY-ker frahm) —special kind of bed that is used when a patient cannot be turned within the bed

Sudoriferous glands (sue-doRIF-er-ohz glands)—glands that secrete perspiration

Suffix (SUR-fix)—term added to the end of a word that changes or modifies the meaning of the word

Suicide (SOO-ih-sid)—self-destruction

Sundowning (SUN-down-ing)—behavior in which a person becomes more agitated and disoriented during the evening hours

Superimpose (soo-per-int-POSE) —put on top of something else

Superior (SOO-peer-er) toward the head; upward

Suptilation (sub-pih-NAY-shun)—act of turning the palm upward

Supine position (SOO-pine poh-ZISH-un) —lying with the face upward

Suppository (sup-POZ-ih-toh-reh) —medication used to help the bowels eliminate feces

Suppression (SOO-FRESH-un) —consciously refusing to acknowledge unacceptable feelings and thoughts

Surgical asepsis (SUR-i-jh-koh uhr-SIP-siss) —special techniques that maintain asepsis during surgical procedures

Surgical bed (SUR-i-jh-koh bed)—bed used for surgery

Suspensive host (sus-SEP-ih-thul hohst) —person who is more likely to contract a disease

Suspension (sus-PEN-shun) —temporary cessation

Symmetry (SIM-eh-tree)—correspondence in size, form, and arrangement

Sympathectomy (sim-pah-THECK-toh-mee)—excision or interruption of a sympathetic nerve

Symptom (SIM-pohm)—any perceivable change in the body or its functions that indicates disease or the phases of disease

Synapse (SIN-aps) —space between the axons of one cell and the dendrites of others
Syphilis (SIF-ih-lis)—infectious, chronic, venereal disease characterized by lesions that may involve any organ or tissue. It usually exhibits cutaneous manifestations, relapses are frequent, and it may exist asymptomatically for years.

System (SIS-tum)—group of organs organized to perform specific body functions or functions; for example, the respiratory system.

Thrombophlebitis (throm-boh-flee-Bihtis)—pertaining to the pressure exerted during the contraction phase of the venules

Tachycardia (tack-ee-KAR-dee-ah)—unusually rapid heartbeat.

Tachyphoea (tack-ip-NEE-ah)—respiratory pattern of rapid, shallow respirations.

Tact—sensitive mental perception.

Tasks of personality development (tasks of person-Al-h-hee-VEEL-op-ment)—growing stages through which personality is formed as described by Erickson.

T-shaped binder (tee-BYN-der—T-shaped binder used to hold dressings in place on the male perineum.

TED hose (TED hohs)—support hose.

Tendon (TEN-don)—fibrous bundle of connective tissue that attaches skeletal muscle to bone.

Terminal (TER-mih-nal)—final; life-ending stage.

Testes (TES-teez)—male gonads; reproductive glands located in the scrotal sac.

Testosterone (tes-TOS-teh-rohn)—hormone produced by the testes.

Tetany (TET-ah-nee)—nervous condition, produced by the testes.

Testosterone (tes-TOS-teh-rohn)—hormone of the testes.

Tibial deviation (UL-nar dee-vee-AY-shun)—ulnar deviation (UL-nar dee-vee-AY-shun)—ulnar deviation of the colon resulting in the formation of ulcers.

Total parenteral nutrition (TOH-tal pah-REN-ter-al new-TRISH-un)—meeting an individual’s entire nutritional needs by providing high density nutrients directly into the bloodstream.

Toxins (TOCK-sins)—microbes that produce poisons that travel to the central nervous system and cause damage.

Transfer (TRANS-far)—procedure followed when changing patient’s location.

Transfer belt (TRANS-far belt)—gait belt that is used to assist and support patients during ambulation.


Torticollis (too-ter-KILL-ahs)—depressed scar marking the site of entry of the umbilical cord in the fetus.

Universal blood and body fluid precautions (sys-terh-VER-sal blud and BAH-dee FLEW-uh),pree-AN,SHUNs)—techniques used to prevent transmission of bod-

Upper respiratory tract infection (URI)—upper respira-try tract in-FEK-shun (uro-reh-stay-trak).in-FEK-shun)—infections involving the organs of the upper respiratory tract.

Uremia (you-REE-mee-ah)—presence of excessive amounts of urea, a waste product, in the blood.

Urethra (you-REE-thrah)—mucus-lined tube conveying urine from the urinary bladder to the exterior of the body; in the male, the urethra also conveys semen.

Urgency (UR-jen-see)—need to urinate.

Urine (YOU-rin)—fluid secreted from the kidneys and is voided (male).

Urinary bladder (YOU-rin)—vessel into which urine is voided (male).

URNALysis (you-REH-NAL-i-sis)—laboratory analysis of the urine.

Uterus (YOU-tur-uh)—organ of gestation.

Vaginal (vah-JIGH-nah)—tube that extends from the vulva to the uterine cervix; female.
organ of copulation that receives the penis during sexual intercourse

Vaginal examination (VAJ-i-nal eg-zam-i-nAY-shun)—examination of vaginal and pelvic organs

Vaginitis trichomonas (vaj-i-NIGH-tis trick-MOH-nas)—inflammation of the vaginal tract due to infection by a parasite, Trichomonas vaginalis

Validation therapy (val-i-DAY-shun THER-i-pee)—techniques used to help people feel good about themselves

Vas deferens (vas DEF-er-ens)—tube that carries sperm from the epididymis to the junction of the seminal vesicle; ductus deferens

Vasoconstriction (vas-oh-kon-STRICK-shun)—decrease in the caliber (inner diameter) of the blood vessels

 Vasodilation (vas-oh-die-LAY-shun)—dilation of the blood vessels

Vector (VECK-tor)—carrier, such as an arthropod, that transmits disease

Vein (vein)—vessel through which blood passes on its way back to the heart

Venerreal disease (VD) (vee-NEE-ree-al dah-ZEEZ) (vee-dee)—disease ordinarily acquired as a result of sexual intercourse with an individual who is infected

Venerreal wart (vee-NEE-ree-al warth)—viral condition that can be sexually transmitted

Ventral (VEN-tral)—front; anterior

Ventricle (VEN-trih-kul)—small cavity or chamber, as in the brain or heart

Verbal communication (VER-bal kuh-myou-nih-KAY-shun)—transmitting messages using words

Verbal cues (VER-bal kvous)—words used to guide the thinking process of another

Vernix caseosa (VER-nicks kay-see-OH-sah)—sebaceous deposit covering the fetus due to secretions of skin glands

Vertebrae (VER-teh-bray)—backbones

Vertigo (VER-tih-goh)—sensation of rotation or movement or of about the person

Vesicle (VES-i-kul)—blister-like skin lesion

Victim (VICK-tim)—someone who is injured unexpectedly, as in an accident

Virus (VIGH-rus)—specific, living, morbid principle by which an infectious disease is transmitted

Visceral (VISS-er-al)—pertaining to organs

Visceral muscles (VISS-er-al MUSS-sills)—muscles that operate without conscious control

Visual field (VIZH-you-al feeld)—refers to the area that can be seen

Vital capacity (VIGH-tal kah-PASS-ih-tee)—volume of air a person can forcibly expire from the lungs after a maximal inspiration

Vitality (VIGH-tal-ih-tee)—exuberant physical and mental strength; capacity for endurance

Vital signs (VIGH-tai sighns)—measurements of temperature, pulse, respiration, and blood pressure

Vitamin (VIGH-tah-min)—general term for various, unrelated organic substances found in many foods in minute amounts that are necessary for normal metabolic function of the body

Void (voyd)—to release urine from the bladder

Volume (VOL-vyum)—capacity or size of an object or of an area; measure of the quantity of substance

Vomitus (VOM-in-us)—material vomited or brought up from the stomach

Vulva (VUL-vah)—external female genitalia

Vulvovaginitis (vul-voh-vaj-i-NIGH-tis)—inflammation of the external female reproductive structures (vulva and vagina)

Wheal (wheel)—localized area of edema on the body surface, often associated with severe itching

Withdrawal (with-DRAW-al)—retreat from reality or from social contact associated with severe depression and other psychiatric disorders

Withhold (with-HOLD)—order to refrain from serving a patient or resident certain foods or all food

Word root—word form whose basic meaning can be used in forming new words by combining with prefixes or suffixes
NURSING ASSISTANT

A PERSON WHO HELPS AND WORKS UNDER THE SUPERVISION OF A LICENSED NURSE

NURSING ASSISTANTS WORK IN HOSPITALS AND NURSING HOMES.

Nursing assistant training consists of both classroom learning and practical experience. There are physical demands for the job: some lifting and carrying (25 to 50 pounds), reaching, and stooping. Perhaps the key skill for a nursing assistant is carrying out instructions in written, oral, or diagram form. Medical language is an area that must be mastered, as well as many commonly used written abbreviations. Training also includes the study of human anatomy and physiology*.

* Medical terminology, anatomy, and physiology will not be included in this handbook.
VESL VOCABULARY EXERCISES: NURSING ASSISTANT TERMINOLOGY

I. Put the following words in alphabetical order.

1. impaction
2. hernia
3. incontinent
4. injury
5. isolation
6. Kardex
7. laboratory
8. linen
9. medication
10. nausea

II. Pronunciation practice: Say the following words out loud to your teacher or a friend who speaks English well.

paraplegic
specimen
vital signs
urine
prosthesis
shock
exhaustion
seizure
symptom
disease
nausea
cardiopulmonary resuscitation
precaution
injury

III. Spelling practice: Fill in the missing vowels. EXAMPLE: a c u t e

1. hemorrhage
2. Fowler's position
3. sputum
4. diabetes
5. calculus
6. asepsis
7. wound
8. epilepsy
9. decubitus ulcer
10. tumor
IV. Matching: Match the word to its opposite.

5. chronic 1. constricted
9. flex 2. intake
8. infected 3. discharge
3. admit 4. unconscious
1. dilated 5. acute
2. output 6. pediatrics
7. diarrhea 7. constipation
6. geriatrics 8. sterile
4. alert 9. extend

V. Circle words in the following list that are objects (things) a patient uses. Put a check (✔) by the words in the list that are actions a nursing assistant does.

✔ bedpan    ✔ wheelchair    ✔ transfer
✔ observe    ✔ strip        ✔ walker
✔ aquamatic K-pad    ✔ assess    ✔ catheter

VI. Underline the terms that are the vital signs of a patient's condition:

pulse      vomiting      bleeding
temperature shock      respiration
blood pressure
VII. Word Search: A Typical Day

FIND THESE WORDS IN THE ABOVE PUZZLE:

- ADMIT
- DISINFECT
- FLEX
- TRANSFER
- ASSESS
- DRAPE
- OBSERVE
- STRIP

VIII. Multiple choice: Choose and underline the correct term. **EXAMPLE:** Sara has (abnormal, acute, antiseptic) bronchitis.

1. Ms. Gomez put a cold (hemorrhage, prep, compress) on Bob's swollen foot.

2. Did she (prep, respond, tape) the patient for surgery yet?

3. Persons with heart problems go to the (geriatric, cardiac, pediatric) unit.

4. An operating room must be in a state of (asepsis, antiseptic, disinfectant).

5. The nursing assistant (assists, aspirates, assesses) the patient's condition.
IX. Using the clues, write a word down from each letter.

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1. by mouth
2. a substitute for a missing body part
3. air or matter that blocks a blood vessel
4. to write down information
5. the structure of the body
6. the process of drawing or pulling
7. a wound or damage to a person
8. a gas necessary for breathing
9. taking in and using foods
10. a sample of something taken for testing or study
X. List the four words that relate to cleanliness in the environment:

- specimen
- sterile
- asepsis
- drainage
- calculus
- therapy
- disinfect
- antiseptic

sterile
asepsis
disinfect
antiseptic

XI. Matching exercise: Write the word that has a similar meaning next to each term. Choose from the words in the list below.

- bedsore
- remove
- sharp
- feces
- illness
- break
- wet
- hang
- swelling
- help
- vomiting
- breathing
- sharp
- wound
- stone
- illness
- help
- wet
- stone
- wound
- break
- hang

1. calculus
2. assist
3. strip
4. edema
5. acute
6. respiration
7. decubitus ulcer
8. stool
9. emesis
10. clammy
11. disease
12. injury
13. fracture
14. dangle
CNA Test 1

Vocabulary Matching

1. asepsis  
2. acute  
3. anatomy  
4. arrest  
5. arthritis  
6. assessment  
7. assist  
8. ambulatory  
9. abnormal  
10. aspirate

a. evaluation  
b. joint inflammation  
c. not regular  
d. help  
e. able to walk  
f. without infection  
g. withdraw  
h. stop  
i. severe symptoms  
j. study of the body

What Do They Mean?

1. take your time  
2. on purpose  
3. dressing change  
4. transferred  
5. at least an hour  
6. elevate  
7. talk over  
8. chart  
9. oww!  
10. quick!

a. moved  
b. right away  
c. raise  
d. discuss  
e. that hurt!  
f. rewrap the bandage  
g. record  
h. slow down  
i. intentional  
j. 60 minutes or more
XII. Medical testing: Match the term to its definition

1. **C** a test for microorganisms
   - A. sign

2. **E** a sample of something taken for testing or study
   - B. symptom

3. **F** yellow liquid waste passed from the body
   - C. culture

4. **I** very small living things, some of which cause disease
   - D. sputum

5. **A** an observable or measurable change in the body or its functions
   - E. specimen

6. **H** feces; solid waste products of the bowel
   - F. urine

7. **B** a change a person notices or feels in his/her body or its functions
   - G. laboratory

8. **G** a room or building for scientific studies and testing
   - H. stool

9. **D** a substance spit out by coughing or clearing the lungs
   - I. bacteria
XIII. Word search: PATIENT CONDITIONS
Find and circle the words (given below) in the following puzzle.
The words may be backwards, forwards, up, down, or diagonal.

![Word search puzzle with words circled]

- Abnormal
- Acute
- Alert
- Bleeding
- Chronic
- Clammy
- Incontinent
- Paralyzed
- Unconscious
- Vomiting

XIV. Scrambled words: Change the order of the letters and write the words. CLUE: They are all objects seen in a hospital. EXAMPLE:
nilne  linen

1. neapdb  bedpan
2. restchetrt  stretcher
3. rekliwa  walker
4. elhewhirac  wheelchair
5. larinu  urinal
Nursing Aide skills:
A) Read the list of jobs a nursing assistant may do.
B) Decide which body system the job relates to.
C) Write the first letter of the system in front of the job. Choose from the following systems:
- Musculoskeletal
- Digestive
- Respiratory
- Circulatory
- Genitourinary

**JOB LIST**

1. **R** prepare oxygen unit
2. **D** give an enema
3. **M,C** apply warm, wet compresses
4. **R** collect a sputum specimen
5. **G** give and remove bedpan or urinal
6. **M** give range of motion exercises
7. **G** collect a urine specimen
8. **C** assist with sitz bath
9. **D** collect a stool specimen
10. **G** give catheter (Foley) care
XVI. Bandages and supports: Write in the rest of the letters to make the correct word.

EXAMPLE: The doctor put a b a n d a g e over the wound.

1. Her doctor ordered an elastic b i n d e r to be put over her stomach incision.
2. He changed the d r e s s i n g two times a day.
3. Joe's broken arm was held against his body by a s l i n g.
4. The s pl i n g kept the broken bone supported.
5. They put a c a s t over my whole foot.
6. The nursing assistant applied a cold c o m p r e s s to the swollen area.
7. Patients who must stay in bed may need to wear t e d h o s e to help blood circulation.
VSL VOCABULARY EXERCISES: NURSING ASSISTANT TERMINOLOGY

XVII. Crossword Puzzle: MEDICAL PROBLEMS

ACROSS CLUES

4. AIR OR MATTER BLOCKING A BLOOD VESSEL
5. A DISEASE OF THE JOINTS
6. A TISSUE OR ORGAN PUSHING THROUGH SURROUNDING WALLS
7. AN ABNORMAL CONDITION OF THE BODY
8. SWELLING

DOWN CLUES

1. AN ABNORMAL GROWTH
2. DISEASE WITH INABILITY OF BODY TO USE SUGAR
3. A RESPIRATORY DISEASE
4. DISEASE OF THE NERVOUS SYSTEM
5. HYPERSENSITIVITY TO A CONDITION OR SUBSTANCE
6. RED BUMPS OR BLOTCHES ON THE SKIN
XVIII. Put the words of the definition in the correct order.

Example: extend: out/straighten/to to straighten out

1. senility: because/weakness/and/aging/mind/of/body/in weakness in mind and body because of aging

2. ambulatory: walk/to/able able to walk

3. arrest: function/of/the/sudden/a/stopping the sudden stopping of a function

4. injury: or/damage/a/wound/to/person/a damage or wound to a person

5. medication: a/drug/substance/medical/or a medical substance or drug

6. range of motion: joints/of/to/movement/extent/the/fullest movement of joints to the fullest extent

7. culture: for/test/a/microorganisms a test for microorganisms

8. elimination: removal/body/the/of/wastes/from/the removal of wastes from the body
Vocabulary Matching

1. bacteria  a. hard covering
2. communicable  b. wrap with cloth
3. bladder  c. taking a sample
4. cardiac arrest  d. correct use of muscles
5. body mechanics  e. awake
6. bandage  f. sac that holds urine
7. cast  g. heart attack
8. culturing  h. transferable
9. chronic  i. simple microbes
10. conscious  j. persisting for a long time

What Do They Mean?

1. look it up  a. get enough
2. at all  b. lock the bed rails
3. got over  c. falling
4. drape  d. recovered
5. slipping  e. change position
6. secure the rails  f. less difficult
7. meet your needs  g. bothered
8. adjust it  h. none
9. easier  i. to cover
10. disturbed  j. find something in the chart
XIX. Word Forms

A) Many of the nursing assistant terms will sometimes be used in slightly different form. Instead of the action word (verb), there may be a description (adjective), or a name for a situation or process (noun).

EXAMPLE: Kelly ambulates with assistance.
(resolved)

Kelly is an ambulatory patient.
(resolved)

Early ambulation after surgery is usually helpful for recovery.
(resolved)

B) Study these nouns, verbs, and adjectives in the following list.

<table>
<thead>
<tr>
<th>NOUN</th>
<th>VERB</th>
<th>ADJECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>dilation</td>
<td>dilate</td>
<td>dilated</td>
</tr>
<tr>
<td>fracture</td>
<td>fracture</td>
<td>fractured</td>
</tr>
<tr>
<td>injury</td>
<td>injure</td>
<td>injured</td>
</tr>
<tr>
<td>medication</td>
<td>medicate</td>
<td>medicated</td>
</tr>
<tr>
<td>constriction</td>
<td>constrict</td>
<td>constricted</td>
</tr>
<tr>
<td>assessment</td>
<td>assess</td>
<td>assessed</td>
</tr>
<tr>
<td>constipation</td>
<td>constipate</td>
<td>constipated</td>
</tr>
<tr>
<td>paralysis</td>
<td>paralyze</td>
<td>paralyzed</td>
</tr>
</tbody>
</table>
XIX. C) Sometimes there are only two commonly used forms:

<table>
<thead>
<tr>
<th>NOUN</th>
<th>VERB</th>
<th>ADJECTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>rectum</td>
<td>---</td>
<td>rectal</td>
</tr>
<tr>
<td>senility</td>
<td>---</td>
<td>senile</td>
</tr>
<tr>
<td>diagnosis</td>
<td>diagnose</td>
<td>---</td>
</tr>
<tr>
<td>urine</td>
<td>urinate</td>
<td>---</td>
</tr>
<tr>
<td>drainage</td>
<td>drain</td>
<td>---</td>
</tr>
<tr>
<td>exhaustion</td>
<td>assist</td>
<td>---</td>
</tr>
<tr>
<td>assistance</td>
<td>assist</td>
<td>---</td>
</tr>
</tbody>
</table>

D) Exercise: Underline the correct form of the term.

1. Tom came to the hospital with a (fracture, fractured) pelvis.
2. The doctor prescribed different (medication, medicate, medicated) for the patient.
3. What is your (assessment, assess, assessed) of the situation?
4. The girl was (paralysis, paralyze, paralyzed) after the accident.
5. (Senility, Senile) is a problem of older people.
6. Where are you (injury, injure, injured)?
7. Did the doctors (diagnosis, diagnose) the condition?
8. That patient was (exhaustion, exhausted).
9. There is some (drainage, drain) from the wound.
10. Bill has to (urine, urinate).
XX. On the following picture, point to these things:

- crutch
- compress
- cast
- doctor
- stretcher
- sling
- Kardex
- splint
- nursing assistant
- traction
XXI. Memory Game: Study the illustration on Page 20, then try to answer the following questions.

1. In what position is the patient in the room with the flowers?
   - Semi-Fowler's

2. How many children are in the picture?
   - 2

3. Where is the nurse?
   - at the desk

4. What is the nursing assistant doing?
   - pushing the stretcher

5. Who is in a wheelchair?
   - a man

6. What is on the table in the lobby?
   - the Kardex (magazines)

7. Where are the Kardex forms?
   - on the desk (counter)

8. Name three things in the picture with wheels?
   - stretcher, wheelchair

XXII. Labelling Game:
A) Study the full page illustration on Page 6.
B) Label the picture on Page 20 with as many terms as you can remember.
C) Check your labels against the original illustration on Page 6.
I. Following are just a few of the common abbreviations used by nursing assistants. Study them and then do the exercises.

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>@</td>
<td>at</td>
</tr>
<tr>
<td>c</td>
<td>with</td>
</tr>
<tr>
<td>s</td>
<td>without</td>
</tr>
<tr>
<td>p</td>
<td>after</td>
</tr>
<tr>
<td>q</td>
<td>each, every</td>
</tr>
<tr>
<td>h</td>
<td>hour</td>
</tr>
<tr>
<td>B.M.</td>
<td>bowel movement</td>
</tr>
<tr>
<td>BRP</td>
<td>bathroom privileges</td>
</tr>
<tr>
<td>B.P.</td>
<td>blood pressure</td>
</tr>
<tr>
<td>cc</td>
<td>cubic centimeters</td>
</tr>
<tr>
<td>I &amp; O</td>
<td>intake and output</td>
</tr>
<tr>
<td>I.V.</td>
<td>intravenous</td>
</tr>
<tr>
<td>PO</td>
<td>by mouth</td>
</tr>
<tr>
<td>NPO</td>
<td>nothing by mouth</td>
</tr>
<tr>
<td>T.P.R.</td>
<td>temperature, pulse, respiration</td>
</tr>
<tr>
<td>PRN</td>
<td>as desired or needed</td>
</tr>
<tr>
<td>wt.</td>
<td>weight</td>
</tr>
<tr>
<td>NA</td>
<td>nursing assistant</td>
</tr>
<tr>
<td>LPN</td>
<td>licensed practical nurse</td>
</tr>
<tr>
<td>RN</td>
<td>registered nurse</td>
</tr>
<tr>
<td>PT</td>
<td>physical therapist or therapy</td>
</tr>
<tr>
<td>DC</td>
<td>discontinue</td>
</tr>
<tr>
<td>ROM</td>
<td>range of motion</td>
</tr>
<tr>
<td>BR</td>
<td>bed rest</td>
</tr>
<tr>
<td>HS</td>
<td>hour(s) of sleep</td>
</tr>
<tr>
<td>L.M.P.</td>
<td>last menstrual period</td>
</tr>
<tr>
<td>Fx</td>
<td>fracture</td>
</tr>
</tbody>
</table>

II. Write the abbreviations for these words and phrases: EXAMPLE: @ at

1. **C** with
2. **h** hour
3. **LPN** licensed practical nurse
4. **cc** cubic centimeter
5. **BR** bed rest
6. **@** each, every
7. **p** physical therapy
8. **NPO** nothing by mouth
9. **I.V.** intravenous
10. **p** after
III. Write or say orally what the abbreviation stands for:

EXAMPLE: @ at

1. **RN** registered nurse
2. **BRP** bathroom privileges
3. **wt.** weight
4. **I & O** intake and output
5. **ROM** range of motion
6. **s** without
7. **T.P.R.** temperature, pulse, respiration
8. **B.M.** bowel movement
9. **B.P.** blood pressure
10. **PRN** as desired or needed

IV. Circle at least 5 abbreviations on the Kardex form on the next page and explain what they stand for.
**Kardex Form**

<table>
<thead>
<tr>
<th>DIET</th>
<th>NOURISHMENT - SPECIAL FEEDING</th>
<th>ALLERGIES</th>
</tr>
</thead>
</table>

**ACTIVITIES**
- Complete Bed Rest
- Bed Rest
- ... (Table continues with various options for rest and activities)

**DIET**
- T.V.Ties
- Simple Sedatives
- ... (Table continues with various dietary options)

**BATH:**
- Bathe Patient
- Partial
- Bathe Self
- T.B
- Shower

**SPECIAL EQUIPMENT OR PROSTHESIS**
- Special Tests
- Special Equipment
- Prosthesis

**ALLERGIES:**
- E.S.
- ... (Table continues with various allergens)

**LAB TESTS**
- X-Ray
- Blood Test
- Weight
- B.P.
- T.P.R.

**IV'S**
- (Table continues with various IV options)

**DATE**
- (Table continues with various dates and entries)

**STANDING MEDICATIONS**
- (Table continues with various standing medications)

**DC**
- (Table continues with various discharge criteria)

**PRESCRIPTION MEDICATIONS**
- (Table continues with various prescription medications)

**TREATMENTS - STANDING O.P.W.N**
- (Table continues with various treatments and standing orders)

---

*Best Copy Available*
VESL VOCABULARY EXERCISES: NURSING ABBREVIATIONS

V. On the following page, there is another Kardex form. Use the chart (Kardex) to do these activities:

A) Identify as many abbreviations as possible.

B) Make a list of as many of the vocabulary terms as you can recognize on the Kardex.

C) Make a list of other words on the Kardex that you do not know or understand.

1) Look up these new words in a dictionary.
2) Learn to pronounce the new words.

D) Write the heading for the part of the Kardex where the following terms are found. EXAMPLE:

- seizure precautions
- monitoring

1. physical therapy
2. date of last B.M.
3. isolation
4. up ad lib
5. allergies
6. feed self
7. B.P. (system)
8. dangle
9. shower
10. incontinent

resources
elimination
safety needs
mobility
admission data
assistance required
monitoring
mobility
hygiene
elimination

123
### Personal History

- **Status (Circle):** U S W D S
- **Height:**
- **Weight:**
- **Blood Type:**
- **Medications:**
- **Allergies:**
- **Results:**
- **Other:**

### Physical Traits

- **Vision:**
- **Hearing:**
- **Speech:**
- **Denture:**
- **Pedal Pulses:**
- **Pulse:**
- **Mental:**
- **Behavior:**
- **Other:**

### Nutritional/Fluid Balance

#### DIET
- **Date:**
- **Type:**
- **Note:**
- **Tube Feeding:**
- **Nourishment:**
- **Food:**
- **Prepared Food:**
- **Needs Assistance:**
- **Other Directives:**

#### FLUID BALANCE
- **1 A O 2:**
- **Weight or Force to:**
- **24 Hours:**
- **1.5 Hours:**
- **3-11 Hours:**
- **11.7 Hours:**
- **IV Therapy (See IV Section):**

### Assistance Required

- **Toilet:**
- **Bath:**
- **Bed:**
- **Chair:**
- **Ambulate:**
- **Wheelchair:**
- **Other:**

### Mobility

- **Up or Down:**
- **Bed Rest:**
- **Wheelchair:**
- **Walker:**
- **Chairs:**
- **IV Therapy:**
- **Other:**

### ISOLATION

- **CPD Called:**
- **Type:**
- **Date In:**
- **Date Out:**

### PHYSICAL THERAPY

- **Stretches:**
- **Recumbent:**
- **Other:**

### OCCUPATIONAL THERAPY

- **Comes:**
- **Remain:**
- **Date of Last RM:**
- **Date of LMP:**
- **Foley Bag & Tubing Change:**
- **DC Date:**
- **Input/Output:**
- **Special Equipment:**

### SOCIAL SERVICE

- **Assistance Required:**
- **Toilet:**
- **Bath:**
- **Bed:**
- **Chair:**
- **Wheelchair:**
- **Other:**

### Teaching Notes

- **Rehabilitation:**
- **Discharge Planning Assessment:**
- **Yes:**
- **No:**
- **Yes Answer Indicates DCP Need:**
- **Age Greater Than 40:**
- **Chronic Illness:**
- **Change in Life Style Illness:**
- **Multi-Problems:**
- **Special Family/Living Situation:**
- **Recent Discharge:**
- **DCP by Nursing:**
- **DCP Team Referral:**

---

**Signature:**

---

**Best Copy Available**
CNA Test 3

Vocabulary Matching

1. drape  a. hanging down
2. emesis  b. water injection into rectum
3. decubitus ulcer  c. agent used to kill germs
4. discharge  d. act of identifying disease
5. dangling  e. act of vomiting
6. dilate  f. bedsore
7. edema  g. to enlarge
8. disinfectant  h. cover
9. diagnosis  i. carried out as patient leaves facility
10. enema  j. excessive fluid in tissues

What Do They Mean?

1. check the Kardex  a. arrange a certain way
2. vital signs  b. record
3. oral  c. raise
4. remove your jewelry  d. secured at night
5. head of the bed  e. look at patient’s records
6. position  f. group of symptoms
7. chart  g. temperature, pulse, blood pressure
8. elevate  h. front part
9. disease  i. take off earrings, etc.
10. side rails  j. pertaining to the mouth
I. Every job has rules for safety to protect the workers and others within the job environment. Here are some things a nursing assistant can do to maintain a safe work environment:

1. Assist in case of fire or disaster.
2. Clean up spilled water, food, etc. right away.
3. Report defective equipment (anything that is not working correctly).
4. Apply restraints properly for the safety of the patients.
5. Avoid transmitting (passing along) infection by hands, uniform, food, equipment, linen, etc.
6. Keep hallways and stairways clear.
7. Be alert to unusual behavior in patients.
8. Keep floors clear of toys, newspapers, electrical cords, etc.
II. Write the number of the safety rule which applies to each of the following situations.

1. 1 Mr. Brown was smoking in bed and the sheet caught on fire.
2. 4 The old man in the wheelchair is slipping.
3. 8 Ms. Rodriguez threw the newspaper on the floor after she finished reading it.
4. 2 Johnny knocked over a glass of water.
5. 6 There are a stretcher, a cleaning cart, and two wheelchairs in the hallway.
6. 3 Mrs. Lee's buzzer isn't working.
7. 5 Sara didn't wash her hands before changing the dressing.
8. 4 or 7 Mr. Kowalski is pulling on the IV tube in his arm.
9. 7 Ms. Grossman is extremely restless this evening.
VESL VOCABULARY EXERCISES: JOB SKILLS

I. Look at the column labelled "Job Skills" on the chart on Page 38. Write or name some common duties of a nursing assistant, starting with the word given. EXAMPLE:

Gives treatments as directed, for example: heat and cold applications

1. Transfers

2. Records

3. Prepares

4. Monitors

5. Assists

6. Provides

7. Serves

8. Uses

9. Collects
Nursing Assistant

Related Basic Skills

MATHMATICS
- Uses addition, subtraction, multiplication, and division. To measure pulse rate, intake and output.
- Converts measurements into metrics and vice versa.

SCIENCE
- Identifies the basic organization of the human body, its systems, structure, and functions.
- Applies the knowledge of gravity, movement, force and counterforce to nursing care.
- Uses the principles of cleanliness to prevent the spread of disease.
- Identifies the principles of nutrition and how disease is prevented or controlled through diet.

COMMUNICATIVE ARTS
- Uses correct medical language and abbreviations.
- Uses computer skills. For example: enters and receives patient information and orders supplies.
- Writes clearly and legibly on patient's charts and forms using correct grammar and spelling.
- Uses appropriate verbal and non-verbal communication with patients, co-workers, and supervisors.
- Reads materials related to the job.

Job Skills

- Provides personal care for patient, for example: bath, mouth and nail care, and back rubs.
- Measures body temperature, pulse, respiration, blood pressure, alertness, height, and weight.
- Prepares the patient for mealtime; serves trays; feeds and/or assists the patient in eating; and measures intake and output.
- Uses proper body mechanics when lifting, moving, or positioning the patient and when making the patient's bed.
- Gives treatments as directed, for example: heat and cold applications.
- Provides care for patient in a cast or traction; assists patient in performing joint motion exercises.
- Collects samples from bladder, bowel, and lungs; performs routine tests.
- Provides a clean, safe environment for the patient, monitors proper functioning of health care equipment.
- Provides basic emergency care. For example: first aid and CPR (cardiopulmonary resuscitation).
- Assists the licensed nurse in admitting and sending the patient home from the nursing unit, or transferring the patient from one room or unit to another.
- Provides supportive care for the dying patient and family: cares for the body after death.
- Reports, records, and acts upon all patient observations promptly and accurately.

Responsibility Skills

- Speaks and acts according to the rules and laws governing health care, for example: respects the patient's privacy.
- Works as a health care team member.
- Demonstrates respect for others' points of view.
- Demonstrates punctuality, dependability, and honesty.
- Follows instructions.
- Uses initiative and imagination to solve problems within the scope of the job.
- Maintains a neat and clean appearance and dresses appropriately.
- Works well under pressure; copes with differing work situations; accepts change and makes adjustments.
- Organizes work to promote effective and efficient use of time.
- Maintains good health.
- Displays sensitivity for how a person's background, especially culture, influences actions and reactions in the health care setting.
VESL VOCABULARY EXERCISES: JOB SKILLS

II. Name six things a nursing assistant measures.
   1. body temperature
   2. pulse
   3. respiration
   4. blood pressure
   5. alertness
   6. height/weight

III. What does a nursing assistant use body mechanics for? Circle the letter of all correct answers.
   A) lifting
   B) collecting sputum specimens
   C) positioning a patient
   D) making a bed
   E) admitting a patient
   F) moving a patient
## Vocabulary Matching

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. geriatrics</td>
<td>a. need to vomit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. negligence</td>
<td>b. IV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. inflammation</td>
<td>c. separated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. medication</td>
<td>d. break in bone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. intravenous infusion</td>
<td>e. tissue reaction to injury</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. nutrition</td>
<td>f. equipment used to sustain life</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. fracture</td>
<td>g. used for treatment of disease</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. life support system</td>
<td>h. food for growth and repair</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. nausea</td>
<td>i. failure to give care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. isolation</td>
<td>j. care of the elderly</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## What Do They Mean?

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. hand me</td>
<td>a. 98.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. so far</td>
<td>b. right now</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. assignment sheet</td>
<td>c. bedclothes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. strip the bed</td>
<td>d. bendable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. look out!</td>
<td>e. large discharge of blood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. temperature is normal</td>
<td>f. up to this time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. linen</td>
<td>g. be careful</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. flexible</td>
<td>h. list of duties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. hemorrhage</td>
<td>i. give me</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. for the time being</td>
<td>j. take off the linens</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SAMPLE LESSON PLANS

Instructor generated lesson plans.
Lesson Plan 1

Core reading lesson: "The Duties of a Nursing Assistant"

Book Title and publisher: Getting Ready to be a Nursing Assistant, Del Mar Publishing

Objective: to introduce students to the basic duties of a nursing assistant

Basic Skill: vocabulary in context

Review: Discuss "who does what" in a hospital by asking students questions and involving them in conversation.

<table>
<thead>
<tr>
<th></th>
<th>dispense medication</th>
<th>give directions</th>
<th>check vital signs</th>
<th>make medical decisions</th>
<th>move patients</th>
</tr>
</thead>
<tbody>
<tr>
<td>nursing assistant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>licensed practical nurse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>registered nurse</td>
<td></td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>medical doctor</td>
<td></td>
<td>√</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Introduction: Write questions on board and have students discuss them (groups of two or three) then discuss the questions as a class.

THINK ABOUT

If you were sick in a hospital, what would you need most?
What people and things would you like to have around you?
What might make you feel scared?
What would help you feel more comfortable?
What do you think a nursing assistant does?

Presentation: Have students read the chapter in text to themselves, underlining words they don't understand as they read. Discuss the lesson by asking students questions and explaining words not understood.
Practice: Discuss vital signs and have students practice taking each other's pulses and writing them down. Then discuss normal pulse rates. Have students complete exercises on pp. 18-21. Go over them orally.

Demonstration: Have students take pulses of family members or friends (adults and children) and bring the results to class the following day.
Lesson Plan 2

Core reading lesson: Unit 1 "Finding Facts Fast"

Book Title and Publisher: *Raising Your Reading Test Scores*, Educational Design Inc.

Objective: to enable students to search quickly for answers to who, what, and where etc. questions.

Basic Skill: reading, scanning

Introduction: write on board to make sure students understand the meanings of these type of questions.

who? how much?
what? what time?
where? how far?
when? how many?

Have students (groups of two) ask each other some personal questions using these phrases.

Discuss the phrase "search quickly".

Presentation: Have students read Samples 1-2, page 8. Go through orally with them stressing the need to search quickly.

Sample 1: One of the Greatest bank robberies in history was the Brinks Armored Car robbery. Gunmen stole valuables worth $2,775,395.12. Of this, $1,218,211.19 was in cash. But the robbers overlooked a steel box which contained an additional $800,000, also in cash. Eventually the thieves were caught and given long prison sentences.

How much cash was stolen in the Brinks robbery?
(A) $2,775,395.12
(B) $1,457,147.89
(C) $1,218,211.19
(D) $ 800,000.00

The correct choice is (C), $1,218,211.19.
When you are looking for facts, you don't have to reread the entire selection. Search through the selection as quickly as you can.

Sample 2: In 1927, Charles Lindbergh landed in Paris after flying across the Atlantic Ocean. The flight distance was more than 3,600 miles, and the flight time was almost 33 1/2 hours. When Lindbergh landed, he was met by a crowd of more than 20,000 people. Other pilots had flown across the Atlantic before, but he was the first to do it alone.

How many miles did Lindbergh travel on his famous flight?
(A) 33 1/2 miles
(B) 1,927 miles
(C) 3,600 miles
(D) 20,000 miles

The correct choice is (C), 3,600 miles.

Practice: Assign a timed completion of selections 1-8 telling students to stop when time is up. (Take time here to stress not needing to reread the entire paragraph.)

Selections 1-8

1. Did you ever touch a hot pan on a stove? You probably did not hold it for long. A burn can be very painful. Most burns are minor, or not serious, because you know quickly when you have touched something hot. These minor burns that turn red are called first-degree burns. Sometimes a burn will turn red and get blisters. This more serious type of burn is called a second-degree burn. When the burn goes deeper into your skin, it is called a third-degree burn.

   The type of burn that usually has blisters is _______.
   A. first-degree burn
   B. second-degree burn
   C. third-degree burn
   D. a serious burn

2. Broken bones, sprains, cuts, burns and heart attacks are all emergencies. Someone needs to help the victim in an emergency. First, you need to survey the
situations. Is it safe for you to go near the victim? Don't move the victim unless he is in immediate danger. Then try to figure out what happened. If you did not see what happened, look around for clues or signs that can tell you. You should move an injured person:

A. right away
B. before the ambulance comes
C. if he has no broken bones
D. only if it is necessary

3. Medicines and drugs can keep us healthy, stop pain, and kill germs if they are taken correctly. Often the doctor will explain how you should take a medicine. The pharmacist can also explain the correct dosage. That is, he will tell you how much medicine to take and how often to take it. You can also read the directions on the label. Who can explain how to use a prescription?

A. only doctors
B. CNA's and pharmacists
C. doctors and pharmacists
D. only pharmacists

5. Your body uses nutrients in different ways. Important nutrients for your body are water, minerals, and vitamins. You cannot live long without water. You need more water than other people in your family. Which question about sleep is true?

A. All children need nine hours of sleep.
B. You may need more sleep than other people in your family.
C. You should sleep eight hours per night.
D. Doctors don't know how much sleep is needed.

134
Bodily water can be lost through
A. water, minerals and vitamins
B. sweating and getting rid of wastes
C. 96% of your body
D. drinking 8 glasses of water a day

6. Yesterday Jaime Cruz felt upset about something. His boss gave him a hard time. Jaime used to have a drink and a cigarette when he was upset. This time, when Jaime got home, he took a long walk. He walked almost three miles. He began to feel better almost at once. Jaime knows that when he is unhappy or tired, taking a long walk makes him feel better.

Jaime took a long walk because he
A. was tired
B. wanted stronger muscles
C. was upset
D. had a drink and a cigarette

7. Blood is made up of plasma and blood cells. Plasma, a yellow liquid, carries nutrients and some waste products. The heavier, solid parts of blood are blood cells. Most blood cells are red blood cells. These cells carry oxygen to the body cells and take carbon dioxide away from them. Besides red blood cells, there are white blood cells, which help fight disease.

Which statement is not true about plasma?
A. It is a liquid.
B. It is made up of red blood cells.
C. It carries nutrients.
D. It is one part of blood.

8. Rita is a nursing assistant who works with patients with cardiovascular problems. Some of her patients receive a treatment called angioplasty. Angioplasty means remodeling of a blood vessel. A surgeon can open a clogged blood vessel by putting a tube called a catheter into that blood vessel. When the catheter reaches the clogged area, the surgeon uses a hand pump to blow up a balloon inside the catheter. The balloon opens the blood vessel, allowing blood to flow more freely.

Angioplasty is a method of
A. bypassing blood vessels
B. opening blood vessels
C. correcting an irregular heartbeat
D. inserting arteries into the cardiac muscle
Lesson Plan 3

Core reading lesson: Unit 3 "Main Idea and Best Title"
Book Title and Publisher: Raising Your Reading Test Scores, Educational Design Inc.

Objective: to enable potential CNA students to find the most important point or best summary of a paragraph.
Basic Skill: close (selective) reading during test taking

Introduction: Discuss the fact that there are many different ways to ask for the main idea of a selection. The test question may ask questions like --
- what is the selection mainly about?
- the most important point in this story is ___
- the central theme of this selection is ___
- the best summary of this paragraph is ___

Presentation: Have students read Sample 1 and select the main idea.

Sample 1: A nursing assistant is a very important member of the health care team. The nursing assistant works directly with patients providing for their physical and emotional needs. The duties of nursing assistants vary according to the type of health care facilities that employ them. Following are some of the most common duties they perform.

The main idea of this paragraph is ___
A. hospitals and doctors
B. duties of nursing assistants
C. finding a job
D. health care facilities

Discuss why the correct choice is B by reviewing the questions in the introduction.

Have students read Sample 2 and answer the question.

Sample 2: If there is a real fire, there are certain things to do. The first thing to remember is to keep calm. Patients may become frightened and they can help the patients. People who are in immediate danger should be moved to safety. Then the fire alarm should be rung and the evacuation
plan followed. Nursing assistants should get to know this procedure for removing people from the facility. They should learn the locations of fire exits. Most facilities have a map that shows where the fire exits are. The location of fire control equipment, such as fire extinguishers and fire doors, should also be known.

The best summary of this paragraph is ____
A. The Fire Department should be called in case of a fire.
B. Patients may become frightened and confused if there is a fire.
C. There are certain rules that should be followed if there is a fire.
D. Fire exits should be shown on a map.

Have students discuss their answer with a partner first. Then help them determine which details are not as important as others. (The correct choice must be C. A, B, and D are all details which help describe fire safety measures but they are not the main idea.)

Next have students read Sample 3 and select the best title.

Sample 3: Most people live by certain rules that say what is right and what is wrong. These rules are called ethics. Nursing assistants must follow certain rules, or ethics, every day on the job. The first and most important rule of ethics is that life is precious, or worth very much. Health care workers must always keep this rule in mind. The second rule is to treat all patients the same. It is not fair to treat people differently based on their color, sex, age or religion. This is called discrimination. Discrimination is ethically wrong. The third and very important rule of ethics is confidentiality, or keeping patient information private. Personal information that patients tell to nursing assistants is private. The fourth rule of ethics is to avoid doing anything which is against the law. If a nursing assistant sees someone breaking the law, he should report it to a supervisor.
The best title for this selection is:
A. Discrimination is Wrong
B. Ethics and the Nursing Assistant
C. Keeping Secrets
D. Life is Precious

Again allow time for the students to discuss their answers among themselves. Ask for a show of hands for each answer and discuss why or why not. (Correct choice is B. The other choices do not offer the most important information.)

Practice: Pass out a timed reading of eight selections in which the students choose the main idea or best title for the paragraph.

You will now practice working with the main idea. Read the next selections and answer the questions.

Selections 1 - 8

1. From birth until death, humans go through many stages of development. Each person who lives to the last stage of life must pass through every other stage on the way. Every life is different. People have different experiences and make different choices. These life stages are general ideas about what happens in human life.

The main idea of this selection is:
A. The stages of life are general ideas.
B. Every person's life follows the exact same pattern.
C. Some life stages are easier than others.
D. Some people travel in late adulthood.

2. Patients may have difficulty sleeping because of noise or pain. Although complete silence in a hospital is impossible, there are ways to reduce noise. Equipment can be handled carefully, and conversation can be limited. If pain prevents a patient from sleeping, a nurse may give medication. The nursing assistant can help by having the patient ready for sleep before the medication is given. Then the patient can go right to sleep without being disturbed again. Other ways of helping a patient to sleep include giving a back rub, providing a change of position, and making the bed neat.
The main idea of this selection is ____.
A. patients usually cannot sleep
B. nursing assistants can help patients who have difficulty sleeping
C. patients should be given medication to help them sleep
D. patients feel pain in many different ways

3. A nursing assistant who understands patients' emotional needs can help them to cope better. Being sick is a stressful and emotional time for most people. At this time, they need to be treated with extra understanding and given support. Related to the need for respect is the need for privacy. When assisting patients, everything should be done to avoid making patients feel uncomfortable. In addition to the need for privacy, patients may need comfort, or reassurance. Giving patients a chance to talk and listening to everything that is said can help them deal with their fears. Another important need of many patients is spiritual, or religious, support. People's spiritual needs are often greater when they are ill and afraid.

Another title for this reading could be ____.
A. Privacy Is Important
B. Religious Needs of Patients
C. Call Patients By Their Names
D. Emotional Needs of Patients

4. Cells are the most basic parts in our bodies. All living things are made up of cells. In your body, groups of similar cells work together to do a specific job. These groups of cells are called tissues. Tissues work together to make up organs. The stomach and the heart are examples of organs. Organs work together to make up systems. Each body system has special functions to perform. From cell to system, the parts of the human body work together. Groups of cells work together to form tissues. Different tissues work together to form organs. Groups of organs form systems, and systems work together to make up the human body.

The best title for this selection is ____.
A. Cells
B. How The Digestive System Works
C. Parts of the Human Body
D. Using a Microscope

5. A person gets antibodies in several ways. Infants get antibodies through mother's milk. These antibodies make them immune to some diseases, but only for a short time. As children grow, they need to develop their own immunity.
One way they do this is by getting sick and recovering. For example, when children get the measles, their bodies naturally produce measles antibodies. These antibodies prevent them from getting the measles again. People also develop immunities by getting shots, or vaccinations. A vaccination makes a person's body produce antibodies for sicknesses she has not had. Only some vaccinations give permanent immunity from a particular sickness.

This selection is mainly about ____.
A. mother's milk is important for babies
B. it is important to get the measles
C. permanent immunity is the result of mother's milk
D. there are different ways to get antibodies

6. Sometimes people look, but they do not really see. And sometimes people see only what they want to see. Looking at things in either of these ways can be dangerous, especially in the medical profession. Looking at, or observing, a patient carefully could mean the difference between life and death. Observing patients carefully is an important part of the job of a nursing assistant.

The main idea of this paragraph is ____.
A. Health workers should see only what they want to see.
B. You should believe only what you see.
C. All patients look about the same.
D. Health workers have to observe carefully.

7. Useful observations are objective; they are based on facts. It is important to distinguish between facts and interpretations of facts. For example, a nursing assistant goes into a patient's room and discovers a tray of food that is only partially eaten. The fact is that the patient has not eaten all of the food. This is an objective observation. However, there are many ways of interpreting this fact. Maybe the food was cold. Maybe the patient's meal was interrupted. Maybe the patient was angry about something. These are interpretations of the facts, or subjective statements. The nursing assistant should report only objective observations.

The main idea of this paragraph is ____.
A. A nursing assistant has to know the right way of interpreting facts.
B. If a patient doesn't finish his meal, it means he's not hungry.
C. Nursing assistants report facts, not interpretations.
D. If a patient is angry, he may not eat.
There are many paths to follow in the field of nursing today. In addition, the demand for trained nursing professionals is on the rise. The United States currently has a shortage of many nursing professionals. For those who enjoy it, nursing is a promising career for the future.

Which sentence states the main idea of the last paragraph?

A. Nursing assistants enjoy their jobs.
B. Only nursing assistants will be able to find jobs in the future.
C. It will be difficult to find a job in nursing in the future.
D. The future looks good for nursing professionals.
SUGGESTED LESSON PLANNING

The Reading Attainment System series (Books 1-10) is aimed at helping improve reading, vocabulary, and thinking skills. Since the aim of the Employability Skills Center is to focus on skills needed to a specific job, chapters which were related to the field of health were chosen. Below is a list of these chapters.

Reading Attainment System:

- **Book 1** - Chapter 6: "Are You Drawn-Proof?"
  - Chapter 14: "Tips on Filling Out Job Applications"

- **Book 2** - Chapter 4: "Fires That Water Won't Put Out"

- **Book 3** - Chapter 9: "Poisons and Antidotes"

- **Book 4** - Chapter 13: "Look Out for Quacks!"

- **Book 5** - Chapter 10: "What Does Anger Do to You"

- **Book 6** - Chapter 9: "Black Death"

- **Book 7** - Chapter 12: "Animals That Help Each Other"

- **Book 8** - Chapter 5: "Warning! Poison"

- **Book 9** - Chapter 14: "Man Without Sleep"
SUGGESTED SUPPLEMENTARY MATERIALS:

READING IN THE WORKPLACE HEALTHCARE

Educational Activities, Inc.,
Freeport, NY 11520

- Computer Generated Study Guides & Keys
- Instructional Generated Study Guides & Keys
READING
IN THE
WORKPLACE:
HEALTH CARE

Educational Activities, Inc.,
Freeport, NY 11520

Computer generated
reproducible
study guides.
HOMOGRAFPIS

Each of the words listed below has three different meanings. Put a check on the line next to the definition that best applies to the health-care field.

1. treat
   - to pay for another person  
   - to provide medical care  
   - to discuss terms

2. condition
   - the state that a person is in  
   - part of a legal agreement  
   - something needed for something else to happen

3. disabled
   - took away legal rights  
   - not working properly  
   - weakened by illness or injury

4. dressing
   - a sauce added to salad  
   - something put on a cut to help it heal  
   - the act of putting on clothes

5. pressure
   - a forceful influence  
   - force applied to stop bleeding  
   - the amount of air in a tire

6. victim
   - a person sacrificed to a god  
   - a person who is injured or hurt  
   - a person who is tricked

7. support
   - to help or assist  
   - money paid by one parent to another to help with the expenses of the children  
   - the foundation or base of a building

8. operate
   - to perform a military action  
   - to cause to function  
   - to perform surgery

9. congested
   - having a lot of fluid in the nose area  
   - having too much traffic on the road  
   - having a lot of people living in an area

10. circulation
   - the average number of copies of a magazine over a period of time  
    - the total number of items borrowed from a library  
    - the path of blood through the body

Name ___________________________ Class ___________ Date ___________
READING IN THE WORKPLACE
Health Care

CROSSWORD PUZZLE

Use the vocabulary words in the word box below to fill in the crossword puzzle on worksheet #3. Note: Some of the words in the word box are not used in the puzzle.

WORD BOX

<table>
<thead>
<tr>
<th>applied</th>
<th>discolored</th>
<th>prescribed</th>
<th>swelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>blisters</td>
<td>dosages</td>
<td>private</td>
<td>symptoms</td>
</tr>
<tr>
<td>cancer</td>
<td>dreaded</td>
<td>relieve</td>
<td>tissues</td>
</tr>
<tr>
<td>chores</td>
<td>dressing</td>
<td>setup</td>
<td>tragic</td>
</tr>
<tr>
<td>clammy</td>
<td>exposed</td>
<td>side rails</td>
<td>victim</td>
</tr>
<tr>
<td>condition</td>
<td>infected</td>
<td>signal cord</td>
<td></td>
</tr>
<tr>
<td>contract</td>
<td>nausea</td>
<td>slurred</td>
<td></td>
</tr>
<tr>
<td>disabled</td>
<td>pneumonia</td>
<td>stress</td>
<td></td>
</tr>
</tbody>
</table>

CLUES

ACROSS

1. a bed attachment that can be raised and lowered
3. mental pressure
4. the state a person is in
8. put on
10. feared greatly
11. something applied to a wound
13. raised areas of the skin containing watery liquid
16. an object used to call for help
18. not having full ability
19. layers of cells
20. very sad

DOWN

1. changes that indicate a problem
2. not the usual color
3. materials needed for a procedure
5. amounts of medicine
6. a stomach problem that makes you feel like throwing up
7. to ease
9. ordered the use of a drug
12. left without protection or care
14. spoken incorrectly
15. to catch or come down with a disease or illness
16. puffed up or enlarged body parts
17. moist

See Worksheet #3 for Crossword Board

Name __________________________ Class ___________ Date ___________

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See Worksheet #2 for Crossword Clues
VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines. Put one letter on each line.

WORD BOX

<table>
<thead>
<tr>
<th>avoid</th>
<th>crisis</th>
<th>frequent</th>
<th>prevent</th>
<th>rapid</th>
<th>blister</th>
<th>disabled</th>
<th>nausea</th>
<th>pulse</th>
<th>vaccinate</th>
</tr>
</thead>
</table>

1. not having full ability
2. a crucial or decisive situation
3. very often
4. a raised area of the skin containing watery liquid
5. to stay away from
6. to inject with weak or dead disease germs to protect against that disease
7. quick
8. a stomach problem that makes you feel like throwing up
9. to keep from happening
10. the throbbing of arteries produced by the beating of the heart

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

People who specialize in diet and how it relates to health and hygiene are called:

Name ___________________________ Class ___________ Date ___________
SCRAMBLED WORDS

Next to each scrambled word is its meaning. Unscramble the word and write it on the blank line.

1. thednisos  false or deceitful

2. creanc  a disease in which some body cells grow too quickly, destroying healthy tissue and organs

3. piplade  put on

4. lewglisn  puffed up or enlarged body parts

5. civtmi  someone who is injured

6. wholals  not deep

7. tnasoctn  all the time

8. drealepc  changed one thing for another

9. proptus  aid or assistance

10. gorezicen  to notice

Name ___________________________ Class ___________ Date ________
USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

**WORD BOX**

<table>
<thead>
<tr>
<th>contact</th>
<th>dosage</th>
<th>pulse</th>
<th>support</th>
<th>symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>cures</td>
<td>dressings</td>
<td>slurred</td>
<td>swindler</td>
<td>victims</td>
</tr>
</tbody>
</table>

2. For some diseases, there are no ____________________.
3. As a health-care worker, you may come in ____________________ with very sick people.
4. The nurse applied several ____________________ to the wound.
5. The crutches provided ____________________ for the man after he broke his leg.
6. Red bumps and itchy skin are ____________________ of chicken pox.
7. The recommended ____________________ was two pills every four hours.
8. After drinking too much alcohol, her speech was ____________________.
9. The quick-cure ____________________ sold many fake medicines.
10. Because the boy was unconscious, I checked his breathing and ____________________.
USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

<table>
<thead>
<tr>
<th>applied</th>
<th>cancer</th>
<th>midwife</th>
<th>personal hygiene</th>
<th>relieve</th>
</tr>
</thead>
<tbody>
<tr>
<td>bed wheels</td>
<td>clammy</td>
<td>nausea</td>
<td>prescribed</td>
<td>scar</td>
</tr>
<tr>
<td>blisters</td>
<td>essential</td>
<td>panic</td>
<td>pressure</td>
<td>therapy</td>
</tr>
</tbody>
</table>

1. The nurse ______________________ the ointment to the patient’s burn.
2. After the operation, she had a ______________________ on her leg.
3. It is ______________________ for a doctor to have a good bedside manner.
4. The man’s forehead felt ______________________, so he took his temperature.
5. Many people ______________________ at the sight of blood.
6. ______________________ is a dreaded disease for which there is no known cure.
7. After the baby was born, the ______________________ put the baby in its mother’s arms.
8. The nurse aide locked the ______________________ in place.
9. Excellent ______________________ is important for any health-care worker.
10. He needed six months of intensive ______________________ after the car accident.
11. She took two aspirin to ______________________ her headache.
12. The doctor ______________________ an antibiotic.
13. Direct ______________________ should be applied to stop bleeding.
14. A bad burn will cause ______________________ to form on the surface of the skin.
15. His stomach ache caused feelings of ______________________.
READING IN THE WORKPLACE
Health Care

SCRAMBLED WORDS

Unscramble the words and fill in the blanks. Put one letter on each line. Use the word box to help you.

WORD BOX

<table>
<thead>
<tr>
<th>AIDS</th>
<th>immune system</th>
<th>orange stick</th>
<th>symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>blister</td>
<td>infected</td>
<td>rash</td>
<td></td>
</tr>
<tr>
<td>cancer</td>
<td>mumps</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. pmsum
2. cfidnete
3. moystmsp
4. encrca
5. aertt
6. ahrs
7. trebisl
8. iksr
9. dais
10. noegra ktcsi
11. meuimn esmyts

Use the letters that appear inside the circles above to write the mystery word.

????MYSTERY WORD????

The act of bringing forth a developing baby too early, causing the end of the pregnancy, is called a:

The mystery word is: **premature birth**
SCRAMBLED WORDS

Unscramble the words and fill in the blanks. Put one letter on each line. Use the word box to help you.

WORD BOX

<table>
<thead>
<tr>
<th>accident</th>
<th>disease</th>
<th>hygiene</th>
<th>thermometer</th>
</tr>
</thead>
<tbody>
<tr>
<td>blood</td>
<td>drugs</td>
<td>injury</td>
<td>treatment</td>
</tr>
<tr>
<td>diet</td>
<td>hospital</td>
<td>medicine</td>
<td></td>
</tr>
</tbody>
</table>

1. imeicned
2. yeighen
3. mtaretnte
4. dacticne
5. gruds
6. obldo
7. adseies
8. ahpstoil
9. tied
10. mtmrohetree
11. uyjinr

Use the letters that appear inside the circles above to write the mystery word.

The movement of blood through the vessels of the body is called:

My Mystery Word:

Name ___________________________ Class ____________ Date ________

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VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines.

<table>
<thead>
<tr>
<th>WORD BOX</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>axillary bar</td>
<td>cancer</td>
<td>crisis</td>
<td>dressing</td>
<td>pulse</td>
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<tr>
<td>blister</td>
<td>chore</td>
<td>cure</td>
<td>immune system</td>
<td>scarring</td>
<td></td>
</tr>
<tr>
<td>calamine lotion</td>
<td>condition</td>
<td>dosage</td>
<td>pneumonia</td>
<td>victim</td>
<td></td>
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</tbody>
</table>

1. a serious disease of the lungs
2. the body's ability to fight germs and diseases
3. someone who is injured
4. a situation that becomes very serious
5. a medical treatment leading to the recovery from a disease
6. a disease in which some body cells grow too quickly, destroying healthy tissues and organs
7. marks left on the skin after an injury has healed
8. a soothing liquid used to relieve itching
9. a raised area of the skin containing watery liquid
10. the top of a crutch that fits under the armpit
11. a small job that is usually done on a regular basis
12. the general state that a person is in
13. something applied to a wound to help it heal
14. a specific amount of medicine
15. the throbbing of the arteries as blood is pumped through them
READING IN THE WORKPLACE: Health Care

VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines.

WORD BOX

<table>
<thead>
<tr>
<th>blurred</th>
<th>discolored</th>
<th>eliminate</th>
<th>infected</th>
<th>relieve</th>
</tr>
</thead>
<tbody>
<tr>
<td>caressing</td>
<td>dishonest</td>
<td>exchanging</td>
<td>injecting</td>
<td>risk</td>
</tr>
<tr>
<td>constant</td>
<td>dreaded</td>
<td>exposed</td>
<td>panic</td>
<td>tragic</td>
</tr>
</tbody>
</table>

1. left without protection or care
2. very sad
3. in danger of
4. having a disease in the body or part of the body
5. the giving or taking of one thing in return for another
6. sudden, extreme fright
7. not trustworthy; deceitful
8. to help feel better
9. touching in a tender, loving way
10. feared greatly
11. not clear
12. all the time
13. to get rid of
14. putting into the body by using a needle
15. not the usual color
**CATEGORIZING**

Under each description, write the health term that is being described. Use the words in the box to help you. Some letters have already been provided for you.

**WORD BOX**

<table>
<thead>
<tr>
<th>AIDS</th>
<th>childhood diseases</th>
<th>medical assistant</th>
<th>vital signs</th>
</tr>
</thead>
<tbody>
<tr>
<td>asepsis</td>
<td>dental assistant</td>
<td>medical secretary</td>
<td></td>
</tr>
<tr>
<td>burns</td>
<td>Florence Nightingale</td>
<td></td>
<td>poison ivy</td>
</tr>
</tbody>
</table>

1. temperature  
pulse  
respiration  
blood pressure

2. washing hands  
using sterile techniques  
using boiling water  
being in isolation

3. directing patient to chair  
showing how to brush and floss  
setting up trays  
giving x-rays

4. helping with physical exam  
giving medications  
drawing blood  
taking down histories

5. first degree  
second degree  
third degree  
blister

6. filling out insurance forms  
using the telephone  
typing letters  
scheduling appointments

7. itchy  
rash  
red  
calamine lotion

8. sexual contact  
sharing needles  
other people's blood  
attacks immune system

9. nurse  
Crimean War  
began nursing school  
made nursing honorable

10. chicken pox  
mumps  
measles  
polio

---

**Name** __________________  
**Class** __________________  
**Date** ________________
**HIDDEN WORD PUZZLE**

The 31 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

**WORD BOX**

<table>
<thead>
<tr>
<th>applied</th>
<th>disabled</th>
<th>occupied bed</th>
<th>risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>avoid</td>
<td>eliminate</td>
<td>perform</td>
<td>symptoms</td>
</tr>
<tr>
<td>blurred</td>
<td>infected</td>
<td>physician</td>
<td>tissues</td>
</tr>
<tr>
<td>cancer</td>
<td>least</td>
<td>prevent</td>
<td>tragic</td>
</tr>
<tr>
<td>clammy</td>
<td>management</td>
<td>private</td>
<td>underlying</td>
</tr>
<tr>
<td>contact</td>
<td>mild</td>
<td>proper</td>
<td>vary</td>
</tr>
<tr>
<td>CPR</td>
<td>nausea</td>
<td>pulse</td>
<td>victim</td>
</tr>
<tr>
<td>cure</td>
<td>neuralgia</td>
<td>rapid</td>
<td></td>
</tr>
</tbody>
</table>

AESUANEURALGIA

SPYCDEBEDEIPUCCOE

MHPRAPIDMILDEFMT

OYCLAMMYRCEDJMAC

TSVEIVALROPSTEUNE

PIVTSERDFRLLLNF

MCIOANDERRUBLBDGN

YCSTNEVERPIAEI

SATRAGICPNRHSRM

RNICURETANIMILEE

ISMCONTACTVTDYN

SYEWRECNACAGBITO

KUXASEUSSITLKNNH

ZONVAVOIDQEMUGOP
HIDDEN WORD PUZZLE

The 15 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

axillary bar  discolorered  frequent
chores      dosage      immune system
circulation dressing   pneumonia
condition    essential  replaced
constant      exposed  shallow

T E N A I N O M U E N P C S T O
R O T M R A B Y R A L L I X A M
D S S J C D I S C O L O R E D E
A R B L A I T N E S S E C L J T
S D E C A L P E R C B H U C L S
R E L S N F E G A S O D L O H Y
A S U H S D L O M R E A A N A S
N O N A T I O L E I F R T S Q E
G P I L P T N S U G N A I T I N
S X O L A N T G Y I M P O A D U
T E A O C O N D I T I O N N R M
- Y X Q W V L R O L S E U T T P M
T N E U Q E R F M R E O N O C I

Name ___________________________ Class _________ Date ________
### SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>observe</td>
<td>ignore</td>
</tr>
<tr>
<td>clammy</td>
<td>soaked</td>
</tr>
<tr>
<td>least</td>
<td>smallest</td>
</tr>
<tr>
<td>perform</td>
<td>do</td>
</tr>
<tr>
<td>essential</td>
<td>part</td>
</tr>
<tr>
<td>physician</td>
<td>dentist</td>
</tr>
<tr>
<td>proper</td>
<td>right</td>
</tr>
<tr>
<td>rapid</td>
<td>strong</td>
</tr>
<tr>
<td>support</td>
<td>hurt</td>
</tr>
<tr>
<td>underlying</td>
<td>below</td>
</tr>
<tr>
<td>dosage</td>
<td>amount</td>
</tr>
<tr>
<td>private</td>
<td>public</td>
</tr>
<tr>
<td>replace</td>
<td>restore</td>
</tr>
<tr>
<td>tragic</td>
<td>sad</td>
</tr>
<tr>
<td>cure</td>
<td>recovery</td>
</tr>
<tr>
<td>infect</td>
<td>eliminate</td>
</tr>
<tr>
<td>dishonest</td>
<td>untruthful</td>
</tr>
<tr>
<td>dread</td>
<td>joy</td>
</tr>
<tr>
<td>vary</td>
<td>change</td>
</tr>
<tr>
<td>relieve</td>
<td>die</td>
</tr>
</tbody>
</table>
# Reading in the Workplace: Health Care

## Word Perceptions

Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

| 1. expose | explode | exploit | *expose* | export | express | explode |
| 2. symptom | symptom | sympathy | symphony | sympathize | *symptom* | sympathy |
| 3. avoid | avow | avid | avert | away | *avoid* | avid |
| 4. contact | contract | contend | *contact* | contain | contend | *contact* |
| 5. relieve | relive | relent | relief | *relieve* | rely | relent |
| 6. dread | *dread* | dead | dream | dregs | dead | *dread* |
| 7. blurred | blurb | blurry | blurt | blurb | blurry | *blurred* |
| 8. chore | *chore* | choir | choral | choker | *chore* | choir |
| 9. prescribe | prescript | presence | *prescribe* | preschool | present | prescript |
| 10. rapid | rapt | rapture | radish | radar | *rapid* | rapid |
| 11. vary | very | *vary* | very | veer | very | *varsity* |
| 12. replace | repeat | *replace* | replant | replace | replaced | *replace* |
| 13. victim | victimize | victim | victor | victory | *victim* | victor |
| 14. private | privat | privacy | privy | *private* | privat | *private* |
| 15. panic | planet | pander | *panic* | painful | planet | *panic* |

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Name: 165
Class: 
Date: 166

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Reading in the Workplace: Health Care
Reproducible Master
HOMOGRAPHs

Each of the words listed below has three different meanings. Put a check on the line next to the definition that best applies to the health-care field.

1. treat
   - to pay for another person
   - to provide medical care
   - to discuss terms

2. condition
   - the state that a person is in
   - part of a legal agreement
   - something needed for something else to happen

3. disabled
   - took away legal rights
   - not working properly
   - weakened by illness or injury

4. dressing
   - a sauce added to salad
   - something put on a cut to help it heal
   - the act of putting on clothes

5. pressure
   - a forceful influence
   - force applied to stop bleeding
   - the amount of air in a tire

6. victim
   - a person sacrificed to a god
   - a person who is injured or hurt
   - a person who is tricked

7. support
   - to help or assist
   - money paid by one parent to another to help with the expenses of the children
   - the foundation or base of a building

8. operate
   - to perform a military action
   - to cause to function
   - to perform surgery

9. congested
   - having a lot of fluid in the nose area
   - having too much traffic on the road
   - having a lot of people living in an area

10. circulation
    - the average number of copies of a magazine over a period of time
    - the total number of items borrowed from a library
    - the path of blood through the body
CROSSWORD PUZZLE

Use the vocabulary words in the word box below to fill in the crossword puzzle on worksheet #3. Note: Some of the words in the word box are not used in the puzzle.

WORD BOX

<table>
<thead>
<tr>
<th>applied</th>
<th>discolored</th>
<th>prescribed</th>
<th>swelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>blisters</td>
<td>dosages</td>
<td>private</td>
<td>symptoms</td>
</tr>
<tr>
<td>cancer</td>
<td>dreaded</td>
<td>relieve</td>
<td>tissues</td>
</tr>
<tr>
<td>chores</td>
<td>dressing</td>
<td>setup</td>
<td>tragic</td>
</tr>
<tr>
<td>clammy</td>
<td>exposed</td>
<td>side rails</td>
<td>victim</td>
</tr>
<tr>
<td>condition</td>
<td>infected</td>
<td>signal cord</td>
<td></td>
</tr>
<tr>
<td>contract</td>
<td>nausea</td>
<td>slurred</td>
<td></td>
</tr>
<tr>
<td>disabled</td>
<td>pneumonia</td>
<td>stress</td>
<td></td>
</tr>
</tbody>
</table>

CLUES

ACROSS

1. a bed attachment that can be raised and lowered
3. mental pressure
4. the state a person is in
8. put on
10. feared greatly
11. something applied to a wound
13. raised areas of the skin containing watery liquid
16. an object used to call for help
18. not having full ability
19. layers of cells
20. very sad

DOWN

1. changes that indicate a problem
2. not the usual color
3. materials needed for a procedure
5. amounts of medicine
6. a stomach problem that makes you feel like throwing up
7. to ease
9. ordered the use of a drug
12. left without protection or care
14. spoken incorrectly
15. to catch or come down with a disease or illness
16. puffed up or enlarged body parts
17. moist

See Worksheet #3 for Crossword Board

Name ________________________ Class ____________ Date ________
Crossword Puzzle

See Worksheet #2 for Crossword Clues
**VOCABULARY**

Match each word in the word box with its meaning. Then write the word on the blank lines. Put one letter on each line.

<table>
<thead>
<tr>
<th>WORD BOX</th>
<th>avoid</th>
<th>crisis</th>
<th>frequent</th>
<th>prevent</th>
<th>rapid</th>
<th>blister</th>
<th>disabled</th>
<th>nausea</th>
<th>pulse</th>
<th>vaccinate</th>
</tr>
</thead>
</table>

1. not having full ability   
2. a crucial or decisive situation
3. very often
4. a raised area of the skin containing watery liquid
5. to stay away from
6. to inject with weak or dead disease germs to protect against that disease
7. quick
8. a stomach problem that makes you feel like throwing up
9. to keep from happening
10. the throbbing of arteries produced by the beating of the heart

Use the letters that appear inside the circles above to write the mystery word.

**???MYSTERY WORD???, People who specialize in diet and how it relates to health and hygiene are called:**

○ ○ ○ ○ ○ ○ ○ ○ ○ ○
SCRAMBLED WORDS

Next to each scrambled word is its meaning. Unscramble the word and write it on the blank line.

1. thednisos  false or deceitful
2. creanc  a disease in which some body cells grow too quickly, destroying healthy tissue and organs
3. piplade  put on
4. lewglisn  puffed up or enlarged body parts
5. civtmi  someone who is injured
6. wholals  not deep
7. tnasocm  all the time
8. drealepc  changed one thing for another
9. proptus  aid or assistance
10. gorezicen  to notice
USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

<table>
<thead>
<tr>
<th>contact</th>
<th>dosage</th>
<th>pulse</th>
<th>support</th>
<th>symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>cures</td>
<td>dressings</td>
<td>slurred</td>
<td>swindler</td>
<td>victims</td>
</tr>
</tbody>
</table>

1. Health-care workers help ___________________________ of violent crimes and serious accidents.

2. For some diseases, there are no ___________________________.

3. As a health-care worker, you may come in ___________________________ with very sick people.

4. The nurse applied several ___________________________ to the wound.

5. The crutches provided ___________________________ for the man after he broke his leg.

6. Red bumps and itchy skin are ___________________________ of chicken pox.

7. The recommended ___________________________ was two pills every four hours.

8. After drinking too much alcohol, her speech was ___________________________.

9. The quick-cure ___________________________ sold many fake medicines.

10. Because the boy was unconscious, I checked his breathing and ___________________________.

Name ___________________________ Class __________ Date ________
READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

<table>
<thead>
<tr>
<th>applied</th>
<th>cancer</th>
<th>midwife</th>
<th>personal hygiene</th>
<th>relieve</th>
</tr>
</thead>
<tbody>
<tr>
<td>bed wheels</td>
<td>clammy</td>
<td>nausea</td>
<td>prescribed</td>
<td>scar</td>
</tr>
<tr>
<td>blisters</td>
<td>essential</td>
<td>panic</td>
<td>pressure</td>
<td>therapy</td>
</tr>
</tbody>
</table>

1. The nurse ______________________ the ointment to the patient's burn.
2. After the operation, she had a ______________________ on her leg.
3. It is ______________________ for a doctor to have a good bedside manner.
4. The man's forehead felt ______________________, so he took his temperature.
5. Many people ______________________ at the sight of blood.
6. ______________________ is a dreaded disease for which there is no known cure.
7. After the baby was born, the ______________________ put the baby in its mother's arms.
8. The nurse aide locked the ______________________ in place.
9. Excellent ______________________ is important for any health-care worker.
10. He needed six months of intensive ______________________ after the car accident.
11. She took two aspirin to ______________________ her headache.
12. The doctor ______________________ an antibiotic.
13. Direct ______________________ should be applied to stop bleeding.
14. A bad burn will cause ______________________ to form on the surface of the skin.
15. His stomach ache caused feelings of ______________________.

Name ______________________   Class _______   Date _______
SCRAMBLED WORDS

Unscramble the words and fill in the blanks. Put one letter on each line. Use the word box to help you.

WORD BOX

<table>
<thead>
<tr>
<th>AIDS</th>
<th>immune system</th>
<th>orange stick</th>
<th>symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>blister</td>
<td>infected</td>
<td>rash</td>
<td></td>
</tr>
<tr>
<td>cancer</td>
<td>mumps</td>
<td>risk</td>
<td></td>
</tr>
</tbody>
</table>

1. pmsum
2. cfdnete
3. moystmsp
4. encrca
5. aertt
6. ahrs
7. trebls
8. iksr
9. dais
10. noegra ktcsi
11. meuimn esmtys

Use the letters that appear inside the circles above to write the mystery word.

????MYSTERY WORD????

The act of bringing forth a developing baby too early, causing the end of the pregnancy, is called a:

○ ○ ○ ○ ○ ○ ○ ○ ○ ○
Unit 1

READING IN THE WORKPLACE
Health Care

SCRAMBLED WORDS

Unscramble the words and fill in the blanks. Put one letter on each line. Use the word box to help you.

WORD BOX

<table>
<thead>
<tr>
<th>accident</th>
<th>disease</th>
<th>hygiene</th>
<th>thermometer</th>
</tr>
</thead>
<tbody>
<tr>
<td>blood</td>
<td>drugs</td>
<td>injury</td>
<td>treatment</td>
</tr>
<tr>
<td>diet</td>
<td>hospital</td>
<td>medicine</td>
<td></td>
</tr>
</tbody>
</table>

1. imeicned
2. yeighen
3. mtarentne
4. dacticne
5. gruds
6. obldo
7. adseies
8. ahpstoil
9. tied
10. mtmrohetree
11. uyjir

Use the letters that appear inside the circles above to write the mystery word.

??MYSTERY WORD??

The movement of blood through the vessels of the body is called:

... ... ... ... ... ... ... ...

Name ___________________________ Class __________ Date __________
VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines.

WORD BOX

<table>
<thead>
<tr>
<th>axillary bar</th>
<th>cancer</th>
<th>crisis</th>
<th>dressing</th>
<th>pulse</th>
</tr>
</thead>
<tbody>
<tr>
<td>blister</td>
<td>chore</td>
<td>cure</td>
<td>immune system</td>
<td>scarring</td>
</tr>
<tr>
<td>calamine lotion</td>
<td>condition</td>
<td>dosage</td>
<td>pneumonia</td>
<td>victim</td>
</tr>
</tbody>
</table>

1. a serious disease of the lungs
2. the body's ability to fight germs and diseases
3. someone who is injured
4. a situation that becomes very serious
5. a medical treatment leading to the recovery from a disease
6. a disease in which some body cells grow too quickly, destroying healthy tissues and organs
7. marks left on the skin after an injury has healed
8. a soothing liquid used to relieve itching
9. a raised area of the skin containing watery liquid
10. the top of a crutch that fits under the armpit
11. a small job that is usually done on a regular basis
12. the general state that a person is in
13. something applied to a wound to help it heal
14. a specific amount of medicine
15. the throbbing of the arteries as blood is pumped through them
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<tr>
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<tr>
<td>relieve</td>
</tr>
<tr>
<td>risk</td>
</tr>
<tr>
<td>tragic</td>
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1. left without protection or care
2. very sad
3. in danger of
4. having a disease in the body or part of the body
5. the giving or taking of one thing in return for another
6. sudden, extreme fright
7. not trustworthy; deceitful
8. to help feel better
9. touching in a tender, loving way
10. feared greatly
11. not clear
12. all the time
13. to get rid of
14. putting into the body by using a needle
15. not the usual color

Name ___________________________ Class ______ Date ______
CATEGORIZING

Under each description, write the health term that is being described. Use the words in the box to help you. Some letters have already been provided for you.

WORD BOX

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<th>childhood diseases</th>
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<td>dental assistant</td>
<td>medical secretary</td>
<td>poison ivy</td>
</tr>
<tr>
<td>burns</td>
<td>Florence Nightingale</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. temperature  
pulse  
respiration  
blood pressure

...it__s__n__

2. washing hands  
using sterile techniques  
using boiling water  
being in isolation

...se__is

3. directing patient to chair  
showing how to brush and floss  
setting up trays  
giving x-rays

...en__l__a__is_an__

4. helping with physical exam  
giving medications  
drawing blood  
taking down histories

...e__ic__l__ss__t__t

5. first degree  
second degree  
third degree  
blister

...ur__

6. filling out insurance forms  
using the telephone  
typing letters  
scheduling appointments

...md___al__ec__ta__

7. itchy  
rash  
red  
calamine lotion

...oi_o_v

8. sexual contact  
sharing needles  
other people's blood  
attacks immune system

...d_

9. nurse  
Crimean War  
began nursing school  
made nursing honorable

...ore_ce__ig_t__ga__

10. chicken pox  
mumps  
measles  
polio

...hil__oo__is__as__

Name ___________  Class ___________  Date ___________
READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 31 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

<table>
<thead>
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<th>disabled</th>
<th>occupied bed</th>
<th>risk</th>
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</thead>
<tbody>
<tr>
<td>avoid</td>
<td>eliminate</td>
<td>perform</td>
<td>symptoms</td>
</tr>
<tr>
<td>blurred</td>
<td>infected</td>
<td>physician</td>
<td>tissues</td>
</tr>
<tr>
<td>cancer</td>
<td>least</td>
<td>prevent</td>
<td>tragic</td>
</tr>
<tr>
<td>clammy</td>
<td>management</td>
<td>private</td>
<td>underlying</td>
</tr>
<tr>
<td>contact</td>
<td>mild</td>
<td>proper</td>
<td>vary</td>
</tr>
<tr>
<td>CPR</td>
<td>nausea</td>
<td>pulse</td>
<td>victim</td>
</tr>
<tr>
<td>cure</td>
<td>neuralgia</td>
<td>rapid</td>
<td></td>
</tr>
</tbody>
</table>

A E S U A N E U R A L G I A B D
S P Y C D E B D E I P U C C O E
M H P R A P I D M I L D E F M T
O Y C L A M M Y R C E J D M A C
T S V E I V L R O P S T E U N E
P I V T S E R D F R L L L N A F
M C I O A N D E R R U L B D G N
Y I C S T N E V E R P I A E E I
S A T R A G I C P N R H S R M R
R N I C U R E T A N I M I L E E
I S M C O N T A C T V T D Y N P
S Y E W R E C N A C A G B I T O
K U X A S E U S S I T L K N H R
Z O N V A V O I D Q E M U G O P
HIDDEN WORD PUZZLE

The 15 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>axillary bar</td>
<td>dosaged</td>
<td>frequent</td>
</tr>
<tr>
<td>chores</td>
<td>dressing</td>
<td>immune system</td>
</tr>
<tr>
<td>circulation</td>
<td>essential</td>
<td>pneumonia</td>
</tr>
<tr>
<td>condition</td>
<td>exposed</td>
<td>replaced</td>
</tr>
<tr>
<td>constant</td>
<td></td>
<td>shallow</td>
</tr>
</tbody>
</table>

T E N A I N O M U E N P C S T O
R O T M R A B Y R A L L I X A M
D S S J C D I S C O L O R E D E
A R B L A I T N E S S E C L J T
S D E C A L P E R C B H U C L S
R E L S N F E G A S O D L O H Y
A S U H S D L O M R E A A N A S
N O N A T I O L E I F R T S Q E
G P I L P T N S U G N A I T I N
S X O L A N T G Y I M P O A D U
T E A O C O N D I T I O N N R M
- Y X Q W V L R O L S E U T T P M
T N E U Q E R F M R E O N O C I
**SYNONYM SEARCH**

Circle a word from the three words in Column B that means the same as the word in Column A.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B1</th>
<th>Column B2</th>
<th>Column B3</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. observe</td>
<td>ignore</td>
<td>touch</td>
<td>see</td>
</tr>
<tr>
<td>2. clammy</td>
<td>soaked</td>
<td>moist</td>
<td>dry</td>
</tr>
<tr>
<td>3. least</td>
<td>smallest</td>
<td>largest</td>
<td>weakest</td>
</tr>
<tr>
<td>4. perform</td>
<td>do</td>
<td>fix</td>
<td>break</td>
</tr>
<tr>
<td>5. essential</td>
<td>part</td>
<td>hard</td>
<td>necessary</td>
</tr>
<tr>
<td>6. physician</td>
<td>dentist</td>
<td>doctor</td>
<td>scientist</td>
</tr>
<tr>
<td>7. proper</td>
<td>right</td>
<td>incorrect</td>
<td>unnecessary</td>
</tr>
<tr>
<td>8. rapid</td>
<td>strong</td>
<td>slow</td>
<td>fast</td>
</tr>
<tr>
<td>9. support</td>
<td>hurt</td>
<td>help</td>
<td>insure</td>
</tr>
<tr>
<td>10. underlying</td>
<td>below</td>
<td>surface</td>
<td>above</td>
</tr>
<tr>
<td>11. dosage</td>
<td>amount</td>
<td>condition</td>
<td>medicine</td>
</tr>
<tr>
<td>12. private</td>
<td>public</td>
<td>personal</td>
<td>aware</td>
</tr>
<tr>
<td>13. replace</td>
<td>restore</td>
<td>break</td>
<td>move</td>
</tr>
<tr>
<td>14. tragic</td>
<td>sad</td>
<td>happy</td>
<td>angry</td>
</tr>
<tr>
<td>15. cure</td>
<td>recovery</td>
<td>sick</td>
<td>symptom</td>
</tr>
<tr>
<td>16. infect</td>
<td>eliminate</td>
<td>contaminate</td>
<td>relieve</td>
</tr>
<tr>
<td>17. dishonest</td>
<td>untruthful</td>
<td>fair</td>
<td>truthful</td>
</tr>
<tr>
<td>18. dread</td>
<td>joy</td>
<td>anger</td>
<td>fear</td>
</tr>
<tr>
<td>19. vary</td>
<td>change</td>
<td>much</td>
<td>constant</td>
</tr>
<tr>
<td>20. relieve</td>
<td>die</td>
<td>harm</td>
<td>help</td>
</tr>
</tbody>
</table>
Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

| 1. expose | explode | exploit | expose | export | express | explode |
| 2. symptom | symptom | sympathy | symphony | sympathize | symptom | sympathy |
| 3. avoid | avow | avid | avert | away | avoid | avid |
| 4. contact | contract | contend | contact | contain | contend | contact |
| 5. relieve | relive | relent | relief | relieve | rely | relent |
| 6. dread | dread | dead | dream | dregs | dead | dread |
| 7. blurred | blurb | blurry | blurt | blurb | blurry | blurred |
| 8. chore | chore | choir | choral | choker | chore | choir |
| 9. prescribe | prescript | presence | prescribe | preschool | present | prescript |
| 10. rapid | rapt | rapture | radish | radar | rapid | rapid |
| 11. vary | very | vary | vary | veer | very | varsity |
| 12. replace | repeat | replace | replant | replace | replaced | replace |
| 13. victim | victimize | victor | victory | victor | victim | victor |
| 14. private |privet | privacy | privy | private | privat | private |
| 15. panic | planet | pander | panic | painful | planet | panic |
## SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. extent</td>
<td>exclude, present, range</td>
</tr>
<tr>
<td>2. proceed</td>
<td>start, stop, continue</td>
</tr>
<tr>
<td>3. respiration</td>
<td>breathing, perspiring, aspiring</td>
</tr>
<tr>
<td>4. tactful</td>
<td>obtuse, inoffensive, possessive</td>
</tr>
<tr>
<td>5. unconscious</td>
<td>fearful, unaware, timid</td>
</tr>
<tr>
<td>6. abrasion</td>
<td>break, wart, scrape</td>
</tr>
<tr>
<td>7. broad</td>
<td>wide, narrow, center</td>
</tr>
<tr>
<td>8. artificial</td>
<td>unnatural, unreasonable, unclear</td>
</tr>
<tr>
<td>9. accurate</td>
<td>trim, strong, precise</td>
</tr>
<tr>
<td>10. requirement</td>
<td>faulty, necessary, friendly</td>
</tr>
<tr>
<td>11. pharmacy</td>
<td>drugstore, prescription, pharmacist</td>
</tr>
<tr>
<td>12. perspire</td>
<td>bleed, sweat, expire</td>
</tr>
<tr>
<td>13. nerve</td>
<td>tendon, kidney, organ</td>
</tr>
<tr>
<td>14. moist</td>
<td>dry, damp, soaked</td>
</tr>
<tr>
<td>15. microscopic</td>
<td>small, large, size</td>
</tr>
</tbody>
</table>
SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. procedure</td>
<td>method, product, proof</td>
</tr>
<tr>
<td>2. consequence</td>
<td>plan, result, prevent</td>
</tr>
<tr>
<td>3. resumé</td>
<td>summary, occupy, begin</td>
</tr>
<tr>
<td>4. benefit</td>
<td>position, test, aid</td>
</tr>
<tr>
<td>5. sincere</td>
<td>fake, genuine, untrustworthy</td>
</tr>
<tr>
<td>6. posture</td>
<td>strength, control, position</td>
</tr>
<tr>
<td>7. incisor</td>
<td>neck, jaw, tooth</td>
</tr>
<tr>
<td>8. specimen</td>
<td>sample, instrument, surface</td>
</tr>
<tr>
<td>9. adequate</td>
<td>sufficient, skilled, order</td>
</tr>
<tr>
<td>10. communicate</td>
<td>exit, transmit, current</td>
</tr>
<tr>
<td>11. observe</td>
<td>help, watch, find</td>
</tr>
<tr>
<td>12. suppress</td>
<td>stop, start, charge</td>
</tr>
<tr>
<td>13. suitable</td>
<td>caution, wrong, right</td>
</tr>
<tr>
<td>14. average</td>
<td>typical, great, unpleasant</td>
</tr>
<tr>
<td>15. competent</td>
<td>complain, notable, capable</td>
</tr>
</tbody>
</table>
USING CONTEXT CLUES

Read the following sentences, which are found on the labels of common medicines. Fill in each blank space with the correct word from the word box.

WORD BOX

<table>
<thead>
<tr>
<th>allergic</th>
<th>drowsiness</th>
<th>external</th>
<th>inhale</th>
<th>prescribed</th>
</tr>
</thead>
<tbody>
<tr>
<td>dosage</td>
<td>exceed</td>
<td>ingredients</td>
<td>persistent</td>
<td>suppress</td>
</tr>
</tbody>
</table>

1. Give this __________________________ to children 12 and under.

2. This medicine should not be __________________________ for pregnant women.

3. This product will __________________________ a cough.

4. Do not __________________________ this product while spraying it in your nose.

5. If cough is __________________________, call a doctor.

6. This product may cause __________________________.

7. Do not __________________________ the prescribed dosage.

8. This medicine is for __________________________ use only.

9. If you are __________________________ to aspirin, do not use this product.

10. These pills contain certain __________________________ that may cause an upset stomach unless taken with milk.
USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

<table>
<thead>
<tr>
<th>airborne</th>
<th>clinic</th>
<th>diabetes</th>
<th>premature</th>
</tr>
</thead>
<tbody>
<tr>
<td>allergic</td>
<td>communicate</td>
<td>fragile</td>
<td>risk</td>
</tr>
<tr>
<td>antiseptic</td>
<td>contaminated</td>
<td>infected</td>
<td>utensils</td>
</tr>
<tr>
<td>assistance</td>
<td>croup</td>
<td>insulin</td>
<td></td>
</tr>
</tbody>
</table>

1. To clean a cut, you should use an _______________________.
2. Sneezing causes germs to be _______________________.
3. Smokers may be at ________________________ for lung cancer.
4. Some people are ________________________ to bee stings.
5. When a baby is born before the due date, it is called _________________________.
6. Small babies seem ________________________ and delicate to new parents.
7. Dirty needles probably are ________________________ with germs.
8. Sometimes small children get a bark-like cough called _________________________.
9. ________________________ is a disease that can be controlled.
10. When treating a wound, it is important to avoid getting it _________________________.
11. Diabetes is controlled by using _________________________.
12. Many people receive treatment at a _________________________.
13. Some patients may need to use special ________________________ when eating.
14. Nurses give much help and ________________________ to hospitalized patients.
15. Health-care workers need to ________________________ effectively with patients.

Name ___________________________ Class ______ Date ______
SCRAMBLED WORDS

Unscramble the words and fill in the blanks.

1. tentiap
2. thealh
3. sicyphs
4. mesure
5. cratpialc
6. reedcop
7. derdlba
8. ledlisk
9. mitciv
10. cemhicsan
11. beetfin
12. seephr
13. zueag
14. nemiceps
15. maanyto

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

The treatment of injury by exercise or massage is called:

Name ___________________________ Class _______ Date _______
**WORD PERCEPTIONS**

Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

<table>
<thead>
<tr>
<th>1. research</th>
<th>research</th>
<th>respond</th>
<th>resound</th>
<th>research</th>
<th>resolve</th>
<th>research</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. disease</td>
<td>discourse</td>
<td>disease</td>
<td>dismiss</td>
<td>disease</td>
<td>disservice</td>
<td>discuss</td>
</tr>
<tr>
<td>3. weight</td>
<td>weigh</td>
<td>weird</td>
<td>weight</td>
<td>weigh</td>
<td>weight</td>
<td>weep</td>
</tr>
<tr>
<td>4. medical</td>
<td>medical</td>
<td>medial</td>
<td>medic</td>
<td>medical</td>
<td>medieval</td>
<td></td>
</tr>
<tr>
<td>5. nutrition</td>
<td>nutrient</td>
<td>nutrition</td>
<td>nutriment</td>
<td>nutrition</td>
<td>nutria</td>
<td>nutrition</td>
</tr>
<tr>
<td>6. therapist</td>
<td>theorize</td>
<td>therapist</td>
<td>thread</td>
<td>therapist</td>
<td>theorize</td>
<td>therapist</td>
</tr>
<tr>
<td>7. hospital</td>
<td>hospital</td>
<td>hospice</td>
<td>hospital</td>
<td>hostile</td>
<td>hospice</td>
<td>hospital</td>
</tr>
<tr>
<td>8. patients</td>
<td>patents</td>
<td>patients</td>
<td>patients</td>
<td>paternal</td>
<td>patients</td>
<td>patients</td>
</tr>
<tr>
<td>9. clinical</td>
<td>clinker</td>
<td>clinical</td>
<td>clinker</td>
<td>clinical</td>
<td>climate</td>
<td>clinical</td>
</tr>
<tr>
<td>10. infection</td>
<td>infantile</td>
<td>infection</td>
<td>infected</td>
<td>infection</td>
<td>infancy</td>
<td>infection</td>
</tr>
<tr>
<td>11. recuperate</td>
<td>recuperate</td>
<td>recurrent</td>
<td>recuperate</td>
<td>rectangle</td>
<td>recuperate</td>
<td>recurrent</td>
</tr>
<tr>
<td>12. nausea</td>
<td>nausea</td>
<td>nautical</td>
<td>nature</td>
<td>nausea</td>
<td>nautilus</td>
<td>nausea</td>
</tr>
<tr>
<td>13. gland</td>
<td>glance</td>
<td>gland</td>
<td>glad</td>
<td>glare</td>
<td>gland</td>
<td>gland</td>
</tr>
<tr>
<td>14. bandage</td>
<td>bandage</td>
<td>badinage</td>
<td>bandage</td>
<td>bandage</td>
<td>banana</td>
<td>bagged</td>
</tr>
<tr>
<td>15. ambulance</td>
<td>ambulance</td>
<td>ambitious</td>
<td>ambulance</td>
<td>ambrosia</td>
<td>ambulance</td>
<td>ambulatory</td>
</tr>
</tbody>
</table>

Name ________________________  Class ________________________  Date ________________________
READING IN THE WORKPLACE
Health Care

WORD PERCEPTIONS

Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

1. hernia  hermit  hernia  here  hernia  herein  hernia
2. nerve  nerve  nerd  neutral  nerve  nervous  nerve
3. profile  profit  profile  profuse  profile  profit  prompt
4. admit  admit  admire  admit  adept  admit  adrift
5. aid  aim  ail  aide  aim  aid  aid
6. fracture  fraction  fracture  fraction  fracture  fragment  fragrant
7. hygiene  hygiene  hygienic  hygiene  hyena  hygiene  hyena
8. nurse  nuzzle  nurse  nurture  nurse  nutria  nurse
9. physics  physics  physicist  physic  physics  physics  physic
10. fragile  frantic  fragile  frazzle  fragile  frankly  fragile
11. anatomy  analyst  anatomy  anchovy  anatomy  analyst  anatomy
12. calamine  calamine  calcium  calamine  calcium  calculus  calamine
13. embryo  employ  embryo  emote  embroil  embryo  embryo
14. therapy  theorist  therapy  theory  therapy  theory  therapy
15. anxiety  anxiety  anxious  apiary  anxiety  anxiety  apiary

Name ___________________ Class ___________________ Date ___________________
HIDDEN WORD PUZZLE

The 20 vocabulary words listed below are situations that need emergency first-aid treatment. They are hidden in the puzzle across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

abdominal injuries  choking  heat stroke  rashes
bee stings  convulsions  obstructed airway  seizures
bleeding  fainting  open wounds  shock
blister  fractures  poisoning  sunburn
chemical burns  frostbite  poison ivy  swelling

B S N O I S L U V N O C Q P L P N S E A O R
L E J G H N O E A L P M R L S C H N E R B G
E I E G A E F R A C T U R E S R P R H J S N
E R P S R L O L R C N O S S I T O U A E T I
D U O R T O O P E N W O U N D S I B M L R L
I J I E T I B T S O R F I D G S W L E R U L
N N S N B S N A E L S A S O U H V A Y D C E
G I O E N E N G N I N O S I O P A C T F T W
B L N E K O R T S T A E H I D J N I K A E S
L A I S E R U Z I E S N P N Q O A M J I D A
T N V N I B R X B O T S R R H H E E V N A Y
A I Y Q C G H E I L N E E U Y M N H I T I W
I M D I N O L D L J I H P C B C S C E I R G
N O G N I K O H C R A S M E D N E U O N W U
X D A M O L R X O D N A T C H A U T L G A I
P B G T M P S L N D O R O E E S S S E H Y L
Y A L S H O C K A E Y O L K R O N E A R K I

Name ____________________________ Class ____________ Date ____________
HIDDEN WORD PUZZLE

The 20 vocabulary words listed below are related to first-aid treatments. They are hidden in the puzzle across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

- artificial respiration
- bandage
- burn pad
- calamine lotion
- cold compress
- CPR
- dressing
- emergency
- examine
- first aid
- fresh air
- pressure point
- rescue
- rest
- sterilize
- splint
- tranquilizers
- victim
- spiral turns
- sling
- rest

N O I T O L E N I M A L A C P S R L G Q S M
F X S R E Z I L I U Q N A R T L E A M L P C
B J L K B A N D A G E M N X V I C T I M I S
T V J L M P O U N E M E R G E N C Y J B R R
F R E S H A I R C J L T T E X G F T P C A S
I X Q E X B A R Y P M N B O T D N R O O L I
R B U Z L S E L B I O I B F R I S K N L T T
S R N I M P R M U A M O R G L G H J P D U W
T T L L R Q P K O M N P O P E Y I K X C R H
A R T I F I C I A L R E S P I R A T I O N I
D X A E I A N E D R J U L A E A E N N P N H
G R P T E L L I A S A S L O M L O U C R I P
P S N S E P T A B P Q S R C O I L E C E C L
H V R N S G L T L X U E M E L E N N R S A R
T X U H P I T H T S E R I L H L I E N S E E
O W B X R S H S A O M P L C H J Y P Q H R R

Name ____________________________ Class ___________ Date ___________
WORD PUZZLE

Read each definition below. Fill in the blanks with the letters of the correct word. Use the word box to help you. Some letters have been provided for you.

WORD BOX

<table>
<thead>
<tr>
<th>adequate</th>
<th>ankle</th>
<th>antiseptic</th>
<th>artery</th>
<th>aspirin</th>
</tr>
</thead>
<tbody>
<tr>
<td>ambulance</td>
<td>antidote</td>
<td>anxiety</td>
<td>arthritis</td>
<td>autopsy</td>
</tr>
</tbody>
</table>

1. a vehicle used for transporting injured or sick people
   ___ m ___ u ___ a ___ c ___

2. the joint between the foot and the leg
   ___ n k ___

3. a remedy to counteract the effects of poison
   ___ t i ___ t e

4. fear or nervousness
   ___ x ___ e ___ y

5. good enough
   ___ e ___ u a t ___

6. a tube that carries blood from the heart to other parts of the body
   ___ e r ___

7. a painful disease that causes swelling of the joints of the body
   ___ t r i ___

8. a white pill used as a remedy for pain and fever
   ___ p i ___

9. a substance that kills bacteria
   ___ n t ___ s e p ___

10. an examination of a dead person's body
    ___ t ___ y
WORD PUZZLE

Read each definition below. Fill in the blanks with the letters of the correct word. Use the word box to help you. Some letters have been provided for you.

WORD BOX

<table>
<thead>
<tr>
<th>pacemaker</th>
<th>panic</th>
<th>paramedic</th>
<th>pharmacy</th>
<th>poison ivy</th>
</tr>
</thead>
<tbody>
<tr>
<td>painkiller</td>
<td>paralysis</td>
<td>pediatrics</td>
<td>phobia</td>
<td>pollen</td>
</tr>
</tbody>
</table>

1. an abnormal fear of something
   _____ b _____ a

2. a branch of medicine that concentrates on babies and small children
   _____ d a t r c _____

3. a plant that causes a rash if you touch it
   _____ s o n _____ y

4. a person who is trained to supply emergency medical treatment
   _____ a r d c

5. complete or partial loss of function affecting any part of the body
   _____ r y i s

6. a fine yellow dust that many people are allergic to
   _____ e n

7. a drug that relieves pain
   _____ n k l l

8. an electrical device that steadies or establishes a heartbeat
   _____ c e a k

9. sudden, extreme fear
   _____ a n

10. a drugstore
    _____ r cy
Read the following sentences. Fill in each blank space with the correct word from the word box.

### WORD BOX

<table>
<thead>
<tr>
<th>amnesia</th>
<th>bandage</th>
<th>fetus</th>
<th>paramedic</th>
<th>qualified</th>
</tr>
</thead>
<tbody>
<tr>
<td>asepsis</td>
<td>blister</td>
<td>hygiene</td>
<td>pediatrics</td>
<td>sterilize</td>
</tr>
<tr>
<td>autopsy</td>
<td>data</td>
<td>miscarriage</td>
<td>pneumonia</td>
<td>uterus</td>
</tr>
</tbody>
</table>

1. When ______________________ occurs, patients forget their identity and other memories of their life.

2. A ______________________ holds a dressing in place over a wound or injury.

3. A ______________________ is formed when fluid collects below or above the skin.

4. I did not hire him because he was not ______________________ for the position.

5. The ______________________ helped the physician lift the patient onto the stretcher.

6. A serious disease of the lungs is called ______________________.

7. The accident caused her to ______________________, which caused the end of the pregnancy.

8. Physicians keep careful records and ______________________ on each patient.

9. After a patient dies mysteriously, some families request an ______________________.

10. Proper ______________________ is a definite aid to cleanliness and good health.

11. If a woman gets measles during the first three months of pregnancy, it could cause harm to the ______________________.

12. Medical technicians should be familiar with ______________________ procedures to keep instruments germ free.

13. Pregnant women carry the developing baby in their ______________________.

14. A medical field that specializes in the care of babies and small children is ______________________.

15. If you ______________________ the operating room, it will reduce the risk of infection.
SCRAMBLED WORDS
Unscramble the words and fill in the blanks.

1. emdrpe
2. detnigrein
3. epeinxreec
4. flatcut
5. ucraceta
6. eiscner
7. gsuyrer
8. umnala
9. civmti
10. coeduprer
11. ebnrnwo

Use the letters that appear inside the circles above to write the mystery word.

????MYSTERY WORD????

A person who works in the kitchen of a hospital is called a:

○ ○ ○ ○ ○ ○ ○ ○ ○ ○
CATEGORIZING
Under each list of words, write the health procedure for each category. Use the word box to help you. Some letters have already been provided for you.

<table>
<thead>
<tr>
<th>WORD BOX</th>
<th>admitting a patient</th>
<th>bed making</th>
<th>oral hygiene</th>
</tr>
</thead>
<tbody>
<tr>
<td>paper towel</td>
<td>soap</td>
<td>waste can</td>
<td>running water</td>
</tr>
<tr>
<td>1. paper towel</td>
<td>soap</td>
<td>waste can</td>
<td>running water</td>
</tr>
<tr>
<td>2. soap</td>
<td>brush</td>
<td>disinfectant</td>
<td>cleaning clothes</td>
</tr>
<tr>
<td>3. spread</td>
<td>blanket</td>
<td>sheets</td>
<td>mattress pad</td>
</tr>
<tr>
<td>4. bath thermometer</td>
<td>washcloth</td>
<td>soap</td>
<td>bath blanket</td>
</tr>
<tr>
<td>5. basin</td>
<td>mouthwash</td>
<td>toothpaste</td>
<td>cup</td>
</tr>
<tr>
<td>6. towel</td>
<td>screen</td>
<td>body powder</td>
<td>lotion</td>
</tr>
<tr>
<td>7. mirror</td>
<td>face towel</td>
<td>basin of water</td>
<td>razor</td>
</tr>
<tr>
<td>8. pad and pencil</td>
<td>patient's chart</td>
<td>identification bracelet</td>
<td>weight and height</td>
</tr>
</tbody>
</table>

Name ___________________________ Class ___________ Date ___________
READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following paragraphs. Fill in each blank space with the correct word from the word box.

WORD BOX FOR PARAGRAPH #1

courteously especially forbidden practice salary
discouraged extended patient religion services

PARAGRAPH #1

Sometimes a ________________ will offer a "little gift" to a nurse or nurse aide who has been ________________ helpful or kind. This ________________ is frowned upon by most hospitals. Patients are charged for the ________________ they receive. These services are ________________ to everyone. It does not depend on the patient's color, race, ________________, or wealth. Health-care workers are paid a ________________ to provide this care. Therefore, tipping is ________________. In fact, in some hospitals it is ________________. Tips must be ________________ refused.

WORD BOX FOR PARAGRAPH #2

attitudes interact person satisfaction worker
coworkers kind relationships skill workplace

PARAGRAPH #2

An interpersonal relationship refers to how people ________________ with each other. Getting along with our ________________ is an important job ________________. Good ________________ in the ________________ begin with your own ________________ and personality. If you are a ________________, accepting, and giving ________________, others will help you to find ________________ in your job as a health-care ________________.
USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

**WORD BOX**

<table>
<thead>
<tr>
<th>abnormal</th>
<th>desperation</th>
<th>laboratory</th>
<th>pressure</th>
</tr>
</thead>
<tbody>
<tr>
<td>compassion</td>
<td>dietitian</td>
<td>pediatrics</td>
<td>specimen</td>
</tr>
<tr>
<td>cope</td>
<td>fatalities</td>
<td>possessions</td>
<td>sterilize</td>
</tr>
<tr>
<td>crucial</td>
<td>hygiene</td>
<td>precaution</td>
<td></td>
</tr>
</tbody>
</table>

1. Nurses are taught how to ____________ instruments so that they are germ free.
2. The nurse aide was told to collect a urine ____________.
3. Wearing rubber gloves as a ____________ against contagious diseases is extremely important in the health field.
4. Health-care workers must learn to ____________ with emergencies.
5. The ____________ prepared a salt-free diet for the heart patient.
6. Wearing clean, fresh garments to work is a part of a person's personal ____________.
7. The doctor used a sphygmomanometer to measure the patient's blood ____________.
8. Careful nursing care is ____________ in the coronary-care unit.
9. The patient's family was impressed by the ____________ shown by the nursing staff.
10. The nurse aide was told to collect all of the patient's personal ____________.
11. Special nursing care was needed for the patient with the ____________ heart rhythm.
12. The man was sent to the ____________ for a blood test.
13. Many ____________ occur each year due to accidents caused by drunk drivers.
14. The parents felt a sense of ____________ when the doctor told them that there was no chance of recovery for their child.
15. The young nurse decided to specialize in ____________ because she loved young children.

Name ____________________________ Class ______ Date ______
Read the following classified advertisements. Each advertisement has a word box written above it. The word box contains the words that you will use to fill in the blank spaces in the ads. Each ad will make sense when all of the words have been filled in correctly.

**WORD BOX FOR AD #1**

- equal
- experience
- extension
- facility
- shifts
- weekend

LAB TECHNICIANS. Immediate openings. One ___________ per month, day and night ___________ available. Hematology ___________ required. Call Mrs. McCarthy at 358-2341, 290. Smoke-free ___________. An ___________ opportunity employer.

**WORD BOX FOR AD #2**

- arrange
- benefits
- care
- competitive
- management
- opportunity

CHARGE NURSE. Great ___________ for the right person at our long-term ___________ facility. Beginning ___________ training offered. We also offer a ___________ salary and an attractive ___________ package. To ___________ an interview, call James Davis at 269-0111.

**WORD BOX FOR AD #3**

- ambitious
- application
- center
- certified
- directions
- preferable

NURSING ASSISTANTS. Sterling Manor Nursing ___________ needs caring, ___________ nursing assistants. Must be ___________. Experience ___________ but not necessary. Come in and fill out an ___________. Call for ___________ to our center. 555-8736.

Name ___________________________  Class ___________________________  Date ___________________________
Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

<table>
<thead>
<tr>
<th>autopsy</th>
<th>exposure</th>
<th>minimized</th>
<th>respiratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>cooperate</td>
<td>immunization</td>
<td>monitored</td>
<td>stillbirth</td>
</tr>
<tr>
<td>correspondence</td>
<td>inhaled</td>
<td>orange stick</td>
<td>symptoms</td>
</tr>
<tr>
<td>cultural</td>
<td>medications</td>
<td>precautions</td>
<td></td>
</tr>
</tbody>
</table>

1. Observe all safety ________________ to prevent falls.
2. Avoid unnecessary ________________ of a patient's body.
3. The operating nurse used an ________________ to clean under his nails.
4. The people in the area had to be reminded that ________________ helps to stop the spread of disease.
5. They performed an ________________ on the man because of the strange circumstances surrounding his death.
6. The young woman was taking several ________________ to treat her illness.
7. Because the nurse aides had learned to ________________ with each other, they were able to finish their work quickly.
8. People do not want to feel that their illnesses are being ________________ by others.
9. The child had so many ________________ that the doctor was sure the child had a bladder infection.
10. Because his fever was high, he was ________________ throughout the night.
11. If you have a ________________ disease, it can be difficult to breathe.
12. After their first child died in infancy, it was hard to accept another ________________.
13. The teenager died of sudden sniffing death because he ________________ a harmful substance.
14. Sometimes a home health-care worker is asked to handle the patient's bills and ________________.
15. It is important to understand a patient's ________________ needs as well as his or her physical and emotional needs.
HIDDEN WORD PUZZLE

The 20 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

**WORD BOX**

<table>
<thead>
<tr>
<th>abnormal</th>
<th>crucial</th>
<th>hygiene</th>
<th>resistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>arterial</td>
<td>cultural</td>
<td>inhalant</td>
<td>routine</td>
</tr>
<tr>
<td>asepsis</td>
<td>data</td>
<td>interpal</td>
<td>standards</td>
</tr>
<tr>
<td>compassionate</td>
<td>encounter</td>
<td>precaution</td>
<td>thorough</td>
</tr>
<tr>
<td>cope</td>
<td>fetus</td>
<td>promote</td>
<td>uterus</td>
</tr>
</tbody>
</table>

**D PAL ARE T RARS U T E F S A**

**A B I K P I N T E R P E R S O N A L**

**T S N R N T C S S I L P P N T V W A**

**A T H B G L O J I P J O G H B Q U M**

**I Q A Y C W U V S K R C L N P Y Z R**

**X L L P G W N N T E W S R C G H P O**

**T G A B X I T O A E P S L U A S R N**

**H H N T O L E Q N E N T P L C P E B**

**O R T E V R R N C W I A T T I C A**

**R P M A N E S U E G E N E U A U A X**

**O L I C Q I A E I O T D R R D C U L**

**U M E R S L T N T R O A I A V T T P**

**G X J P P L M U P S M R A L X L I R**

**H P E L N B R O O V O D C T S G O E**

**B S U R E T U T L R R S P X W P N A**

**A E T A N O I S S A P M O C R M V N**
HIDDEN WORD PUZZLE

The 18 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

<table>
<thead>
<tr>
<th>anesthesia</th>
<th>laboratory</th>
<th>solutions</th>
<th>syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>autopsies</td>
<td>miscarlyy</td>
<td>sphygmomanometer</td>
<td>terminology</td>
</tr>
<tr>
<td>compassion</td>
<td>normal</td>
<td>sterilize</td>
<td>treatment</td>
</tr>
<tr>
<td>dietitian</td>
<td>pediatrics</td>
<td>stillbirth</td>
<td></td>
</tr>
<tr>
<td>governing</td>
<td>relate</td>
<td>symptom</td>
<td></td>
</tr>
</tbody>
</table>

R E T E M O N A M O M G Y H P S C T
P Q S C I R T A I D E P M N Y O O S
U S T L S E E A Q G H P Q N D L M L
A T E G C O E Z U F E F D D P U P G
N L R H A A H I X T Y R P D G T A Y
E A I M R O T L G Z O P J I N I S G
S B L N R I N H F M Q P C E I O S O
T O I O Y D E J E B N E S T N N I L
H R Z X D E M A M P T K O I R S O O
E A E Y E O T E L A N B T T E Q N N
S T G B T R A S L K L F R I V S E I
I O F P T N E E Q R P M B A O P A M
A R M S L P R J L A M R O N G Y L R
G Y L T R X T I L M H D T Y P O M E
S T I L L B I R T H U A O R Y N N T

Date: ____________________________
# Alpha Order

Put the following groups of health-related words in alphabetical order. Put one word on each line to the right of each group.

<table>
<thead>
<tr>
<th>Group</th>
<th>Alpha Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>asepsis arterial abnormal autopsies anesthesia</td>
</tr>
<tr>
<td>2.</td>
<td>fetus febrile forceps fever fatalities</td>
</tr>
<tr>
<td>3.</td>
<td>solution sterilize syndrome symptom stillbirth</td>
</tr>
<tr>
<td>4.</td>
<td>treatment temperature transfusion terminology transcribing</td>
</tr>
<tr>
<td>5.</td>
<td>miscarriage medication malpractice miscarriage minimized</td>
</tr>
<tr>
<td>6.</td>
<td>digestion diet dietitian desperation data</td>
</tr>
<tr>
<td>7.</td>
<td>correspondence compassionate cope crucial compassion</td>
</tr>
<tr>
<td>8.</td>
<td>interpersonal irregularities inhalant isolation instruments</td>
</tr>
<tr>
<td>9.</td>
<td>precaution prescribed procedures pediatrics promote</td>
</tr>
<tr>
<td>10.</td>
<td>reproductive routine retention respiratory rotation</td>
</tr>
<tr>
<td>11.</td>
<td>health hygiene hemorrhage heart hallucination</td>
</tr>
<tr>
<td>12.</td>
<td>iodine immunization intravenous infection intestine</td>
</tr>
</tbody>
</table>
## WORD MATCH

Match the words in Column A with their definitions in Column B. Put the letter of each definition on the line in front of the word it defines.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. alleviate</td>
<td>a. to make free from germs</td>
</tr>
<tr>
<td>2. asepsis</td>
<td>b. extremely important</td>
</tr>
<tr>
<td>3. compassionate</td>
<td>c. a set way of doing things</td>
</tr>
<tr>
<td>4. cope</td>
<td>d. a feeling that leaves you with no hope</td>
</tr>
<tr>
<td>5. crucial</td>
<td>e. false perceptions; delusions</td>
</tr>
<tr>
<td>6. desperation</td>
<td>f. a place for doing tests</td>
</tr>
<tr>
<td>7. dietitian</td>
<td>g. to watch</td>
</tr>
<tr>
<td>8. exerted</td>
<td>h. rules about the way something should be done</td>
</tr>
<tr>
<td>9. hallucinations</td>
<td>i. practices that promote cleanliness</td>
</tr>
<tr>
<td>10. hygiene</td>
<td>j. to deal with a difficult situation</td>
</tr>
<tr>
<td>11. laboratory</td>
<td>k. a procedure followed to prevent the spread of germs</td>
</tr>
<tr>
<td>12. monitor</td>
<td>l. steps taken to prevent injury</td>
</tr>
<tr>
<td>13. precautions</td>
<td>m. a specialist in the area of what people should eat</td>
</tr>
<tr>
<td>14. routine</td>
<td>n. a baby that is dead at birth</td>
</tr>
<tr>
<td>15. standards</td>
<td>o. put forth an effort</td>
</tr>
<tr>
<td>16. sterilize</td>
<td>p. words specific to a certain field</td>
</tr>
<tr>
<td>17. stillbirth</td>
<td>q. to ease</td>
</tr>
<tr>
<td>18. terminology</td>
<td>r. explosive</td>
</tr>
<tr>
<td>19. transcribing</td>
<td>s. having feelings of pity for another person</td>
</tr>
<tr>
<td>20. volatile</td>
<td>t. writing out what someone has said</td>
</tr>
</tbody>
</table>

Name ___________________________ Class __________ Date ________
SPELLING BEE

In each group of three words, circle the one word that is spelled correctly.

1. temperture  tempature  temperature
2. precaution  precation  percaution
3. medecation  medicasion  medication
4. routeen  routine  rutine
5. inhelent  inhalant  inhelant
6. higene  hygiene  hygiene
7. crucial  crushul  crucial
8. operate  oparate  opperate
9. atopsies  autopsees  autopsies
10. fetus  fetes  fetas
11. simptoms  syptoms  symptoms
12. misscary  miscarry  misscarry
13. halucination  hallucination  hellucination
14. alleviate  aleviate  alleveate
15. treatmant  treatmunt  treatment
**SYNONYM SEARCH**

Circle a word from the three words in Column B that means the same as the word in Column A.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. crucial</td>
<td>merciful</td>
</tr>
<tr>
<td>2. compassionate</td>
<td>caring</td>
</tr>
<tr>
<td>3. standards</td>
<td>degree</td>
</tr>
<tr>
<td>4. precaution</td>
<td>prediction</td>
</tr>
<tr>
<td>5. medication</td>
<td>drug</td>
</tr>
<tr>
<td>6. sanitary</td>
<td>repulsive</td>
</tr>
<tr>
<td>7. abnormal</td>
<td>irregular</td>
</tr>
<tr>
<td>8. correspondence</td>
<td>advice</td>
</tr>
<tr>
<td>9. symptom</td>
<td>indication</td>
</tr>
<tr>
<td>10. syndrome</td>
<td>kindness</td>
</tr>
<tr>
<td>11. nutritious</td>
<td>nourishing</td>
</tr>
<tr>
<td>12. possessions</td>
<td>belonging</td>
</tr>
<tr>
<td>13. environment</td>
<td>model</td>
</tr>
<tr>
<td>14. contaminated</td>
<td>new</td>
</tr>
<tr>
<td>15. alleviate</td>
<td>relieve</td>
</tr>
<tr>
<td>16. complication</td>
<td>scrape</td>
</tr>
<tr>
<td>17. volatile</td>
<td>movable</td>
</tr>
<tr>
<td>18. monitor</td>
<td>watch</td>
</tr>
<tr>
<td>19. hallucination</td>
<td>delusion</td>
</tr>
<tr>
<td>20. panic</td>
<td>sorrow</td>
</tr>
</tbody>
</table>

1. crucial
2. compassionate
3. standards
4. precaution
5. medication
6. sanitary
7. abnormal
8. correspondence
9. symptom
10. syndrome
11. nutritious
12. possessions
13. environment
14. contaminated
15. alleviate
16. complication
17. volatile
18. monitor
19. hallucination
20. panic
SCRAMBLED SENTENCES

Unscramble the words to make complete sentences. Write the new sentences in the space below each group of words.

1. whole doctor's ward the clerk afternoon notes the spent transcribing the

2. were free the them sterilized to instruments germ make

3. types a lose anesthesia certain of to consciousness causes person

4. pulse close an surface to arterial felt skin the can of be the

5. taken sample man's of blood a was laboratory the at the

6. hard sometimes cope to it dying with is death and

7. was the hospital hallucinations admitted to was from suffering when man he the

8. become it pain to is certain medication easy addicted types of to

9. man's indicated throat young symptoms the strep had that he

10. from distress the suffered patient respiratory
SCRAMBLED WORDS

Unscramble the words and fill in the blanks.

1. deyrmons  
2. aetmtertn  
3. cdiadtde  
4. oepnicruta  
5. ineyegh  
6. lztseiire  
7. tmypsno  
8. btirdshil  
9. rsiapidccte  
10. aeomcindit  
11. eydkni

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

A small stick with a blunt end used for cleaning under nails is called an:

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
Match each word in the word box with its meaning. Then write the word on the blank lines. Put one letter on each line.

WORD BOX

<table>
<thead>
<tr>
<th>autopsy</th>
<th>infection</th>
<th>midwife</th>
<th>stillbirth</th>
</tr>
</thead>
<tbody>
<tr>
<td>fetus</td>
<td>laboratory</td>
<td>miscarry</td>
<td>symptom</td>
</tr>
<tr>
<td>hygiene</td>
<td>medication</td>
<td>sterilize</td>
<td>treatment</td>
</tr>
</tbody>
</table>

1. a place for doing tests
2. an examination of a dead person's body
3. a person who assists women during childbirth
4. a baby that is dead at birth
5. a disease in part of the body
6. the use of something to cure an illness or disease
7. a sign that something is wrong
8. things a person does to be clean and healthy
9. to make free from germs
10. to bring forth a developing baby too early, causing the end of the pregnancy
11. a developing baby in the body of its mother
12. a drug used to treat disease or injury

Use the letters that appear inside the circles above to write the mystery word.

??MYSTERY WORD???

When babies weigh under the normal birth weight of five pounds, it is called a:
Read at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

| 1. anesthetia | anguish | anesthetia | anesthetia | anesthetic | animated | anathema |
| 2. encounter | encounter | enterprise | encounter | enthusiastic | encore | encounter |
| 3. inhalant | inaction | inherent | inhabit | inhalant | inheritance | inhalant |
| 4. laboratory | lacerated | laboratory | laconically | laboratory | laboriously | language |
| 5. solutions | solutions | solutions | solitude | solitary | solutions | solitude |
| 6. sterilize | striking | studious | sterilize | sterile | sterilize | stylish |
| 7. medication | medication | merciless | mesmerize | medication | medication | medicinal |
| 8. terminology | terminology | technique | temporal | temptation | terminology | tendency |
| 9. hygiene | hydrant | hygiene | hybrid | hyphen | hygiene | hydrant |
| 10. routine | routine | route | routine | rout | royal | routine |
| 11. compassion | comforter | compassionate | commence | compass | compassion | compassion |
| 12. dietitian | digest | digression | dietitian | dieting | diet | dietitian |
| 13. miscarrry | miscarrry | miscarriage | mischief | misconduct | miscarrry | miscarriage |
| 14. volatile | vital | volatile | violence | volume | volition | volatile |
| 15. asepsis | assent | assess | asepsis | assist | asepsis | assign |
CROSSWORD PUZZLE

Use the vocabulary words in the word box below to fill in the crossword puzzle on worksheet #17. Note: Some of the words in the word box are not used in the puzzle.

WORD BOX

abnormal cultural immunization precautions
addicted data inhalant standards
asepsis desperation interactions sterilize
autopsies dietitian laboratory syndrome
cope exerted medication treatment
crucial hygiene miscarriage uterus

ACROSS

1. a drug used to treat an injury or illness
5. a group of signs and symptoms that indicate a disease or illness
6. practices that promote cleanliness
7. something containing a spray mist that can be inhaled through the nose
8. facts or information
9. a specialist in the area of what people should eat
10. put forth an effort
11. noticeably irregular
13. to deal with a difficult situation
15. steps taken to prevent injury or illness

CLUES

16. having to do with the customs and beliefs of a group of people
17. a place for doing tests

DOWN

2. treatment with a vaccine to prevent disease
3. having developed a need for something harmful
4. to make free from germs
5. degrees of excellence
12. to bring forth a developing baby too early, causing the end of the pregnancy
13. extremely important
14. a muscular organ in a woman's body that houses a developing baby until birth

See Worksheet #17 for Crossword Board
Crossword Puzzle

See Worksheet #16 for Crossword Clues
CATEGORIZING

Under each list of words, write the health procedure for each category. Use the word box to help you. Some letters have already been provided for you.

<table>
<thead>
<tr>
<th>WORD BOX</th>
<th>Word Box</th>
<th>Word Box</th>
</tr>
</thead>
<tbody>
<tr>
<td>admitting a patient</td>
<td>bed making</td>
<td>oral hygiene</td>
</tr>
<tr>
<td>back rub</td>
<td>cleaning a patient unit</td>
<td>shaving</td>
</tr>
<tr>
<td>bed bath</td>
<td>hand washing</td>
<td></td>
</tr>
</tbody>
</table>

1. paper towel
   soap
   waste can
   running water
   ___ a n ___ a s i n ___

2. soap
   brush
   disinfectant
   cleaning clothes
   ___ e a i n ___ a
   ___ a t i n ___ n i ___

3. spread
   blanket
   sheets
   mattress pad
   ___ e ___ a i n ___

4. bath thermometer
   washcloth
   soap
   bath blanket
   ___ e ___ a ___

5. basin
   mouthwash
   toothpaste
   cup
   ___ r a ___ g i n ___

6. towel
   screen
   body powder
   lotion
   ___ c k ___ u ___

7. mirror
   face towel
   basin of water
   razor
   ___ h a ___ n ___

8. pad and pencil
   patient's chart
   identification bracelet
   weight and height
   ___ d ___ t t n ___ a
   ___ a i e n ___

Name__________________________Class_________________Date_________________
READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following paragraphs. Fill in each blank space with the correct word from the word box.

WORD BOX FOR PARAGRAPH #1

courteously especially forbidden practice salary
discouraged extended patient religion services

PARAGRAPH #1

Sometimes a ____________ will offer a “little gift” to a nurse or nurse aide who has been ____________ helpful or kind. This ____________ is frowned upon by most hospitals. Patients are charged for the ____________ they receive. These services are ____________ to everyone. It does not depend on the patient’s color, race, ____________, or wealth. Health-care workers are paid a ____________ to provide this care. Therefore, tipping is ____________. In fact, in some hospitals it is ____________. Tips must be ____________ refused.

WORD BOX FOR PARAGRAPH #2

attitudes interact person satisfaction worker
coworkers kind relationships skill workplace

PARAGRAPH #2

An interpersonal relationship refers to how people ____________ with each other. Getting along with our ____________ is an important job _____________. Good ____________ in the ____________ begin with your own ____________ and personality. If you are a ____________, accepting, and giving ____________, others will help you to find ____________ in your job as a health-care _____________.

Name________________________ Class________ Date_______
Read the following sentences. Fill in each blank space with the correct word from the word box.

**WORD BOX**

<table>
<thead>
<tr>
<th>abnormal</th>
<th>desperation</th>
<th>laboratory</th>
<th>pressure</th>
</tr>
</thead>
<tbody>
<tr>
<td>compassion</td>
<td>dietitian</td>
<td>pediatrics</td>
<td>specimen</td>
</tr>
<tr>
<td>cope</td>
<td>fatalities</td>
<td>possessions</td>
<td>sterilize</td>
</tr>
<tr>
<td>crucial</td>
<td>hygiene</td>
<td>precaution</td>
<td></td>
</tr>
</tbody>
</table>

1. Nurses are taught how to ___________ instruments so that they are germ free.
2. The nurse aide was told to collect a urine ___________
3. Wearing rubber gloves as a ___________ against contagious diseases is extremely important in the health field.
4. Health-care workers must learn to ___________ with emergencies.
5. The ___________ prepared a salt-free diet for the heart patient.
6. Wearing clean, fresh garments to work is a part of a person's personal ___________
7. The doctor used a sphygmomanometer to measure the patient's blood ___________
8. Careful nursing care is ___________ in the coronary-care unit.
9. The patient's family was impressed by the ___________ shown by the nursing staff.
10. The nurse aide was told to collect all of the patient's personal ___________
11. Special nursing care was needed for the patient with the ___________ heart rhythm.
12. The man was sent to the ___________ for a blood test.
13. Many ___________ occur each year due to accidents caused by drunk drivers.
14. The parents felt a sense of ___________ when the doctor told them that there was no chance of recovery for their child.
15. The young nurse decided to specialize in ___________ because she loved young children.

Name ___________________________ Class _________ Date _________
READING IN THE WORKPLACE
Health Care

USING CONTEXT CLUES

Read the following classified advertisements. Each advertisement has a word box written above it. The word box contains the words that you will use to fill in the blank spaces in the ads. Each ad will make sense when all of the words have been filled in correctly.

WORD BOX FOR AD #1

LAB TECHNICIANS. Immediate openings. One _______________ per month, day and night _______________ available. Hematology _______________ required. Call Mrs. McCarthy at 358-2341, _______________ 290. Smoke-free _______________. An _______________ opportunity employer.

WORD BOX FOR AD #2

CHARGE NURSE. Great _______________ for the right person at our long-term _______________ facility. Beginning _______________ training offered. We also offer a _______________ salary and an attractive _______________ package. To _______________ an interview, call James Davis at 269-0111.

WORD BOX FOR AD #3

NURSING ASSISTANTS. Sterling Manor Nursing _______________ needs caring, _______________ nursing assistants. Must be _______________. Experience _______________ but not necessary. Come in and fill out an _______________. Call for _______________ to our center. 555-8736.

Name ___________________________ Class _________ Date _________
Read the following sentences. Fill in each blank space with the correct word from the word box.

**WORD BOX**

<table>
<thead>
<tr>
<th>autopsy</th>
<th>exposure</th>
<th>minimized</th>
<th>respiratory</th>
</tr>
</thead>
<tbody>
<tr>
<td>cooperate</td>
<td>immunization</td>
<td>monitored</td>
<td>stillbirth</td>
</tr>
<tr>
<td>correspondence</td>
<td>inhaled</td>
<td>monitored</td>
<td>symptoms</td>
</tr>
<tr>
<td>cultural</td>
<td>medications</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Observe all safety _____________ to prevent falls.
2. Avoid unnecessary _____________ of a patient’s body.
3. The operating nurse used an _____________ to clean under his nails.
4. The people in the area had to be reminded that _____________ helps to stop the spread of disease.
5. They performed an _____________ on the man because of the strange circumstances surrounding his death.
6. The young woman was taking several _____________ to treat her illness.
7. Because the nurse aides had learned to _____________ with each other, they were able to finish their work quickly.
8. People do not want to feel that their illnesses are being _____________ by others.
9. The child had so many _____________ that the doctor was sure the child had a bladder infection.
10. Because his fever was high, he was _____________ throughout the night.
11. If you have a _____________ disease, it can be difficult to breathe.
12. After their first child died in infancy, it was hard to accept another _____________.
13. The teenager died of sudden sniffing death because he _____________ a harmful substance.
14. Sometimes a home health-care worker is asked to handle the patient’s bills and _____________.
15. It is important to understand a patient’s _____________ needs as well as his or her physical and emotional needs.

Name ___________________________ Class ___________ Date ___________
READING IN THE WORKPLACE
Health Care

HIDDEN WORD PUZZLE

The 20 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

<table>
<thead>
<tr>
<th>abnormal</th>
<th>crucial</th>
<th>hygiene</th>
<th>resistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>arterial</td>
<td>cultural</td>
<td>inhalant</td>
<td>routine</td>
</tr>
<tr>
<td>asepsis</td>
<td>data</td>
<td>interpersonal</td>
<td>standards</td>
</tr>
<tr>
<td>compassionate</td>
<td>encounter</td>
<td>precaution</td>
<td>thorough</td>
</tr>
<tr>
<td>cope</td>
<td>fetus</td>
<td>promote</td>
<td>uterus</td>
</tr>
</tbody>
</table>

D P L A I R E T R A S R U T E F S A
A B I K P I N T E R P E R S O N A L
T S N R N T C S S I L P P N T V W A
A T H B G L O J I P J O G H B Q U M
I Q A Y C W U V S K R C L N P Y Z R
X L L P G W N N T E W S R C G H P O
T G A B X I T O A E P S L U A S R N
H H N T O L E Q N E N T P L C P E B
O R T E V R R N C W I A T T T I C A
R P M A N E S U E G E N E U A U A X
O L I C Q I A E I O T D R R D C U L
U M E R S L T N T R O A I A V T T P
G X J P P L M U P S M R A L X L I R
H P E L N B R O O V O D C T S G O E
B S U R E T U T L R R S P X W P N A
A E T A N O I S S A P M O C R M V N

Name ___________________________ Class ___________ Date ___________
**HIDDEN WORD PUZZLE**

The 18 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

**WORD BOX**

<table>
<thead>
<tr>
<th>anesthesia</th>
<th>laboratory</th>
<th>solutions</th>
<th>syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>autopsies</td>
<td>miscarry</td>
<td>sphygmomanometer</td>
<td>terminology</td>
</tr>
<tr>
<td>compassion</td>
<td>normal</td>
<td>sterilize</td>
<td>treatment</td>
</tr>
<tr>
<td>dietitian</td>
<td>pediatrics</td>
<td>stillbirth</td>
<td></td>
</tr>
<tr>
<td>governing</td>
<td>relate</td>
<td>symptom</td>
<td></td>
</tr>
</tbody>
</table>

```
RETMONAMOMGMYHPSCT
PQSCIRTAIDEMPNYOOS
USTLSEEAGHQPQNDMLML
ATEGCOEZUFEDDPUPG
NLRHAAHIXTYRPDGTAY
EAIMROTLGZOPJNISG
SBLNRIHFMQPCIESO
TOIOYDEJEBNESTNILL
HRZXDEMAMPTKORSOO
EAEYEOTELANBTTEQNN
STGBTRASLKLFRIVSEI
IOFPTNEEQRPMBAoPAM
ARMSLPRJLAMRONGYLR
GYLTRXTILMHDTPOME
STILLBIRTHUAORYNT
```
**ALPHA ORDER**

Put the following groups of health-related words in alphabetical order. Put one word on each line to the right of each group.

<table>
<thead>
<tr>
<th>1. asepsis</th>
<th>7. correspondence</th>
</tr>
</thead>
<tbody>
<tr>
<td>arterial</td>
<td>compassionate</td>
</tr>
<tr>
<td>abnormal</td>
<td>cope</td>
</tr>
<tr>
<td>autopsies</td>
<td>crucial</td>
</tr>
<tr>
<td>anesthesia</td>
<td>compassion</td>
</tr>
<tr>
<td>2. fetus</td>
<td>8. interpersonal</td>
</tr>
<tr>
<td>febrile</td>
<td>irregularities</td>
</tr>
<tr>
<td>forceps</td>
<td>inhalant</td>
</tr>
<tr>
<td>fever</td>
<td>isolation</td>
</tr>
<tr>
<td>fatalities</td>
<td>instruments</td>
</tr>
<tr>
<td>3. solution</td>
<td>9. precaution</td>
</tr>
<tr>
<td>sterilize</td>
<td>prescribed</td>
</tr>
<tr>
<td>syndrome</td>
<td>procedures</td>
</tr>
<tr>
<td>symptom</td>
<td>pediatrics</td>
</tr>
<tr>
<td>stillbirth</td>
<td>promote</td>
</tr>
<tr>
<td>4. treatment</td>
<td>10. reproductive</td>
</tr>
<tr>
<td>temperature</td>
<td>routine</td>
</tr>
<tr>
<td>transfusion</td>
<td>retention</td>
</tr>
<tr>
<td>terminology</td>
<td>respiratory</td>
</tr>
<tr>
<td>transcribing</td>
<td>rotation</td>
</tr>
<tr>
<td>5. miscarry</td>
<td>11. health</td>
</tr>
<tr>
<td>medication</td>
<td>hygiene</td>
</tr>
<tr>
<td>malpractice</td>
<td>hemorrhage</td>
</tr>
<tr>
<td>miscarriage</td>
<td>heart</td>
</tr>
<tr>
<td>minimized</td>
<td>hallucination</td>
</tr>
<tr>
<td>6. digestion</td>
<td>12. iodine</td>
</tr>
<tr>
<td>diet</td>
<td>immunization</td>
</tr>
<tr>
<td>dietitian</td>
<td>intravenous</td>
</tr>
<tr>
<td>desperation</td>
<td>infection</td>
</tr>
<tr>
<td>data</td>
<td>intestine</td>
</tr>
</tbody>
</table>

**Name** ___________________________  **Class** ___________________________  **Date** ___________________________
# Word Match

Match the words in Column A with their definitions in Column B. Put the letter of each definition on the line in front of the word it defines.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. alleviate</td>
<td>a. to make free from germs</td>
</tr>
<tr>
<td>2. asepsis</td>
<td>b. extremely important</td>
</tr>
<tr>
<td>3. compassionate</td>
<td>c. a set way of doing things</td>
</tr>
<tr>
<td>4. cope</td>
<td>d. a feeling that leaves you with no hope</td>
</tr>
<tr>
<td>5. crucial</td>
<td>e. false perceptions; delusions</td>
</tr>
<tr>
<td>6. desperation</td>
<td>f. a place for doing tests</td>
</tr>
<tr>
<td>7. dietitian</td>
<td>g. to watch</td>
</tr>
<tr>
<td>8. exerted</td>
<td>h. rules about the way something should be done</td>
</tr>
<tr>
<td>9. hallucinations</td>
<td>i. practices that promote cleanliness</td>
</tr>
<tr>
<td>10. hygiene</td>
<td>j. to deal with a difficult situation</td>
</tr>
<tr>
<td>11. laboratory</td>
<td>k. a procedure followed to prevent the spread of germs</td>
</tr>
<tr>
<td>12. monitor</td>
<td>l. steps taken to prevent injury</td>
</tr>
<tr>
<td>13. precautions</td>
<td>m. a specialist in the area of what people should eat</td>
</tr>
<tr>
<td>14. routine</td>
<td>n. a baby that is dead at birth</td>
</tr>
<tr>
<td>15. standards</td>
<td>o. put forth an effort</td>
</tr>
<tr>
<td>16. sterilize</td>
<td>p. words specific to a certain field</td>
</tr>
<tr>
<td>17. stillbirth</td>
<td>q. to ease</td>
</tr>
<tr>
<td>18. terminology</td>
<td>r. explosive</td>
</tr>
<tr>
<td>19. transcribing</td>
<td>s. having feelings of pity for another person</td>
</tr>
<tr>
<td>20. volatile</td>
<td>t. writing out what someone has said</td>
</tr>
</tbody>
</table>

---

Name ___________________________  Class ________  Date ________
SPELLING BEE

In each group of three words, circle the one word that is spelled correctly.

1. temperture  tempature  temperature
2. precaution  precation  percaution
3. medecation  medicasion  medication
4. routeen  routine  rutine
5. inhelent  inhalant  inhelant
6. higene  hygene  hygiene
7. crucial  crushul  crucial
8. operate  operate  opperate
9. atopsies  autopsees  autopsies
10. fetus  fetes  fetas
11. simptoms  syptoms  symptoms
12. misscary  miscarry  misscarry
13. hallucination  hallucination  hellucination
14. alleviate  aleviate  alleveate
15. treatmant  treatmunt  treatment
## SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. crucial</td>
<td>merciful, important</td>
</tr>
<tr>
<td>2. compassionate</td>
<td>caring, humble</td>
</tr>
<tr>
<td>3. standards</td>
<td>degree, strength</td>
</tr>
<tr>
<td>4. precaution</td>
<td>prediction, choice</td>
</tr>
<tr>
<td>5. medication</td>
<td>drug, food</td>
</tr>
<tr>
<td>6. sanitary</td>
<td>repulsive, clean</td>
</tr>
<tr>
<td>7. abnormal</td>
<td>irregular, normal</td>
</tr>
<tr>
<td>8. correspondence</td>
<td>advice, price</td>
</tr>
<tr>
<td>9. symptom</td>
<td>indication, accident</td>
</tr>
<tr>
<td>10. syndrome</td>
<td>kindness, disease</td>
</tr>
<tr>
<td>11. nutritious</td>
<td>nourishing, harmful</td>
</tr>
<tr>
<td>12. possessions</td>
<td>belongings, rewards</td>
</tr>
<tr>
<td>13. environment</td>
<td>model, situation</td>
</tr>
<tr>
<td>14. contaminated</td>
<td>new, unclean</td>
</tr>
<tr>
<td>15. alleviate</td>
<td>relieve, suspend</td>
</tr>
<tr>
<td>16. complication</td>
<td>scrape, award</td>
</tr>
<tr>
<td>17. volatile</td>
<td>movable, explosive</td>
</tr>
<tr>
<td>18. monitor</td>
<td>watch, reveal</td>
</tr>
<tr>
<td>19. hallucination</td>
<td>delusion, struggle</td>
</tr>
<tr>
<td>20. panic</td>
<td>sorrow, fear</td>
</tr>
</tbody>
</table>

Name ___________________________ Class ______ Date ______

READING IN THE WORKPLACE: Health Care
Educational Activities, Inc., Freeport, NY 11520

Reproducible Master © MCMXCII Activity Records, Inc.
SCRAMbled SENTEnCES

Unscramble the words to make complete sentences. Write the new sentences in the space below each group of words.

1. whole doctor's ward the clerk afternoon notes the spent transcribing the

2. were free the them sterilized to instruments germ make

3. types a lose anesthesia certain of to consciousness causes person

4. pulse close an surface to arterial felt skin the can of be the

5. taken sample man's of blood a was laboratory the at the

6. hard sometimes cope to it dying with is death and

7. was the hospital hallucinations admitted to was from suffering when man he the

8. become it pain to is certain medication easy addicted types of to

9. man's indicated throat young symptoms the strep had that he

10. from distress the suffered patient respiratory
SCRAMBLED WORDS

Unscramble the words and fill in the blanks.

1. deyrmons
2. aetmtertn
3. cdiadtde
4. oepnicruta
5. ineyegh
6. ltzseiire
7. tmpysmo
8. btirtlishil
9. rsiapidcte
10. aeomcindit
11. eydkni

Use the letters that appear inside the circles above to write the mystery word.

A small stick with a blunt end used for cleaning under nails is called an:

??MYSTERY WORD??

Name __________________________ Class _______ Date _______
VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines. Put one letter on each line.

<table>
<thead>
<tr>
<th>WORD BOX</th>
</tr>
</thead>
<tbody>
<tr>
<td>autopsy</td>
</tr>
<tr>
<td>fetus</td>
</tr>
<tr>
<td>hygiene</td>
</tr>
</tbody>
</table>

1. a place for doing tests
2. an examination of a dead person’s body
3. a person who assists women during childbirth
4. a baby that is dead at birth
5. a disease in part of the body
6. the use of something to cure an illness or disease
7. a sign that something is wrong
8. things a person does to be clean and healthy
9. to make free from germs
10. to bring forth a developing baby too early, causing the end of the pregnancy
11. a developing baby in the body of its mother
12. a drug used to treat disease or injury

Use the letters that appear inside the circles above to write the mystery word.

???MYSTERY WORD???

When babies weigh under the normal birth weight of five pounds, it is called a:

When babies weigh under the normal birth weight of five pounds, it is called a: [Blank]
Look at each word in the first column. Moving your eyes quickly across the line, circle the word each time it appears on the same line.

1. anesthesia
   anguish
   anesthetia
   anesthetia
   anesthetic
   animated
   anathema

2. encounter
   encounter
   enterprise
   encounter
   enthusiastic
   encore
   encounter

3. inhalant
   inaction
   inherent
   inhabit
   inhalant
   inheritance
   inhalant

4. laboratory
   lacerated
   laboratory
   laconically
   laboratory
   laboriously
   language

5. solutions
   solutions
   solitude
   solitary
   solutions
   solitude

6. sterilize
   striking
   studious
   sterilize
   sterile
   sterilize
   stylish

7. medication
   medication
   merciless
   mesmerize
   medication
   medication
   medicinal

8. terminology
   terminology
   technique
   temporal
   temptation
   terminology
   tendency

9. hygiene
   hydrant
   hygiene
   hybrid
   hyphen
   hygiene
   hydrant

10. routine
    routine
    route
    routine
    rout
    royal
    routine

11. compassion
    comforter
    compassionate
    commence
    compass
    compassion
    compassion

12. dietitian
    digest
    digression
    dietitian
    dieting
    diet
    dietitian

13. miscarry
    miscarry
    miscarriage
    mischief
    misconduct
    miscarry
    miscarriage

14. volatile
    vital
    volatile
    violence
    volume
    volition
    volatile

15. asepsis
    assent
    assess
    asepsis
    assist
    asepsis
    assign
CROSSWORD PUZZLE

Use the vocabulary words in the word box below to fill in the crossword puzzle on worksheet #17. Note: Some of the words in the word box are not used in the puzzle.

WORD BOX

<table>
<thead>
<tr>
<th>abnormal</th>
<th>cultural</th>
<th>immunization</th>
<th>precautions</th>
</tr>
</thead>
<tbody>
<tr>
<td>addicted</td>
<td>data</td>
<td>inhalant</td>
<td>standards</td>
</tr>
<tr>
<td>asepsis</td>
<td>desperation</td>
<td>interactions</td>
<td>sterilize</td>
</tr>
<tr>
<td>autopsies</td>
<td>dietitian</td>
<td>laboratory</td>
<td>syndrome</td>
</tr>
<tr>
<td>cope</td>
<td>exerted</td>
<td>medication</td>
<td>treatment</td>
</tr>
<tr>
<td>crucial</td>
<td>hygiene</td>
<td>miscarry</td>
<td>uterus</td>
</tr>
</tbody>
</table>

CLUES

ACROSS

1. a drug used to treat an injury or illness
5. a group of signs and symptoms that indicate a disease or illness
6. practices that promote cleanliness
7. something containing a spray mist that can be inhaled through the nose
8. facts or information
9. a specialist in the area of what people should eat
10. put forth an effort
11. noticeably irregular
13. to deal with a difficult situation
15. steps taken to prevent injury or illness
16. having to do with the customs and beliefs of a group of people
17. a place for doing tests

DOWN

2. treatment with a vaccine to prevent disease
3. having developed a need for something harmful
4. to make free from germs
5. degrees of excellence
12. to bring forth a developing baby too early, causing the end of the pregnancy
13. extremely important
14. a muscular organ in a woman's body that houses a developing baby until birth

See Worksheet #17 for Crossword Board

Name ___________________ Class _______ Date __________

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READING IN THE WORKPLACE: Health Care
Educational Activities, Inc., Freeport, NY 11520
Crossword Puzzle

See Worksheet #16 for Crossword Clues

Name ___________________________ Class _____________ Date ____________

READING IN THE WORKPLACE: Health Care
Educational Activities, Inc., Freeport, NY 11520

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234
ANSWER KEYS

DK-21052
Unit 1
READING IN THE WORKPLACE
Health Care

HOMOGRAHS

Each of the words listed below has three different meanings. Put a check on the line next to the definition that best applies to the healthcare field.

1. treat
   - to pay for another person
   - to provide medical care
   - to discuss terms

2. condition
   - the state that a person is in
   - a part of a legal agreement
   - something needed for something else to happen

3. disabled
   - took away legal rights
   - not working properly
   - weakened by illness or injury

4. dressing
   - a sauce added to salad
   - something put on a cut to help it heal
   - the act of putting on clothes

5. pressure
   - a forceful influence
   - force applied to stop bleeding
   - the amount of air in a tire

6. victim
   - a person sacrificed to a cause
   - a person who is injured or hurt
   - a person who is tricked

7. support
   - to help or assist
   - money paid by one parent to another to help with the expenses of the children
   - the foundation or base of a building

8. operate
   - to perform a military action
   - to cause to function
   - to perform surgery

9. congested
   - having a lot of fluid in the nose area
   - having too much traffic on the road
   - having a lot of people living in an area

10. circulation
    - the average number of copies of a magazine over a period of time
    - the total number of items borrowed from a library
    - the path of blood through the body

---

VOCABULARY

Match each word in the word box with its meaning. Then write the word on the blank lines. Put one letter on each line.

WORD BOX

avoid  
blister  
crisis  
enabled  
nausea  
prevent  
pulse  
rapid  
vaccinate

1. not having full ability
2. a crucial or decisive situation
3. very often
4. a raised area of the skin containing watery liquid
5. to wear away from
6. to prevent from spreading a disease
7. quick
8. a stomach problem that makes you feel like throwing up
9. to keep from happening
10. the throbbing of arteries produced by the beating of the heart

Use the letters that appear inside the circles above to write the mystery word.

??MYSTERY WORD??

People who specialize in diet and how it relates to health and hygiene are called:

---

Crossword Puzzle

See Worksheet #2 for Crossword Clues

---

SCRAMBLED WORDS

Next to each scrambled word is its meaning. Unscramble the word and write it on the blank line.

1. dishonest  
2. cancer  
3. applied  
4. swallowed  
5. victim  
6. shallow  
7. constant  
8. replaced  
9. support  
10. recognize
USING CONTEXT CLUES

Read the following sentences. Fill in each blank space with the correct word from the word box.

WORD BOX

- contact
- cure
- dosage
- pulse
- support
- symptoms

2. For some diseases, there are no ___________.
3. A healthcare worker, you may come in _________ with very sick people.
4. The nurse applied several __________ to the wound.
5. The crutches provided _________ for the man after he broke his leg.
6. Red bumps and itchy skin are __________ of chicken pox.
7. The recommended _________ was two pills every four hours.
8. After drinking too much alcohol, her speech was _________.
9. The quick-cure _________ sold many fake medicines.
10. Because the boy was unconscious, I checked his breathing and _________.

Use the letters that appear inside the circles above to write the mystery word.

??Mystery Word??

The act of bringing forth a developing baby too early, causing the end of the pregnancy, is called a:

_____M______t_____P______E______

WORD BOX

- AIDS
- cancer
- disease
- diagnosis
-才能

1. The nurse ____________ applied the ointment to the patient's burns.
2. After the operation, she had a _____________ on her leg.
3. It is _________ for a doctor to have a good bedside manner.
4. The man's forehead felt _________ so he took his temperature.
5. Many people _________ at the sight of blood.
6. Cancer is a dreaded disease for which there is no known cure.
7. After the baby was born, the ________ put the baby in its mother's arms.
8. The nurse aide locked the ________ in place.
9. Excellent _________ is important for any healthcare worker.
10. He needed six months of intensive ________ after the car accident.

Use the letters that appear inside the circles above to write the mystery word.

??Mystery Word??

The movement of blood through the vessels of the body is called:

_____C______V______E______

WORD BOX

- accident
- disease
- hygiene
- therapy

1. included
2. yeighen
3. accarente
4. danite
5. grud
6. ulids
7. advices
8. apsital
9. tied
10. numorethe
11. utie

Use the letters that appear inside the circles above to write the mystery word.

??Mystery Word??

The movement of blood through the vessels of the body is called:

_____C______V______E______
HIDDEN WORD PUZZLE

The 15 vocabulary words are hidden in this puzzle. They are written across, down, diagonally up or down, or backwards. Find each word and circle it.

WORD BOX

- auxiliary bar
- discolored
- frequent
- chores
- dosage
- immune system
- condition
- exposed
- shallow

WORD BOX

- axillary bar
- discolored
- frequent
- chores
- dosage
- immune system
- condition
- exposed
- shallow

SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. observe</td>
<td>ignore</td>
</tr>
<tr>
<td>2. clammy</td>
<td>steal</td>
</tr>
<tr>
<td>3. ice</td>
<td>cold</td>
</tr>
<tr>
<td>4. perform</td>
<td>do</td>
</tr>
<tr>
<td>5. essential</td>
<td>part</td>
</tr>
<tr>
<td>6. physician</td>
<td>dentist</td>
</tr>
<tr>
<td>7. proper</td>
<td>right</td>
</tr>
<tr>
<td>8. rapid</td>
<td>strong</td>
</tr>
<tr>
<td>9. support</td>
<td>hurt</td>
</tr>
<tr>
<td>10. underlying</td>
<td>below</td>
</tr>
<tr>
<td>11. dosage</td>
<td>amount</td>
</tr>
<tr>
<td>12. private</td>
<td>public</td>
</tr>
<tr>
<td>13. replace</td>
<td>require</td>
</tr>
<tr>
<td>14. tragic</td>
<td>sad</td>
</tr>
<tr>
<td>15. cure</td>
<td>emergency</td>
</tr>
<tr>
<td>16. infect</td>
<td>eliminate</td>
</tr>
<tr>
<td>17. dishonest</td>
<td>untruthful</td>
</tr>
<tr>
<td>18. dreaded</td>
<td>fear</td>
</tr>
<tr>
<td>19. vary</td>
<td>change</td>
</tr>
<tr>
<td>20. relieve</td>
<td>die</td>
</tr>
</tbody>
</table>

Name | Class | Date
SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

1. extent
2. proceed
3. respiration
4. muscular
5. apprehensive
6. abrasion
7. breath
8. anticlockwise
9. accessory
10. requirement
11. pharmacy
12. excessive
13. newest
14. mood
15. microscopic

NAME: ____________________________
CLASS: ____________________________
CARE: ____________________________

Using context clues, fill in each blank space with the correct word:

1. Give this __________ dosage __________ to children 12 and under.
2. This medicine should not be __________ prescribed __________ for pregnant women.
3. This product will __________ suppress __________ a cough.
4. Do not __________ inhale __________ this product while traveling in your car.
5. If cough is __________ persistent __________, call a doctor.
6. This product may cause __________ drowsiness __________.
7. Do not __________ exceed __________ the prescription dosage.
8. This medicine is for __________ external __________ use only.
9. If you are __________ allergic __________ to aspirin, do not take this product.
10. These pills contain certain __________ ingredients __________ that may cause an upset stomach unless taken with milk.

NAME: ____________________________
CLASS: ____________________________
CARE: ____________________________
**ANSWER KEYS**

**SCRAMBLED WORDS**
Unscramble the words and fill in the blanks.

1. temiap\(\rightarrow\)\textbf{patient}\(\leftarrow\)\textit{health}
2. shralk\(\rightarrow\)\textbf{health}\(\leftarrow\)\textit{health}
3. siciayps\(\rightarrow\)\textbf{physics}\(\leftarrow\)\textit{physics}
4. mearue\(\rightarrow\)\textbf{resume}\(\leftarrow\)\textit{resume}
5. cripaale\(\rightarrow\)\textbf{practical}\(\leftarrow\)\textit{practical}
6. roedcop\(\rightarrow\)\textbf{proceed}\(\leftarrow\)\textit{proceed}
7. drentiba\(\rightarrow\)\textbf{bladder}\(\leftarrow\)\textit{bladder}
8. ledlak\(\rightarrow\)\textbf{skilled}\(\leftarrow\)\textit{skilled}
9. miciv\(\rightarrow\)\textbf{violin}\(\leftarrow\)\textit{violin}
10. cembican\(\rightarrow\)\textbf{mechanics}\(\leftarrow\)\textit{mechanics}
11. hefrin\(\rightarrow\)\textbf{benefit}\(\leftarrow\)\textit{benefit}
12. Peripheral\(\rightarrow\)\textbf{hypes}\(\leftarrow\)\textit{hypes}
13. oveg\(\rightarrow\)\textbf{guse}\(\leftarrow\)\textit{guse}
14. nomieops\(\rightarrow\)\textbf{specimen}\(\leftarrow\)\textit{specimen}
15. maanytv\(\rightarrow\)\textbf{anatomy}\(\leftarrow\)\textit{anatomy}

Use the letters that appear inside the circles above to write the mystery word.

**???MYSTERY WORD???

The treatment of injury by exercise or massage is called:

**WORD BOX**
Abdominal injuries:\(\rightarrow\)\textit{chemical burn}
Choking:\(\rightarrow\)\textit{chemical burn}
Cuts:\(\rightarrow\)\textit{chemical burn}
Dizziness:\(\rightarrow\)\textit{chemical burn}
Fainting:\(\rightarrow\)\textit{chemical burn}
Fractures:\(\rightarrow\)\textit{chemical burn}
Injuries:\(\rightarrow\)\textit{chemical burn}
Internal bleeding:\(\rightarrow\)\textit{chemical burn}
Lacerations:\(\rightarrow\)\textit{chemical burn}
Poisoning:\(\rightarrow\)\textit{chemical burn}
Sprains:\(\rightarrow\)\textit{chemical burn}
Swelling:\(\rightarrow\)\textit{chemical burn}

**HIDDEN WORD PUZZLE**
The 20 vocabulary words listed below are situations that need emergency first-aid treatment. They are hidden in the puzzle across, down, diagonally up or down, or backwards. Find each word and circle it.

**WORD BOX**

Abdominal injuries:\(\rightarrow\)\textit{chemical burn}
Choking:\(\rightarrow\)\textit{chemical burn}
Cuts:\(\rightarrow\)\textit{chemical burn}
Dizziness:\(\rightarrow\)\textit{chemical burn}
Fainting:\(\rightarrow\)\textit{chemical burn}
Fractures:\(\rightarrow\)\textit{chemical burn}
Injuries:\(\rightarrow\)\textit{chemical burn}
Internal bleeding:\(\rightarrow\)\textit{chemical burn}
Lacerations:\(\rightarrow\)\textit{chemical burn}
Poisoning:\(\rightarrow\)\textit{chemical burn}
Sprains:\(\rightarrow\)\textit{chemical burn}
Swelling:\(\rightarrow\)\textit{chemical burn}
**ANSWER KEYS**

---

**Reading in the Workplace**

**Health Care**

**Hidden Word Puzzle**

The 20 vocabulary words listed below are related to first aid treatments. They are hidden in the puzzle across, down, diagonally up or down or backwards. Find each word and circle it.

**Word Box**

- artificial respiration
- CPR
- fresh air
- pressure point
- splint
- burn pad
- dressing
- pressure points
- bandage
- fresh air
- sp 

1. a vehicle used for transporting injured people
2. a branch of medicine that concentrates on babies and small children
3. a drug that relieves pain
4. a branch of medicine that develops or establishes a heartbeat
5. a person who trained to supply emergency medical treatment
6. a fine yellow dust that many people are allergic to
7. burn pad
8. an electrical device that steadies or stabilizes a heartbeat
9. swelling of the joints of the body
10. a fine yellow dust that many people are allergic to
11. an examination of a dead person's body
12. a substance that kills bacteria
13. to keep instruments germ free
14. a remedy to counteract the effects of poison
15. a branch of medicine that establishes a heartbeat
16. a drugstore

**Using Context Clues**

Read the following sentences. Fill in each blank space with the correct word from the word box.

**Word Box**

- anemia
- amnesia
- bandage
- bladder
- diabetes
- hypertension
- pneumonia
- paramedic
- sterile
- symptoms

1. When ____amnesia____ occurs, patients forget their identity and earlier memories of their life.
2. A _______bandage____ holds a dressing in place over a wound or injury.
3. A _______blister____ is formed when fluid collects below or above the skin.
4. I did not hire him because he was not _______qualified____ for the position.
5. The _______paramedic____ helped the physician lift the patient onto the stretcher.
6. A serious disease of the lungs is called _______pneumonia____.
7. The accident caused her to ______miscarry____ which caused the death of the baby.
8. Physicians keep careful records and ______data____ on each patient.
9. After a patient dies mysteriously, some families request an ______autopsy____.
10. Proper ______hygiene____ is a definite aid to cleanliness and good health.
11. If a woman gets measles during the first three months of pregnancy, it can cause ______miscarry____.
12. A medical student should be familiar with ______asepsis____, a principle to keep instruments germ free.
13. Pregnant women carry the developing baby in their ______uterus____.
14. A medical field that specializes in the care of babies and small children is ______pediatrics____.
15. If you ______sterilize____ the operating room, it will reduce the risk of infection.
ANSWER KEYS

UNIT 2

READING IN THE WORKPLACE

Health Care

SCRAMBLED WORDS

Unscramble the words and fill in the blanks.

1. emdrpe  
2. detnigrein  
3. epeinxreec  
4. tacifful  
5. accrarle  
6. sincep  
7. surgero  
8. monuat  
9. victim  
10. procedure  
11. newborn

Use the letters that appear inside the circles above to write the mystery word.

A person who works in the kitchen of a hospital is called a:

??MYSTERY WORD???
READING IN THE WORKPLACE: HEALTH CARE

Instructor generated study guides related to the 48 computer units.

Sweetwater Union High School District
Division of Adult & Continuing Education 1994
I. Fill in the blanks using the words below.

<table>
<thead>
<tr>
<th>cost</th>
<th>attention</th>
<th>afford</th>
<th>hired</th>
<th>risen</th>
<th>outlook</th>
<th>home</th>
</tr>
</thead>
<tbody>
<tr>
<td>belongings</td>
<td>parents</td>
<td>chronically</td>
<td>surrounded</td>
<td>borne</td>
<td>burden</td>
<td>specially</td>
</tr>
</tbody>
</table>

The need for _____________ health-care aides has grown. In fact, the need will become even greater in the years ahead. Home health-care aides are _____________ trained workers. They are _____________ by the family to help care for the needs of the elderly and the _____________ ill. Elderly people often need help taking care of their needs. These needs can be met by family members and the home health-care aide.

More and more adults are caring for their _____________ or other older family members at home. There are several reasons for this. One is the high _____________ of care in most health centers. The cost of care has _____________ in recent years. Most average-income families cannot _____________ that kind of care, because it places a heavy _____________ on the family budget.

Another reason for home health care is the _____________ that older people receive in their own home. For the most part, they are happier being near loved ones and relatives. They also have friends close by who can stop in for a visit. They are _____________ by their own _____________. All of these things help the elderly have a more positive _____________ on life.

II. Multiple choice.

1. The author develops the main idea by
   a) stating that there is a growing need for home health care.
   b) giving reasons why there is a growing need for home health-care aides.
   c) telling why the elderly want to stay at home.
   d) explaining the duties of a home health-care aide.

2. Home health-care aides are
   a) graduates of a nursing program.
   b) mostly women.
   c) needed in many nursing homes.
   d) specially trained people.

3. This article mentions that the need for home health-care aides will
   a) change greatly.
   b) decrease in the years ahead.
   c) increase in the years ahead.
   d) remain about the same.
4. The elderly who remain at home probably feel
   a) neglected and poor.
   b) secure and content.
   c) happy and neglected.
   d) healthy and concerned.

5. A positive outlook means that a person's outlook is
   a) poor.
   b) good.
   c) selfish.
   d) clear.

6. In this article, burden means
   a) happy occasion.
   b) easy task.
   c) careful decision.
   d) difficult responsibility.

III. Matching

   1. hired
   2. risen
   3. outlook
   4. burden
   5. chronic
   6. belongings
   7. positive
   8. afford
   9. budget
   10. adults

   a. long-term
   b. bills
   c. affirmative
   d. things you own
   e. able to pay for
   f. gone up
   g. given a job
   h. heavy responsibility
   i. future
   j. grown-ups
I. Fill in the blanks using the words below.

depend, information, pressure, trained, squad, poison, expert, panic, breathing, stopped, pertinent, dangerous, severe, victim, between, calm, leave, airway, safety

First aid is care that is given until an ____________ can take over. It can mean the difference ____________ life and death. If you must give first aid to someone, don’t ____________. Try to remain _____________. First, think about what you must do for the _____________. The treatment you provide will _____________ on the situation.

No matter what the _____________ is, let the right people know immediately. If you can’t _____________ the victim, have someone else call the police or the rescue _____________. Make sure that the right _____________ is given. The police or the rescue squad will need to know where you are, and what seems to be the problem. Whether you or someone else makes the call, don’t hang up until the other party has all the _____________ information that is needed.

In dealing with first aid, there are four things that need care quickly. If the victim is in a _____________ situation, remove him or her to _____________ as fast as you can. Secondly, check to see if the victim is _____________. If not, clear his or her _____________. Begin CPR.

Next, look to see if the victim is bleeding. _____________ bleeding must be _____________ at once. Apply _____________ to the wound with a thick cloth. Finally, check for signs of poisoning. Look for a container near the victim. If need be, call a _____________-control center for assistance. Work quickly and keep the victim warm and calm. A note of warning--only treat what you have been _____________ to treat.

II. Multiple choice.

____ 1. The author develops the main idea by

a) explaining first aid.
b) warning the reader about giving treatment.
c) describing first-aid treatment for poisoning.
d) discussing some basic tips for first aid.

____ 2. To stop severe bleeding,

a) cover the wound with a bandage.
b) tie a cloth tightly around the wound.
c) apply pressure to the wound.
d) raise the victim’s feet.
3. Before calling a poison-control center,
   a) look for a container near the victim.
   b) pour some salt water into the victim's mouth.
   c) make the victim vomit.
   d) see if the victim can walk.

4. The author implies that the person giving first aid should
   a) call the victim's family.
   b) ask the victim to tell what happened.
   c) observe and care for the victim until medical help arrives.
   d) have a first-aid license.

5. In this article, the word pertinent means
   a) unimportant.
   b) important.
   c) wise.
   d) possible.

6. On page 1 of this article, victim refers to
   a) an evil person.
   b) a dangerous person.
   c) an injured or ill person.
   d) a foolish person.

III. Matching

1. severe  a. applied force
2. wound  b. taught
3. expert  c. lose control
4. calm  d. experienced person
5. panic  e. cardiopulmonary resuscitation
6. information  f. injury
7. pressure  g. very serious
8. trained  h. peaceful
9. CPR  i. data
I. Fill in the blanks using the words below.

Sometimes a health-care worker will _____________ to feed a _____________ patient. If you must do this, remember to act pleasant. Do not act hurried. If you do, the person may feel _____________. Eating should be an enjoyable _____________ for everyone.

Before bringing in the tray tell the _____________ what you are going to do. Clear the overbed _____________ of clutter. If it's not against the _____________ orders, raise the bed. Wash the patient's hands and then your _____________. Bring in the _____________ from the cart. Check to see that the tray contains the right _____________. The patient's _____________ card should be on the tray. If it isn't, check with the kitchen or the person in charge.

You are now ready to _____________ the patient. Open the napkin and put it under the patient's _____________. Cut the food into bite-sized pieces. Pour the _____________ into the proper container. Use a _____________ to give liquids.

As you feed the patient, talk about what you are doing. Alternate between types of food. Use the napkin to keep the mouth clean. When you are finished, make a note of what the patient has or has not _____________. If the patient _____________ to eat, be sure to _____________ it.

II. Multiple choice.

1. A good title for this article is
   a) Feeding the Helpless Patient.
   b) Mealtime.
   c) Favorite Foods.
   d) Preparing the Patient for Mealtime.

2. If a patient refuses to eat the food on the tray,
   a) get the patient something else to eat.
   b) report it to the proper person.
   c) force the patient to eat.
   d) give the food to someone else.

3. When feeding a helpless patient,
   a) give sips of water between bites of food.
   b) don't sit on the bed.
   c) act pleasant and unhurried.
   d) turn off the television.
4. You can infer from this article that
   a) helpless patients are fed soft foods.
   b) there are different kinds of hospital diets.
   c) hospital food is tasteless.
   d) mealtimes are pleasant.

5. Another word for uneasy, as used in this article, is
   a) weird.
   b) foolish.
   c) difficult.
   d) tense.

6. A helpless person is
   a) unable to care for herself or himself.
   b) close to death.
   c) unloved and unwanted.
   d) able to care for herself or himself.

III. Matching

1. uneasy    a. responsible
2. clutter    b. go back and forth
3. in charge  c. bland
4. beverage   d. mess
5. alternate  e. drink
6. tasteless  f. uncomfortable
I. Fill in the blanks using the words below.

Changing the ___________ on a hospital bed is a task done by a nurse aide. If the patient can get out of bed it is much easier to do. Making a bed with a patient in it takes more skill. This is called an ___________ bed. A well-made bed is essential to the patient's overall feeling of ___________.

First, wash your hands. Next, tell the patient that you are there to ___________ his or her bed.

Lock the ___________ so that the bed will not roll. Put the ___________ linens on a chair next to the bed. Pull the curtain or ___________ around the bed for ___________.

Bring the bed to a working height.

___________ all the linens around the bed. Be sure not to shake the linens. That will ___________ germs. Remove all the ___________ except the top sheet. Place a clean sheet over the ___________ sheet. Carefully slide the dirty sheet from underneath it.

It is now time to ask the patient to ___________ towards you so that the bottom linens can be ___________. The patient may need your ___________. Pull up the ___________ ___________ so that he or she doesn't ___________ out of bed. Change the bottom linens on one side and then the other. Put all dirty linens in a ___________. Be sure to keep dirty linens away from your uniform. Put the bed back in position. Place the ___________ ___________ near the patient. Wash your hands and ___________ the hamper.

II. Multiple choice.

1. This article is mostly about
   a) removing dirty linens.
   b) making an occupied bed.
   c) bed making.
   d) making a closed bed.

2. After washing your hands the first time, the next thing you should do is
   a) lock the bed into place.
   b) put the dirty linens on the floor.
   c) pull a curtain around the bed.
   d) tell the patient what you are going to do.
3. Dirty linens should be placed
   a) in a hamper.
   b) in a basket.
   c) on the floor.
   d) outside of the door.

4. You can infer from this article that a patient's bed
   a) offers both comfort and safety.
   b) should only be changed at the patient's request.
   c) needs two pillows.
   d) should be changed twice a day.

5. In this article, the word task means
   a) hardship.
   b) duty.
   c) errand.
   d) test.

6. Something that is essential is
   a) usual
   b) necessary.
   c) unnecessary.
   d) perfect.

III. Matching

   1. covers a. being used
   2. screen b. security
   3. occupied c. curtain
   4. well-being d. linens
I. **Fill in the blanks using the words below.**

<table>
<thead>
<tr>
<th>pride</th>
<th>field</th>
<th>fresh</th>
<th>wrinkled</th>
<th>rips</th>
<th>spots</th>
<th>prevent</th>
<th>personal</th>
<th>appearance</th>
</tr>
</thead>
<tbody>
<tr>
<td>polished</td>
<td>hygiene</td>
<td>untidy</td>
<td>odors</td>
<td>mended</td>
<td></td>
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</tr>
</tbody>
</table>

Taking ________ in how you look is important in the health ________. People don't want an ________ person taking care of them. Not only is a worker's ________ important to the patient, but it helps to ________ the spread of germs.

Clothing, such as uniforms, should always look fresh. Wrinkled clothing with dirty spots does not look clean. ________ should be removed. Uniforms need to be pressed if they are ________, ________ and splits in seams need to be ________. Lost buttons should be replaced. Shoes should fit properly and be ________ often.

Preventing offensive ________ is a must. Bathing often and brushing your teeth thoroughly will help to prevent bad odors. Deodorant will keep you smelling ________ all day. Clean hair that is nicely styled will help to round out a nice ________ appearance.

Good personal ________ tells a lot about a person. It helps patients feel better knowing that the people taking care of them take pride in how they look and in their jobs as health-care workers.

II. **Multiple choice.**

_____ 1. This article is mostly about a health worker's

a) salary.  
b) shoes.  
c) uniforms.  
d) personal cleanliness.

_____ 2. Bad body odors can be prevented by all of the following except

a) using perfume.  
b) brushing your teeth.  
c) taking a bath.  
d) using deodorant.

_____ 3. According to this article, an example of poor grooming is

a) clean hair.  
b) wearing perfume.  
c) white tennis shoes.  
d) a wrinkled uniform.
4. From this article, you can infer that
   a) smoking cigarettes causes bad breath.
   b) health-care workers are not clean.
   c) germs can be spread in many ways.
   d) jewelry should be limited to a watch and a wedding ring.

5. Untidy refers to a person who is
   a) neat.
   b) evil.
   c) sloppy.
   d) poor.

6. An offensive odor refers to something that
   a) is old.
   b) smells bad.
   c) smells good.
   d) is new.

III. Matching

   1. wrinkled a. sewn
   2. rips b. obnoxious
   3. mended c. tears
   4. pride d. not smooth
   5. offensive e. self-respect
I. Fill in the blanks using the words below.

A home health-care aide takes care of people who are sick or ___________. This allows the patients to live in their own ___________. Many home health-care aides work with older people. Some home health-care aides work with families where small ______________ need care. They provide home-management _____________, personal care, and emotional support for people.

The _____________ of a home health-care aide vary. People recuperating from major __________ may need care. People suffering from a chronic __________ may need help several times a week. Home health-care aides may do light housekeeping ____________. They may also have home-management duties, such as planning meals, shopping for food, and ______________ meals.

Personal care includes helping people take baths or wash their hair. A home health-care aide may help people ____________ from their bed to a chair or into another room. Home health-care aides also check pulse and ____________. They may have to change ______________ and help with exercises.

Home health-care aides may also provide instruction and support. They may work with families to ____________ them to help the injured or ill person. Home health-care aides also provide support and understanding, which may be greatly needed to help the person and the family deal with the _____________ or _____________.

II. Multiple choice.

1. The main idea of this article is to
   a) describe home health-care aides.
   b) describe the duties of a home health-care aide.
   c) discuss the training needed to become a home health-care aide.
   d) define the home-management duties of a home health-care aide.

2. According to this article, a home health-care aide allows many people who would normally be in a hospital to
   a) recover from their illness or injury more quickly.
   b) live at home with their families.
   c) be worry-free about their homes or pets.
   d) get together with other people suffering from the same illness or injury.
3. Home health-care aides do not assist people with
   a) taking their medicine.
   b) cleaning themselves.
   c) moving around.
   d) changing dressings.

4. You can infer from this article that home health-care aides may work
   a) twice a month.
   b) every day.
   c) once a month.
   d) once a week.

5. When you recuperate from something, you
   a) get better.
   b) get worse.
   c) get sick.
   d) die.

6. Something that is chronic
   a) is long and drawn out.
   b) never comes back.
   c) is hardly ever with you.
   d) is short and quick.

III. Matching

1. aide  a. bandages
2. surgery  b. long, drawn out
3. deal with  c. duties
4. infer  d. conclude
5. recuperate  e. helper
6. chores  f. operation
7. chronic  g. feelings
8. dressings  h. get better
9. emotions  i. handle
I. Fill in the blanks using the words below.

A ________________ can be ____________ by heat or fire. It can also be caused by chemicals, ____________, or electricity. Burns can be grouped as first degree, second ____________, and third degree.

A first-degree burn is the least ____________. The skin becomes red or ____________. The victim will feel pain. There may be mild ____________. ________________ causes of first-degree burns include too much sun or brief ____________ with hot objects.

Second-degree burns usually cause injury to the outer layer of the skin. A ____________ forms, and the skin is red and ____________. The surface of the skin may appear to be wet. There is much pain. Some frequent causes of second-degree burns are sun lamps, contact with hot liquids, and burns from fires.

Third-degree burns are the most severe types of burns. They involve injury to all ____________ of the skin. There is also damage to the ____________ tissues. The burned area can have a white appearance. If the nerve ____________ have been destroyed, the victim may not feel a lot of pain. Some of the causes of third-degree burns are fires, electricity, and ____________ in hot liquids.

II. Multiple choice.

1. __________ 1. This article was written to
   a) define a burn.
   b) list the causes of burns.
   c) explain the different kinds of burns.
   d) describe first-aid treatment for burns.

2. __________ 2. One of the signs of a second-degree burn is
   a) the skin is discolored.
   b) the burned area appears white.
   c) an injury to the outer layer of skin.
   d) nerve endings are frequently destroyed.

3. __________ 3. A first-degree burn can be caused by
   a) electricity.
   b) using a sun lamp too much.
   c) too much sun.
   d) fire.
4. You can infer from this article that
   a) the higher the degree of burn, the more damage caused.
   b) burns should never be treated with grease or butter.
   c) no matter how mild the burn is, you should receive medical treatment.
   d) the lower the degree of burn, the more damage caused.

5. Another word for severe, as used in this article, is
   a) cold.
   b) sharp.
   c) strict.
   d) serious.

6. In this article, to immerse means to
   a) take off.
   b) put into.
   c) set on top.
   d) take out.

**III. Matching**

<table>
<thead>
<tr>
<th></th>
<th>a. change shade</th>
<th>b. thickness</th>
<th>c. often</th>
<th>d. raised area</th>
<th>e. intensity</th>
<th>f. beneath the surface</th>
<th>g. dipped into</th>
<th>h. touch</th>
<th>i. very serious</th>
</tr>
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<tbody>
<tr>
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<td>9</td>
<td>blister</td>
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</tr>
</tbody>
</table>
AIDS is a feared and ____________ disease that affects the people of every country in the world. It is because the ____________ of AIDS suffer from many painful ____________, and very often, a terrible death. There is no ____________ at present. Health experts have warned about this growing ____________. People need to learn the facts about AIDS.

AIDS stands for Acquired Immune Deficiency Syndrome. It is a disease that ____________ down the ____________ system, which is the body's natural ____________ system. Without the immune system, a person's body cannot fight ____________ and deadly diseases, such as Cancer. That is why people with AIDS get so many life-threatening diseases. It is these diseases that people fear the most, because they usually cause the suffering and ____________ of AIDS patients.

However, it is not easy to get AIDS. You cannot get AIDS by hugging someone or because an infected person sneezed. AIDS is spread by sexual ____________, by sharing needles for ____________ drugs, or by blood ____________. AIDS is a threat if risks are taken. ____________ the kinds of behavior that lead to AIDS may be one way of stopping the ____________ of the disease. While scientists search for a cure, education is the best defense.

II. Multiple choice.

_____ 1. This article supports the main idea that
   a) people should support AIDS research.
   b) people should learn about AIDS.
   c) people can get AIDS by sharing needles.
   d) AIDS has many causes.

_____ 2. You can get AIDS
   a) if an infected person sneezes near you.
   b) by hugging someone.
   c) by casual contact.
   d) by sexual contact.

_____ 3. According to this article, AIDS is feared because
   a) you may lose your job.
   b) reduce risk.
   c) you can get other painful diseases if you have AIDS.
   d) medical insurance does not cover AIDS treatment.
4. This article suggests that knowing the facts about AIDS may
   a) speed testing.
   b) reduce risk.
   c) spread panic.
   d) stop transfusions.

5. If something is life-threatening, it could be
   a) special.
   b) strong.
   c) deadly.
   d) safe.

6. In this article, a defense system
   a) protects the body.
   b) hurts the body.
   c) controls the body.
   d) twists the body.

III. Matching

1. contact   a. very sad
2. breaks down   b. very serious situation
3. risks   c. transferred through a vein
4. tragic   d. enduring pain
5. victim   e. touch
6. behavior   f. dangers, perils
7. crisis   g. weakens
8. suffering   h. person injured or ill
9. transfusions   i. conduct
I. Fill in the blanks using the words below.

charge nurse   entire   prevent   clutter   mopped   replaced   precautions
environment   spills   hazards   cause   safety   deal
consequences

__________ in hospitals and nursing homes is a ____________ for concern. It is easier to
__________ an accident than to handle the ____________ after it happens. A good health-
care worker will be on the alert for safety ____________ at all times. Safety is everyone's business.
It protects the patients, their visitors, and the ____________ nursing staff. A great
__________ of money and lives could be saved each year if more ____________ were taken
against unsafe conditions.

Some of the things to watch for are burned-out light bulbs. Burned-out light bulbs should be
__________ quickly. Floors need to be ____________ as often as necessary. ____________
or wet spots can cause a person to slip and fall. Hallways, steps, and floors should be kept free of
___________. If a glass breaks, it should be swept up right away.

Common sense is an important ingredient in creating a safe ____________. Sometimes it is the
little things, such as a pencil on the floor, that will cause a serious accident. All safety hazards, re-
gardless of how small, need to be reported to the ____________ or the person responsible for the
hospital or nursing home.

II. Multiple choice.

_____ 1. This article is mainly about

  a) safety.
  b) preventing accidents and injuries in health-care facilities.
  c) reporting safety hazards.
  d) unsafe situations.

_____ 2. Safety hazards should be reported to

  a) any nurse.
  b) the patient.
  c) a janitor.
  d) the person in charge.

_____ 3. If a glass breaks, you should

  a) fill out a safety report.
  b) sweep up the pieces.
  c) call the janitor.
  d) pick up the pieces carefully.
4. You can infer from this article that accidents can be caused by all of the following except
   a) scissors.
   b) a thermometer.
   c) a paper clip.
   d) dust.

5. The word hazards is used to describe things that are
   a) harmless.
   b) fatal.
   c) sloppy.
   d) dangerous.

6. Another word for precautions is
   a) orders.
   b) claims.
   c) safeguards.
   d) problems.

III. Matching

1. precautions  a. whole
2. environment  b. reason
3. entire  c. lose balance
4. hazard  d. results
5. cause  e. put back
6. concern  f. safeguards
7. consequences  g. worry
8. replaced  h. surroundings
9. slip  i. danger
I. **Fill in the blanks using the words below.**

<table>
<thead>
<tr>
<th>routine</th>
<th>temperature</th>
<th>staff</th>
<th>throughout</th>
<th>physical therapy</th>
<th>removed</th>
<th>pulse</th>
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<tbody>
<tr>
<td>visitors</td>
<td>respiration</td>
<td>discharged</td>
<td>medications</td>
<td>treatments</td>
<td>medications</td>
<td>treatments</td>
</tr>
<tr>
<td>admitted</td>
<td>TPR</td>
<td>changed</td>
<td>pulse</td>
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<td></td>
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</tbody>
</table>

The daily nursing routine in a hospital usually begins at 7 A.M. The nurses and aides begin the day by taking patients' ____________, ____________, and ____________. This is known as ____________. As soon as this is accomplished, they get the patients ready for breakfast. Soon after the breakfast trays are ____________, it is bath time. Following bath time, rooms are cleaned and beds are ____________.

During the morning hours, most of the ____________ are done. This is usually the time when the doctors make their rounds. If a patient is going to be ____________, it is usually in the morning. Taking x-rays, giving medication, and doing ____________ ____________ take place all day long.

After lunch is served, visiting hours begin in most hospitals. Often, new patients are ____________ in the early afternoon. At about 3 P.M., a change in the nursing ____________ takes place.

The evening hours begin with dinner. TPR's are taken again. In most hospitals, the ____________ are asked to leave between 8 P.M. and 9 P.M. This gives the nursing staff time to prepare their patients for another night of rest. The nurses and aides who arrive for work at 3 P.M. are replaced by the last shift of the day at 11 P.M. Only necessary treatments and ____________ are given ____________ the night. In a few short hours, the daily ____________ begins again.

II. **Multiple choice.**

1. In this article, the author is trying to describe
   a) hospital routines.
   b) early morning and bedtime care.
   c) nurses' reports.
   d) daily nursing routines in a hospital.

2. According to this article, most treatments are done
   a) in the morning.
   b) immediately after breakfast.
   c) in the early afternoon.
   d) after the doctors make their rounds.

3. The morning routine begins by
   a) serving breakfast.
   b) changing beds.
   c) giving baths.
   d) taking TPR's.
4. According to this article, a routine x-ray probably would not be done
   a) after 11 P.M. or before 7 A.M.
   b) during breakfast hours.
   c) after 12 P.M.
   d) during visiting hours.

5. The word discharged is used in this article to describe a patient who is
   a) going for treatment.
   b) being replaced.
   c) going home.
   d) being taken in.

6. In this article, the word routine could best be replaced by
   a) notice.
   b) example.
   c) courtesy.
   d) procedure.

III. Matching

1. routine  a. finished
2. throughout b. released
3. removed c. heartbeat
4. discharged d. entered
5. rounds e. therapies
6. admitted f. procedure
7. pulse g. patient checks
8. accomplished h. taken away
9. treatments i. continuously
I. Fill in the blanks using the words below.

strength       waist     fatigue      weight      strain
bending       balance   twisting     knees       broad

Body mechanics refers to the way the body moves and keeps its _____________. At the same time, the body makes efficient use of all its parts. To prevent injury, the health-care worker should observe good body mechanics. This will help the worker to avoid ____________ and keep muscle ____________.

There are several basic rules of good body mechanics. The health-care worker should keep a ____________ base of support while moving a patient. Bend from the hips and ____________ to get close to something. Do not bend from the _____________. The strongest muscles should be used to do a job.

The ____________ of the body should be used to help push or pull an object. Heavy objects should be carried close to the body. Avoid ____________ the body when working. Finally, avoid ____________ for a long period of time.

There are many reasons to use good body mechanics. Muscles work best when they are used in the right way. This makes it easier to lift, pull, or push. Good body mechanics can also prevent ____________ and strain. It can also prevent injury to the health-care worker.

II. Multiple choice.

___ 1. The main idea of this article is
   a) to explain the types of injuries you can get if you don't develop good body mechanics.
   b) to point out the reasons why good body mechanics should be used.
   c) body mechanics.
   d) to explain about good body mechanics.

___ 2. Good body mechanics includes all of the following except
   a) bending from the hips and knees.
   b) using the strongest muscles.
   c) bending from the waist.
   d) using the weight of the body.

___ 3. According to this article, good body mechanics can
   a) increase the amount of injuries on the job.
   b) prevent injury to the health-care worker.
   c) develop weaker muscles that do not get used often.
   d) get the health-care worker into good physical shape.
4. You can infer from this article that twisting the body while working can
   a) give the worker added strength.
   b) help workers in their job performance.
   c) cause injury.
   d) lessen strain and back pain.

5. Another word for efficient, as used in this article, is
   a) longest.
   b) best.
   c) strongest.
   d) worst.

6. In this article, fatigue refers to becoming
   a) lazy.
   b) tired.
   c) sick.
   d) sore.

III. Matching

   1. fatigue  a. leaning down
   2. broad  b. body tissues
   3. efficient  c. movements
   4. strain  d. equal weight
   5. bending  e. weariness
   6. mechanics  f. overexert
   7. twisting  g. back and forth movement
   8. balance  h. no waste
   9. muscles  i. wide
I. Fill in the blanks using the words below.

Although there are many different careers in health care, they all have certain common _____________.

A person going into health care should have a strong ____________ in the _____________. The person also should have taken basic math courses as well as English courses. This helps to improve reading, writing, and speaking.

Health-care workers may care for persons of all _____________. This includes newborn _____________ and elderly _____________. Health-care workers should have a sincere interest in ____________ with people. It is important to be able to work with all ____________ of people. Health-care workers should be both patient and _____________ when caring for people. They also should be good listeners. It is very important for health-care workers to get along with others.

Health-care workers must be accurate and honest. They are dealing with human lives. One _____________ could lead to serious ____________ or death. Health-care workers must admit their _____________ so that they can be ____________.

Health-care workers also must be willing to _____________ to change. Research and new inventions can bring about changes in techniques and procedures. This may mean going back to _____________, to _____________.

II. Multiple choice.

___ 1. The purpose of this article is to

   a) discuss health-care workers.
   b) describe the personal appearance of health-care workers.
   c) list some of the high school courses that health-care workers should have taken.
   d) explain some of the common characteristics that all health-care workers should have.

___ 2. According to this article, health-care workers should have

   a) at least a high school education.
   b) a clean and neat appearance.
   c) an appearance that shows confidence.
   d) a sincere interest in working with people.
3. The job of a health-care worker can sometimes change due to
   a) research and evaluations.
   b) education and inspections.
   c) research and inventions.
   d) inspections and evaluations.

4. You can infer from this article that health-care workers must be
   a) aware of the rules of the agency they are working for.
   b) very knowledgeable of scientific practices.
   c) reliable and trustworthy.
   d) physically strong to lift certain people.

5. When you adapt to something, you
   a) join with it.
   b) study with it.
   c) practice it.
   d) fit in with it.

6. When you become proficient in something, you are
   a) careful.
   b) unskilled.
   c) skilled.
   d) confused.

III. Matching

1. adapt     a. saying the right thing
2. appearance b. traits
3. mistakes   c. exact
4. research   d. skilled
5. proficient e. own up to
6. characteristics f. adjust to
7. admit      g. errors
8. accurate   h. study closely
9. tactful    i. the way one looks
I. Fill in the blanks using the words below.

CPR, or cardiopulmonary resuscitation is used to ____________ breathing in an unconscious person. When a victim is ____________, check to see if the victim is still breathing, also check to see if the heart is still beating. CPR uses artificial respiration and artificial circulation. CPR is used when the heart is ____________ beating.

People must be trained before they can give CPR. This training prepares people to recognize ____________ arrest. This training also allows people to practice CPR both individually and as part of a team.

CPR training includes videos to show people how to do CPR. People practice doing CPR on a ____________. While they are giving CPR, the instructor tells them what they are doing wrong.

There are three things to ____________ on while doing CPR. First, the victim's ____________ must be opened. Then, breathing must be restored. Finally, ____________ also must be restored.

To become certified to perform CPR, people must pass a written test. There is also a ____________ that must be passed. Only then can someone become certified in basic CPR. Professionals, such as hospital workers, are required to do even more for their certification in basic life ____________.

II. Multiple choice.

1. This article mainly discusses
   a) CPR.
   b) CPR and the training involved.
   c) that CPR should be given to a victim when his or her heart is not beating.
   d) how a person should give CPR.

2. According to this article, CPR training
   a) is very expensive.
   b) is something every person should have.
   c) takes several months to complete.
   d) prepares people to recognize cardiac arrest.

3. All of the following are involved in CPR except
   a) the airway.
   b) breathing.
   c) the brain.
   d) circulation.
4. You can conclude from this article that CPR
   a) is required for all hospital personnel.
   b) is not taught properly in many cases.
   c) training should not be as involved as it is.
   d) is very involved and can save a person's life.

5. An instructor is someone who
   a) learns.
   b) yells.
   c) teaches.
   d) challenges.

6. When something is restored, it is
   a) made larger.
   b) stopped.
   c) brought back.
   d) moved.

III. Matching

1. airway a. revive
2. restore b. stop
3. dummy c. heart
4. cardiac d. passageway
5. arrest e. artificial person
I. Fill in the blanks using the words below.

scalp fluid disposable tangled approval gathered

Sometimes a health-care aide will need to give a shampoo to a bed patient. There are two methods that can be used. One is a ____________ dry cleaner. It is easy to use, and it leaves a patient's hair looking very nice. The other ____________ is a regular shampoo. A regular shampoo usually requires the doctor's ____________.

If a regular shampoo is given, certain materials must be _____________. You will need a comb, towels, shampoo, a bath blanket, a pitcher, and a bath _____________. A plastic sheet and ____________ bed protectors are also needed. Sometimes a patient's hair is _____________. If it is, you might need some petroleum jelly to remove the tangles. If the patient's hair is quite oily, alcohol can be used to remove the ____________ oil.

Once everything is ready, proceed with the shampoo. Make sure that you do not get the bed wet. Also, be very careful not to pull the patient's hair, scratch the patient's ____________, or get shampoo into the patient's eyes. Special care must be given to keep the patient warm so he or she will not be cold.

II. Multiple choice.

_____ 1. The purpose of this article is to tell you how to

a) give daily hair care.
b) remove tangles from the hair.
c) give a bed shampoo.
d) shampoo hair.

_____ 2. If the patient's hair is tangled, use

a) baby oil.
b) petroleum jelly.
c) tangle-free shampoo.
d) alcohol.

_____ 3. According to this article, all of the following items are needed for giving a bed shampoo except a

a) plastic sheet.
b) pitcher.
c) comb.
d) mirror
4. From the information in the article, you can conclude that it is important to
   a) shampoo the patient's hair often.
   b) be very gentle when giving a bed shampoo.
   c) explain to the patient what you are going to do.
   d) use a gentle shampoo.

5. In this article, the word excess is used to mean
   a) not very much.
   b) more than usual.
   c) about normal.
   d) a small amount.

6. Disposable refers to something that can be
   a) put in place.
   b) used again.
   c) gotten along without.
   d) thrown away.

III. Matching

   1. scalp                   a. overamount
   2. tangled                b. liquid
   3. fluid                  c. assembled
   4. disposable             d. OK
   5. excess                 e. skin on head
   6. approval               f. thrown away
   7. gathered               g. twisted
I. **Fill in the blanks using the words below.**

lie  avoid  genuine  basic  concerns  listening  advice  face  fact  naturally  injured  felt  skills  concentrate  communicate

The ability to ____________ with patients is one of the most important ____________ in any health field. Communicating involves many other skills, such as using adequate vocabulary, speaking clearly, ____________, and observing. In addition, you must show the patient that you want to help by having a ____________ concern for patient needs.

One of the most ____________ skills is knowing how to listen. You should position yourself at the patient's level. ____________ the patient and lean forward a little. By sitting this way, you let the patient know how important his or her ____________ are to you. Listen with interest to what the patient is saying. Do not let your mind wander. Try to ____________.

Speak to the patient ____________. Think of the patient as a friend. If you have ever been ill or ____________, try to remember how it ____________. Put yourself in the patient's position. If needed, offer sincere and thoughtful reassurance based only on ____________.

Do not ____________ to the patient, but be honest. Think before you say anything and listen while you speak. The ____________ you give may help ____________ difficulties when communicating with patients.

II. **Multiple choice.**

___ 1. The main idea of paragraph 2 is how to

a) listen effectively to patients.
b) effectively observe patients.
c) communicate with patients.
d) concentrate on patients.

___ 2. The article mentions that one way to better understand a patient is to

a) try to remember how you felt being ill.
b) read the patient's chart.
c) talk to the patient's family.
d) try to reason away a patient's fears.

___ 3. According to this article, communicating involves all of the following except

a) observing.
b) listening.
c) speaking clearly.
d) writing.
4. This article suggests that
   a) hospitals ignore patient needs.
   b) patients are unpredictable.
   c) simple actions have far-reaching effects.
   d) patients are difficult to control.

5. In this article, genuine means
   a) unpleasant.
   b) clever.
   c) honest.
   d) false.

6. Reassurance means
   a) respect.
   b) advice.
   c) confidence.
   d) purpose.

III. Matching

1. genuine  a. look at directly
2. concerns  b. watching
3. avoid  c. speaking, listening
4. reassurance  d. suggestion
5. observing  e. honest
6. face  f. problems
7. wander  g. stray away
8. basic skills  h. stay away from
9. advice  i. confidence
I. Fill in the blanks using the words below.

<table>
<thead>
<tr>
<th>treatments</th>
<th>sciences</th>
<th>vary</th>
<th>field</th>
<th>bones</th>
<th>rehabilitated</th>
</tr>
</thead>
<tbody>
<tr>
<td>massage</td>
<td>damage</td>
<td>plentiful</td>
<td>circulation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

One up-and-coming _________ in health care is physical therapy. Jobs in this field are _________ all over the country. A physical therapist may be employed in hospitals, clinics, or nursing homes. Starting salaries may _________ . Physical therapists work regular daytime hours with little night duty.

Physical therapists are highly skilled. Their education and training is strong in the _________. To become licensed, all physical therapists must pass an examination in their state. Physical therapists must study biology, chemistry, physiology, and human anatomy, just to name a few.

A great deal of knowledge about the human anatomy is important. Physical therapists must decide the extent of _________ to muscles, nerves, joints, or _________. These areas are often injured by accident or disease. The physical therapists must design and carry out many different _________ , such as exercise programs for strengthening weakened muscles.

Other treatments include heat or cold packs and _________ to improve _________.

Many people have been _________ to normal body movements, thanks to expert physical therapy.

II. Multiple choice.

_1. This article mainly describes

   a) physical therapy.
   b) the education and duties of a physical therapist.
   c) types of physical therapy treatments.
   d) private physical therapy practices.

_2. One reason why physical therapy is an up-and-coming field is

   a) starting salaries are high.
   b) physical therapists are intelligent.
   c) employees receive many benefits.
   d) jobs are plentiful all over the country.

_3. This article mentions that in order to become licensed, all physical therapists must pass

   a) a state examination.
   b) a high school examination.
   c) a medical school examination.
   d) human anatomy examination.
4. Evidence from this article suggests that physical therapists probably are
   a) highly trained experts.
   b) trained to make moral decisions.
   c) overworked and exhausted.
   d) rude and unfeeling.

5. In this article, to vary means to be
   a) different.
   b) casual.
   c) pleasant.
   d) unusual.

6. In this article, plentiful means there is
   a) a lack.
   b) a great amount.
   c) an examination required.
   d) a special treatment for.

III. Matching

   1. plentiful  a. be different
   2. exhausted  b. harm
   3. up-and-coming  c. degree of
   4. rehabilitated  d. muscle rub
   5. vary  e. very tired
   6. extent  f. study of the body
   7. damage  g. restored
   8. massage  h. growing rapidly
   9. anatomy  i. numerous
I. Fill in the blanks using the words below.

- terms
- crucial
- cultural
- hygiene
- contact
- physical
- dealing
- requests
- sensitive
- emotional
- changed
- respect
- charge
- compassion
- helplessness

If you choose to enter the health field, you will have to come to ____________ with death and dying. As a health-care worker, ____________ with a dying patient will be a part of your job responsibility. It is important to remember that a dying patient has both ____________ and ____________ needs. A good health-care worker will minister to both needs.

Physical care may include such things as changing a patient's position in bed, giving a back rub, or providing for some personal ____________. It may also mean adding another blanket to help keep the patient warm. Or, it could be that the bed will need to be ____________ so that the patient is dry and comfortable. At all times, the health-care worker must maintain an attitude of ____________ and ____________ for a dying patient.

Meeting the emotional needs is hardest. At times, you will deal with feelings of fear, anger, and ____________. You must also be ____________ to the patient's ____________ and religious needs as well. Whenever possible, the patient's wishes should be given careful consideration. All ____________, however insignificant, should be taken seriously and reported to the person in _____________. It is ____________ to be compassionate and understanding when ____________ with the emotional needs of a dying patient.

II. Multiple choice.

1. This article is mainly about

   a) how the family can help a dying patient.
   b) the importance of being compassionate.
   c) the physical and emotional needs of a dying patient.
   d) death and dying.

2. This article mentions that the hardest needs to deal with are the

   a) emotional needs.
   b) physical needs.
   c) cultural needs.
   d) financial needs.

3. Emotional needs refer to all of the following except

   a) fear.
   b) nourishment.
   c) helplessness.
   d) anger.
4. The author probably wants to stress the importance of being
a) ambitious and hard working.
b) talented and creative.
c) kind and considerate.
d) efficient and dependable.

5. The word minister, as used in this article, means to
a) act as an aide in the hospital.
b) perform religious ceremonies.
c) give medicine to a patient.
d) attend to the wants and needs of a person.

6. Insignificant refers to something that is of
a) great concern.
b) great importance.
c) little importance.
d) major difficulty.

III. Matching

1. compassionate  a. extremely important
2. in charge       b. asks for
3. hygiene         c. being with
4. requests        d. weakness
5. culture         e. sensitive
6. crucial         f. responsible
7. minister to     g. cleanliness
8. contact         h. aid, serve
9. helplessness    i. country of origin
I. Fill in the blanks using the words below.

Temperature, pulse, ____________, and blood ____________ are vital signs. In the medical profession, they are sometimes referred to as TPR and BP. As a health-care worker, you will be expected to take and ____________ vital signs ____________. These signs provide important ____________ about the patient's overall physical condition.

Temperature is a measurement of the ____________ lost and produced by the body. There are oral thermometers and rectal thermometers for taking temperature. Temperature can also be taken under the arm. A high or low temperature can mean that a disease may be ____________ in the body.

The next vital sign to check is the pulse. As the heart beats and rests, the blood produces pressure against the walls of an ____________. This is called a pulse. The pulse is usually taken over the arteries that are closest to the ____________. There are seven spots in the body where the arterial pulse can be taken.

Respiration is the process of taking in ____________ and ____________ carbon dioxide. This occurs as the patient breathes in and out. It is usually best not to let the patient know you are checking his or her respiration. It can be checked while your fingers are still on the patient's ____________.

Finally, the blood pressure aids in ____________ certain illnesses in the body. It is a measurement of pressure that is ____________ on the wall of the arteries by the heart during various ____________ of heart activity. Blood pressure is taken by a device called a sphygmomanometer.

II. Multiple choice.

_____ 1. A good title for this article would be

a) Measuring and Recording Vital Signs.
b) Four Vital Signs.
c) Vital Signs.
d) How to Record TPR and BP.

_____ 2. The vital sign that you should not let the patient know you are checking is

a) respiration.
b) temperature.
c) pulse.
d) blood pressure.
3. The article mentions that vital signs are taken to
   a) make the patient feel more secure.
   b) check the overall condition of the patient.
   c) find out if the patient has a heart condition.
   d) provide the patient's family with information.

4. Vital signs that are not taken and recorded accurately could
   a) cause the patient discomfort.
   b) give the patient high blood pressure.
   c) endanger the life of the patient.
   d) make the patient ill.

5. In this article, expelling means
   a) taking in.
   b) letting out.
   c) forcing off.
   d) giving to.

6. If something is exerted, it is
   a) applied.
   b) carried.
   c) required.
   d) gotten rid of.

III. Matching

   1. exerted                     a. levels
   2. referred                   b. exactly
   3. vital                      c. mouth
   4. stages                     d. letting out
   5. accurately                 e. blood vessel
   6. data                       f. important
   7. oral                       g. put into action
   8. artery                    h. mentioned as
   9. expelling                  i. information
I. Fill in the blanks using the words below.

People working in the health field must perform various procedures. One very important is hand washing. hands that have not been washed properly can cause serious in an already ill person. Clean hands also protect the health-care worker from illness and . Properly washed hands can alleviate unnecessary .

The first thing to remember in hand washing is to remove all . If a watch is worn, it must also be removed. Next, all supplies, such as soap, paper towels, a hand brush, and an orange stick.

Turn on the and point both in a downward position. well for at least one minute. Make sure to wash between the fingers and around the . Use the blunt of the orange stick to clean under the nails.

the hands with the . Water should down and off the hands. With a paper towel, dry from the to the wrists. Make certain that objects are not touched in the process. Use a paper to turn off the faucet.

II. Multiple choice.

1. This article is mainly about
   a) how germs are spread from person to person.
   b) hand washing.
   c) the recommended method for washing hands.
   d) supplies needed for hand washing.

2. The article specifies that
   a) nails should be kept short.
   b) warm water should be used.
   c) jewelry should be removed.
   d) soap should contain an alkali.

3. To clean under the nails, use
   a) an orange stick.
   b) a soft brush.
   c) a nail.
   d) a stiff brush.
4. From this article, you can infer that
   a) hot water kills more germs than warm water.
   b) health-care workers can wear jewelry.
   c) careful hand-washing procedures prevent the spread of germs.
   d) hand washing is a nuisance.

5. Contaminated refers to something that is
   a) pure.
   b) dull.
   c) ugly.
   d) dirty.

6. In this article, assemble means
   a) purchase.
   b) gather together.
   c) pull apart.
   d) enlarge.

III. Matching

1. assemble a. full of germs
2. thoroughly b. make less
3. procedure c. bother
4. asepsis d. wash well
5. alleviate e. soap
6. nuisance f. process
7. scrub g. germ-free
8. contaminated h. completely
9. lather i. bring together
I. **Fill in the blanks using the words below.**

ether  runny  addicted  volatile  inhalants  craze  slurred
chemicals  symptoms  "high"  heart  accidents  sniffing  silly  vital

People have abused ______________ substances for hundreds of years. Records show that in the early 1800's, people were ______________ chloroform and ______________ to get ______________. In the 1950's, sniffing glue became the ______________. Since then, people have been found sniffing nail polish remover, paint thinners, antifreeze, hair spray, and insect repellant.

There are many different types of ______________ found in "sniffers." They may have ______________ speech, appear drunk, or act very ______________. It is not uncommon for them to have red eyes, ______________ noses, or spots and sores around the mouth. Sometimes they even smell of ______________. Sniffing also causes aggressive behavior, mood swings, confusion, and hallucinations.

The greatest danger of sniffing is called sudden sniffing death, which is caused by ______________ failure. ______________ are another cause of death. Another risk to the health of a sniffer is damage to the kidneys, liver, and other ______________ organs. Sniffing can also cause brain damage.

Finally, sniffers ______________ to ______________ will often go on to use other drugs. They usually take drugs because the inhalants are no longer producing the same "high" that they once did.

II. **Multiple choice.**

___ 1. The statement that best supports the main idea is:

a) Some people sniff inhalants.
b) Most sniffers are younger than 18 years old.
c) Sniffing common household products is a form of substance abuse.
d) The sniffing craze began in the 1950's.

___ 2. This article gives specific facts about

a) the dangers of sniffing inhalants.
b) withdrawal symptoms of sniffing.
c) the kind of people who become sniffers.
d) how sniffers can kick the habit.

___ 3. According to this article, sniffing can cause

a) fever and chills.
b) diabetes.
c) brain damage.
d) depression.
4. The idea that sniffers will go on to use other drugs is
   a) propaganda.
   b) hard to believe.
   c) untrue.
   d) based on facts.

5. As used in this article, symptoms are
   a) violent fits.
   b) special circumstances.
   c) creative ideas.
   d) signs that something is wrong.

6. Aggressive, as used in this article, means
   a) becoming sad.
   b) acting silly.
   c) acting in a mild manner.
   d) acting in a hostile fashion.

III. Matching

   1. aggressive  a. biased information
   2. craze       b. dangerous
   3. slurred     c. unclear
   4. volatile    d. hostile
   5. propaganda  e. popular activity
I. Fill in the blanks using the words below.

serious swindlers misled rip-offs death form magic revealed cures sold advertisements treatment

A report by the American Medical Association ____________ that over one billion dollars has been spent each year by people who are looking for ____________ cures. These cures sometimes are known as health ____________.

__________ for these cures can be found in newspapers, flyers, pamphlets, and magazines. They are even ____________ door to door by salespeople. There are magic cures for cancer, arthritis, heart disease, and many other ____________ diseases.

Each year, millions of dollars are spent looking for quick ____________ for arthritis. There are bracelets, necklaces, potions, creams, and pills. The list can go on and on. In fact, arthritis is a favorite with the quick-cure ____________.

Unfortunately, some cures can have devastating results. Some even lead to _____________. A person with a deadly ____________ of cancer may decide to use one of these magic cures rather than a proven medical ____________.

Often, these cures are used out of a sense of fear, frustration, or desperation. A seriously ill person is often ____________ by promises of a miracle. Instead of being cured, he or she has put off medical treatment until it is too late.

II. Multiple choice.

1. This article is mainly about
   a) magic-cure advertising.
   b) health rip-offs.
   c) how people are fooled by promises of magic cures.
   d) how to become a quick-cure salesperson.

2. According to this article, a favorite with the quick-cure swindler is
   a) headaches.
   b) high blood pressure.
   c) backaches.
   d) arthritis.

3. All of the following forms of advertising are mentioned except
   a) flyers.
   b) TV commercials.
   c) magazines.
   d) newspapers.
4. You can infer from this article that
   a) magic cures can relieve arthritis.
   b) swindlers don't care about the seriously ill.
   c) people are losing faith in the medical profession.
   d) many people die needlessly each year.

5. In this article, if a person is misled, that person is
   a) supported.
   b) helped.
   c) confused.
   d) deceived.

6. In this article, a potion is a
   a) magic plant.
   b) liquid dose of medicine.
   c) copper bracelet.
   d) voodoo doll.

III. Matching

1. misled   a. liars
2. revealed b. cheats
3. swindlers c. deceived
4. form      d. showed
5. rip-off   e. type
6. potion    f. dangerous
7. put off   g. delayed
8. devastating h. liquid dose
I. Fill in the blanks using the words below.

<table>
<thead>
<tr>
<th>colleagues</th>
<th>stress</th>
<th>cope</th>
<th>enable</th>
<th>individuals</th>
<th>valuable</th>
<th>recover</th>
</tr>
</thead>
<tbody>
<tr>
<td>optimal</td>
<td>interfere</td>
<td>trust</td>
<td>resistance</td>
<td>confidence</td>
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</tr>
</tbody>
</table>

Interpersonal skills are skills that develop a good relationship between ______________. The health-care worker needs these skills to establish a helpful relationship with patients. Knowledge alone is not enough to provide __________ care. All types of health-care workers consider interpersonal skills important in providing optimal care for patients.

Good interpersonal skills help the health-care worker interact with patients and other health-care workers. These skills also help the health-care worker ______________ with ______________.

Warmth and active listening ______________ the health-care worker to develop a relationship of ______________ with patients and ______________. Finally, these skills can be used to help patients overcome personal problems that ______________ with their health care.

Good interpersonal skills are ______________ for many reasons. They can relax a patient during data gathering and promote the patient’s ______________ in the health-care worker. Good interpersonal skills can also establish trust and reduce ______________ to therapy. These skills can also improve the ability of the patient to cope with and ______________ from injury or illness.

II. Multiple choice.

1. This article was written to
   a) describe what good interpersonal skills can do for health-care workers.
   b) explain how to develop good interpersonal skills.
   c) describe the importance of good interpersonal skills.
   d) explain the value of good interpersonal skills for health-care workers.

2. Patients will receive the best care when health-care workers use their interpersonal skills along with
   a) life histories.
   b) knowledge.
   c) treatment.
   d) diagnosis.

3. According to this article, a health-care worker who is warm and caring will
   a) be more accurate in patients' diagnoses.
   b) spend too much time with individual patients.
   c) become too involved in patients' personal problems.
   d) develop a trusting relationship.
4. You can infer from this article that friendly, caring health-care workers help patients do all of the following except
   a) be relaxed.
   b) reduce resistance to therapy.
   c) be trusting.
   d) be worried and nervous.

5. Another word for optimal is
   a) best.
   b) biggest.
   c) longest.
   d) worst.

6. A colleague is someone who
   a) you live with.
   b) is in the hospital.
   c) you work with.
   d) is newly promoted.

III. Matching

   1. reduce                      a. finding facts
   2. cope                       b. highest, most
   3. enable                     c. associate with
   4. colleagues                d. diminish
   5. optimal                   e. allow
   6. interact                  f. deal with
   7. data gathering            g. co-workers
I. Fill in the blanks using the words below.

Medical assistants help doctors examine and _______ patients. They perform most of the _______ duties necessary to keep an office running smoothly. This includes recording the height, weight, temperature, and _______ pressure of patients.

Medical assistants also take down patients' medical histories and may perform basic laboratory tests. If necessary, medical assistants may also tell patients about medications and self-treatment. Some other responsibilities of a medical assistant may include _______ blood, taking x-rays, and applying _______.

Other duties of a medical assistant include answering the phones and _______ patients, as well as recording and filling patients' medical records. Medical assistants also fill out medical reports and insurance forms, handle _______ and schedule appointments. The responsibilities of a medical assistant are very important.

The work setting for medical assistants can be in a doctor's private practice, or in a hospital or _______. Medical assistants can also work in _______ homes or in various other health-care facilities. Because of the growing number of doctors, group medical practices, and other health-care centers, the outlook for new workers in the medical-assistant field looks _______.

II. Multiple choice.

1. This article is about
   a) the job responsibilities of medical assistants.
   b) the work setting for medical assistants.
   c) medical assistants.
   d) training and salary possibilities for medical assistants.

2. According to this article, the duties of a med. assist. include all of the following except
   a) drawing blood.
   b) taking x-rays.
   c) giving an EKG.
   d) obtaining medical histories.

3. One of the administrative duties performed by a medical assistant is
   a) performing minor surgery.
   b) scheduling appointments.
   c) writing prescriptions.
   d) giving patients medication.
4. You can infer from this article that over the next few years
   a) the number of people employed as medical assistants will decrease.
   b) the number of people employed as medical assistants will grow.
   c) more education and training will be required for medical assistants.
   d) the salaries of medical assistants will rise quickly.

5. The word drawing, used in this article, means
   a) sketching.
   b) testing.
   c) taking.
   d) leaving.

6. Dressings, as used in this article, refers to
   a) sauce put on salad.
   b) rooms.
   c) clothes.
   d) bandages or medication.

III. Matching

1. outlook a. mail
2. drawing b. positive
3. correspondence c. future
4. setting d. place
5. promising e. taking
I. Fill in the blanks using the words below.

crucial  cultural  hygiene  contact  physical  dealing
requests  sensitive  emotional  changed  respect  charge
helplessness

If you choose to enter the health field, you will have to come to _____________ with death and dying. As a health-care worker, _____________ with a dying patient will be a part of your job responsibility. It is important to remember that a dying patient has both _____________ and _____________ needs. A good health-care worker will minister to both needs.

Physical care may include such things as changing a patient’s position in bed, giving a back rub, or providing for some personal _____________. It may also mean adding another blanket to help keep the patient warm. Or, it could be that the bed will need to be _____________ so that the patient is dry and comfortable. At all times, the health-care worker must maintain an attitude of _____________ and _____________ for a dying patient.

Meeting the emotional needs is hardest. At times, you will deal with feelings of fear, anger, and _____________. You must also be _____________ to the patient’s _____________ and religious needs as well. Whenever possible, the patient’s wishes should be given careful consideration. All _____________, however insignificant, should be taken seriously and reported to the person in _____________. It is _____________ to be compassionate and understanding when _____________ with the emotional needs of a dying patient.

II. Multiple choice.

1. This article is mainly about

   a) how the family can help a dying patient.
   b) the importance of being compassionate.
   c) the physical and emotional needs of a dying patient.
   d) death and dying.

2. This article mentions that the hardest needs to deal with are the

   a) emotional needs.
   b) physical needs.
   c) cultural needs.
   d) financial needs.

3. Emotional needs refer to all of the following except

   a) fear.
   b) nourishment.
   c) helplessness.
   d) anger.
4. The author probably wants to stress the importance of being
   a) ambitious and hard working.
   b) talented and creative.
   c) kind and considerate.
   d) efficient and dependable.

5. The word minister, as used in this article, means to
   a) act as an aide in the hospital.
   b) perform religious ceremonies.
   c) give medicine to a patient.
   d) attend to the wants and needs of a person.

6. Insignificant refers to something that is of
   a) great concern.
   b) great importance.
   c) little importance.
   d) major difficulty.

III. Matching

   1. compassionate a. extremely important
   2. in charge b. asks for
   3. hygiene c. being with
   4. requests d. weakness
   5. culture e. sensitive
   6. crucial f. responsible
   7. minister to g. cleanliness
   8. contact h. aid, serve
   9. helplessness i. country of origin
I. Fill in the blanks using the words below.

- present
- heatartery
- expelling
- exerted
- oxygen
- diagnosing
- skin
- stages
- record
- accurately
- pulse
- pressure
- respiration

Temperature, pulse, _____________, and blood _____________ are vital signs. In the medical profession, they are sometimes referred to as TPR and BP. As a health-care worker, you will be expected to take and _____________ vital signs _____________. These signs provide important _____________ about the patient's overall physical condition.

Temperature is a measurement of the _____________ lost and produced by the body. There are oral thermometers and rectal thermometers for taking temperature. Temperature can also be taken under the arm. A high or low temperature can mean that a disease may be _____________ in the body.

The next vital sign to check is the pulse. As the heart beats and rests, the blood produces pressure against the walls of an _____________. This is called a pulse. The pulse is usually taken over the arteries that are closest to the _____________. There are seven spots in the body where the arterial pulse can be taken.

Respiration is the process of taking in _____________ and _____________ carbon dioxide. This occurs as the patient breathes in and out. It is usually best not to let the patient know you are checking his or her respiration. It can be checked while your fingers are still on the patient's _____________.

Finally, the blood pressure aids in _____________ certain illnesses in the body. It is a measurement of pressure that is _____________ on the wall of the arteries by the heart during various _____________ of heart activity. Blood pressure is taken by a device called a sphygmomanometer.

II. Multiple choice.

_____ 1. A good title for this article would be

   a) Measuring and Recording Vital Signs.
   b) Four Vital Signs.
   c) Vital Signs.
   d) How to Record TPR and BP.

_____ 2. The vital sign that you should not let the patient know you are checking is

   a) respiration.
   b) temperature.
   c) pulse.
   d) blood pressure.
3. The article mentions that vital signs are taken to
   a) make the patient feel more secure.
   b) check the overall condition of the patient.
   c) find out if the patient has a heart condition.
   d) provide the patient's family with information.

4. Vital signs that are not taken and recorded accurately could
   a) cause the patient discomfort.
   b) give the patient high blood pressure.
   c) endanger the life of the patient.
   d) make the patient ill.

5. In this article, expelling means
   a) taking in.
   b) letting out.
   c) forcing off.
   d) giving to.

6. If something is exerted, it is
   a) applied.
   b) carried.
   c) required.
   d) gotten rid of.

III. Matching

   1. exerted               a. levels
   2. referred             b. exactly
   3. vital                c. mouth
   4. stages               d. letting out
   5. accurately           e. blood vessel
   6. data                 f. important
   7. oral                 g. put into action
   8. artery               h. mentioned as
   9. expelling            i. information
I. Fill in the blanks using the words below.

People working in the health field must perform various important procedures. One very important procedure is hand washing. Contaminated hands that have not been washed properly can cause serious complications in an already ill person. Clean hands also protect the health-care worker from illness and suffering.

To clean under the nails, use

a) an orange stick.

b) a soft brush.

c) a nail.

d) a stiff brush.

II. Multiple choice.

1. This article is mainly about

   a) how germs are spread from person to person.
   b) hand washing.
   c) the recommended method for washing hands.
   d) supplies needed for hand washing.

2. The article specifies that

   a) nails should be kept short.
   b) warm water should be used.
   c) jewelry should be removed.
   d) soap should contain an alkali.

3. To clean under the nails, use

   a) an orange stick.
   b) a soft brush.
   c) a nail.
   d) a stiff brush.
4. From this article, you can infer that
   a) hot water kills more germs than warm water.
   b) health-care workers can wear jewelry.
   c) careful hand-washing procedures prevent the spread of germs.
   d) hand washing is a nuisance.

5. Contaminated refers to something that is
   a) pure.
   b) dull.
   c) ugly.
   d) dirty.

6. In this article, assemble means
   a) purchase.
   b) gather together.
   c) pull apart.
   d) enlarge.

III. Matching

   1. assemble
   2. thoroughly
   3. procedure
   4. asepsis
   5. alleviate
   6. nuisance
   7. scrub
   8. contaminated
   9. lather

   a. full of germs
   b. make less
   c. bother
   d. wash well
   e. soap
   f. process
   g. germ-free
   h. completely
   i. bring together
I. Fill in the blanks using the words below.

ether  runny  addicted  volatile  inhalants  craze  slurred
chemicals  symptoms  "high"  heart  accidents  sniffing  silly  vital

People have abused ____________ substances for hundreds of years. Records show that in the early 1800's, people were ____________ chloroform and ____________ to get ____________. In the 1950's, sniffing glue became the ____________. Since then, people have been found sniffing nail polish remover, paint thinners, antifreeze, hair spray, and insect repellant.

There are many different types of ____________ found in "sniffers." They may have ____________ speech, appear drunk, or act very _____________. It is not uncommon for them to have red eyes, ____________ noses, or spots and sores around the mouth. Sometimes they even smell of _____________. Sniffing also causes aggressive behavior, mood swings, confusion, and hallucinations.

The greatest danger of sniffing is called sudden sniffing death, which is caused by ____________ failure. ____________ are another cause of death. Another risk to the health of a sniffer is damage to the kidneys, liver, and other ____________ organs. Sniffing can also cause brain damage.

Finally, sniffers ____________ to ____________ will often go on to use other drugs. They usually take drugs because the inhalants are no longer producing the same "high" that they once did.

II. Multiple choice.

__ 1. The statement that best supports the main idea is:
   a) Some people sniff inhalants.
   b) Most sniffers are younger than 18 years old.
   c) Sniffing common household products is a form of substance abuse.
   d) The sniffing craze began in the 1950's.

__ 2. This article gives specific facts about
   a) the dangers of sniffing inhalants.
   b) withdrawal symptoms of sniffing.
   c) the kind of people who become sniffers.
   d) how sniffers can kick the habit.

__ 3. According to this article, sniffing can cause
   a) fever and chills.
   b) diabetes.
   c) brain damage.
   d) depression.
4. The idea that sniffers will go on to use other drugs is
   a) propaganda.
   b) hard to believe.
   c) untrue.
   d) based on facts.

5. As used in this article, symptoms are
   a) violent fits.
   b) special circumstances.
   c) creative ideas.
   d) signs that something is wrong.

6. Aggressive, as used in this article, means
   a) becoming sad.
   b) acting silly.
   c) acting in a mild manner.
   d) acting in a hostile fashion.

III. Matching

1. aggressive   a. biased information
3. slurred      b. dangerous
2. craze        c. unclear
4. volatile     d. hostile
5. propaganda   e. popular activity
I. Fill in the blanks using the words below.

serious swindlers misled rip-offs death form magic
revealed cures sold advertisements treatment

A report by the American Medical Association ____________ that over one billion dollars has been spent each year by people who are looking for ____________ cures. These cures sometimes are known as health ____________.

___________ for these cures can be found in newspapers, flyers, pamphlets, and magazines. They are even ____________ door to door by salespeople. There are magic cures for cancer, arthritis, heart disease, and many other ____________ diseases.

Each year, millions of dollars are spent looking for quick ____________ for arthritis. There are bracelets, necklaces, potions, creams, and pills. The list can go on and on. In fact, arthritis is a favorite with the quick-cure ____________.

Unfortunately, some cures can have devastating results. Some even lead to _____________. A person with a deadly ____________ of cancer may decide to use one of these magic cures rather than a proven medical _____________.

Often, these cures are used out of a sense of fear, frustration, or desperation. A seriously ill person is often ____________ by promises of a miracle. Instead of being cured, he or she has put off medical treatment until it is too late.

II. Multiple choice.

1. This article is mainly about
   a) magic-cure advertising.
   b) health rip-offs.
   c) how people are fooled by promises of magic cures.
   d) how to become a quick-cure salesperson.

2. According to this article, a favorite with the quick-cure swindler is
   a) headaches.
   b) high blood pressure.
   c) backaches.
   d) arthritis.

3. All of the following forms of advertising are mentioned except
   a) flyers.
   b) TV commercials.
   c) magazines.
   d) newspapers.
You can infer from this article that

a) magic cures can relieve arthritis.
b) swindlers don't care about the seriously ill.
c) people are losing faith in the medical profession.
d) many people die needlessly each year.

In this article, if a person is misled, that person is

a) supported.
b) helped.
c) confused.
d) deceived.

In this article, a potion is a

a) magic plant.
b) liquid dose of medicine.
c) copper bracelet.
d) voodoo doll.

**III. Matching**

1. misled  a. liars
2. revealed  b. cheats
3. swindlers  c. deceived
4. form  d. showed
5. rip-off  e. type
6. potion  f. dangerous
7. put off  g. delayed
8. devastating  h. liquid dose
I. Fill in the blanks using the words below.

<table>
<thead>
<tr>
<th>colleagues</th>
<th>stress</th>
<th>cope</th>
<th>enable</th>
<th>individuals</th>
<th>valuable</th>
<th>recover</th>
</tr>
</thead>
<tbody>
<tr>
<td>optimal</td>
<td>interfere</td>
<td>trust</td>
<td>resistance</td>
<td>confidence</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Interpersonal skills are skills that develop a good relationship between _____________. The health-care worker needs these skills to establish a helpful relationship with patients. Knowledge alone is not enough to provide ____________ care. All types of health-care workers consider interpersonal skills important in providing optimal care for patients.

Good interpersonal skills help the health-care worker interact with patients and other health-care workers. These skills also help the health-care worker ____________ with _____________.

Warmth and active listening ____________ the health-care worker to develop a relationship of ____________ with patients and _____________. Finally, these skills can be used to help patients overcome personal problems that ____________ with their health care.

Good interpersonal skills are ____________ for many reasons. They can relax a patient during data gathering and promote the patient's ____________ in the health-care worker. Good interpersonal skills can also establish trust and reduce ____________ to therapy. These skills can also improve the ability of the patient to cope with and ____________ from injury or illness.

II. Multiple choice.

____ 1. This article was written to

a) describe what good interpersonal skills can do for health-care workers.
b) explain how to develop good interpersonal skills.
c) describe the importance of good interpersonal skills.
d) explain the value of good interpersonal skills for health-care workers.

____ 2. Patients will receive the best care when health-care workers use their interpersonal skills along with

a) life histories.
b) knowledge.
c) treatment.
d) diagnosis.

____ 3. According to this article, a health-care worker who is warm and caring will

a) be more accurate in patients' diagnoses.
b) spend too much time with individual patients.
c) become too involved in patients' personal problems.
d) develop a trusting relationship.
4. You can infer from this article that friendly, caring health-care workers help patients do all of the following except
   a) be relaxed.
   b) reduce resistance to therapy.
   c) be trusting.
   d) be worried and nervous.

5. Another word for optimal is
   a) best.
   b) biggest.
   c) longest.
   d) worst.

6. A colleague is someone who
   a) you live with.
   b) is in the hospital.
   c) you work with.
   d) is newly promoted.

III. Matching

   1. reduce  
   2. cope  
   3. enable  
   4. colleagues  
   5. optimal  
   6. interact  
   7. data gathering

   a. finding facts
   b. highest, most
   c. associate with
   d. diminish
   e. allow
   f. deal with
   g. co-workers
I. Fill in the blanks using the words below.

correspondence  promising  blood  dressings  greeting
administrative  nursing  treat  drawing  clinic

Medical assistants help doctors examine and ___________ patients. They perform most of the ___________ duties necessary to keep an office running smoothly. This includes recording the height, weight, temperature, and ___________ pressure of patients.

Medical assistants also take down patients' medical histories and may perform basic laboratory tests. If necessary, medical assistants may also tell patients about medications and self-treatment. Some other responsibilities of a medical assistant may include ___________ blood, taking x-rays, and applying ___________.

Other duties of a medical assistant include answering the phones and ___________ patients, as well as recording and filling patients' medical records. Medical assistants also fill out medical reports and insurance forms, handle ___________ and schedule appointments. The responsibilities of a medical assistant are very important.

The work setting for medical assistants can be in a doctor's private practice, or in a hospital or ___________. Medical assistants can also work in ___________ homes or in various other health-care facilities. Because of the growing number of doctors, group medical practices, and other health-care centers, the outlook for new workers in the medical-assistant field looks ___________.

II. Multiple choice.

1. This article is about
   a) the job responsibilities of medical assistants.
   b) the work setting for medical assistants.
   c) medical assistants.
   d) training and salary possibilities for medical assistants.

2. According to this article, the duties of a med. assist. include all of the following except
   a) drawing blood.
   b) taking x-rays.
   c) giving an EKG.
   d) obtaining medical histories.

3. One of the administrative duties performed by a medical assistant is
   a) performing minor surgery.
   b) scheduling appointments.
   c) writing prescriptions.
   d) giving patients medication.
4. You can infer from this article that over the next few years
   a) the number of people employed as medical assistants will decrease.
   b) the number of people employed as medical assistants will grow.
   c) more education and training will be required for medical assistants.
   d) the salaries of medical assistants will rise quickly.

5. The word drawing, used in this article, means
   a) sketching.
   b) testing.
   c) taking.
   d) leaving.

6. Dressings, as used in this article, refers to
   a) sauce put on salad.
   b) rooms.
   c) clothes.
   d) bandages or medication.

III. Matching

   1. outlook a. mail
   2. drawing b. positive
   3. correspondence c. future
   4. setting d. place
   5. promising e. taking
I. Fill in the blanks using the words below.

<table>
<thead>
<tr>
<th>cost</th>
<th>attention</th>
<th>afford</th>
<th>hired</th>
<th>risen</th>
<th>outlook</th>
<th>home</th>
</tr>
</thead>
<tbody>
<tr>
<td>belongings</td>
<td>parents</td>
<td>chronically</td>
<td>surrounded</td>
<td>burden</td>
<td>specially</td>
<td></td>
</tr>
</tbody>
</table>

The need for **home** health-care aides has grown. In fact, the need will become even greater in the years ahead. Home health-care aides are **specially** trained workers. They are **hired** by the family to help care for the needs of the elderly and the **chronically** ill. Elderly people often need help taking care of their needs. These needs can be met by family members and the home health-care aide.

More and more adults are caring for their **parents** or other older family members at home. There are several reasons for this. One is the high **cost** of care in most health centers. The cost of care has **risen** in recent years. Most average-income families cannot **afford** that kind of care, because it places a heavy **burden** on the family budget.

Another reason for home health care is the **attention** that older people receive in their own home. For the most part, they are happier being near loved ones and relatives. They also have friends close by who can stop in for a visit. They are **surrounded** by their own **belongings**. All of these things help the elderly have a more positive **outlook** on life.

II. Multiple choice.

1. The author develops the main idea by
   a) stating that there is a growing need for home health care.
   b) giving reasons why there is a growing need for home health-care aides.
   c) telling why the elderly want to stay at home.
   d) explaining the duties of a home health-care aide.

2. Home health-care aides are
   a) graduates of a nursing program.
   b) mostly women.
   c) needed in many nursing homes.
   d) specially trained people.

3. This article mentions that the need for home health-care aides will
   a) change greatly.
   b) decrease in the years ahead.
   c) increase in the years ahead.
   d) remain about the same.
The elderly who remain at home probably feel

a) neglected and poor.
b) secure and content.
c) happy and neglected.
d) healthy and concerned.

A positive outlook means that a person's outlook is

a) poor.
b) good.
c) selfish.
d) clear.

In this article, burden means

a) happy occasion.
b) easy task.
c) careful decision.
d) difficult responsibility.

III. Matching

1. hired a. long-term
2. risen b. bills
3. outlook c. affirmative
4. burden d. things you own
5. chronic e. able to pay for
6. belongings f. gone up
7. positive g. given a job
8. afford h. heavy responsibility
9. budget i. future
10. adults j. grown-ups

305
I. Fill in the blanks using the words below.

counter label often warnings watery fever consult
drive headaches required physician repeated drowsiness

Every over-the-counter drug that is sold has a label. The label tells us how much of the drug to take at one time. It tells how often to take the drug. It also tells who should use the drug. Included on the label are warnings and cautions.

The labels that follow are examples of information found on some over-the-counter drugs.

Label #1
For temporary relief of nasal congestion, runny nose, sneezing, sore throat, and watery eyes due to the common cold or hay fever.

Dosage for adults, 2 teaspoons every 4 hours. Children 6 to 12 years old, 1 teaspoon every 4 hours. Not more than 4 doses in 24 hours. For children under 6 years old, consult a physician.

Warning: this drug may cause drowsiness. Don’t drive or operate machinery while taking this drug.

Label #2
For relief of minor headaches and neuralgia.

Dosage for adults, 2 tablets with water every 4 hours. Take 6 times daily as required. Children 10 to 16 years old, 1 tablet. Children 6 to 10 years old, 1/2 tablet. Children 3 to 5 years old, 1/4 tablet. For children under 3 years old, consult a physician. Dosage for children may be repeated every 3 hours, but not more than 3 times in 1 day unless prescribed by the child’s physician.

II. Multiple choice.

1. The main idea of this article is to tell people about
   a) drug labels.
   b. information found on drug labels.
   c. cautions and warnings on drug labels.
   d. saving money on drugs.

2. According to label #1, an adult can take this medicine
   a) every 4 hours.
   b. once every 24 hours.
   c. as often as needed.
   d. every 6 hours.
3. According to label #2, a 6 year old can take
   a) 2 tablets.
   b) 1 tablet.
   c) 1/2 tablet.
   d) 1/4 tablet.

4. You can infer from this article that certain drugs may
   a) be illegal.
   b) be too strong for children under three years old.
   c) cause sleeplessness.
   d) cause dizziness.

5. As used in label #1, the word consult means to
   a) seek.
   b) choose.
   c) ask.
   d) use.

6. Drowsiness means that a person is
   a) sleepy.
   b) sick.
   c) alert.
   d) excited.

III. Matching

1. consult  a. sleepiness
2. cautions  b. removal
3. watery  c. tag
4. drowsiness  d. talk to
5. relief  e. runny
6. label  f. warnings
I. Fill in the blanks using the words below.

<table>
<thead>
<tr>
<th>depend</th>
<th>information</th>
<th>pressure</th>
<th>trained</th>
<th>squad</th>
<th>poison</th>
</tr>
</thead>
<tbody>
<tr>
<td>expert</td>
<td>panic</td>
<td>breathing</td>
<td>stopped</td>
<td>pertinent</td>
<td>dangerous</td>
</tr>
<tr>
<td>victim</td>
<td>between</td>
<td>calm</td>
<td>trouble</td>
<td>leave</td>
<td>airway</td>
</tr>
</tbody>
</table>

First aid is care that is given until an [expert] can take over. It can mean the difference [between] life and death. If you must give first aid to someone, don't [panic]. Try to remain [calm]. First, think about what you must do for the [victim]. The treatment you provide will [depend] on the situation.

No matter what the [trouble] is, let the right people know immediately. If you can't [leave] the victim, have someone else call the police or the rescue [squad]. Make sure that the right [information] is given. The police or the rescue squad will need to know where you are, and what seems to be the problem. Whether you or someone else makes the call, don't hang up until the other party has all the [pertinent] information that is needed.

In dealing with first aid, there are four things that need care quickly. If the victim is in a [dangerous] situation, remove him or her to [safety] as fast as you can. Secondly, check to see if the victim is [breathing]. If not, clear his or her [airway]. Begin CPR.

Next, look to see if the victim is bleeding. Severe bleeding must be [stopped] at once. Apply [pressure] to the wound with a thick cloth. Finally, check for signs of poisoning. Look for a container near the victim. If need be, call a [poison] -control center for assistance. Work quickly and keep the victim warm and calm. A note of warning--only treat what you have been [trained] to treat.

II. Multiple choice.

d 1. The author develops the main idea by

a) explaining first aid.
b) warning the reader about giving treatment.
c) describing first-aid treatment for poisoning.
d) discussing some basic tips for first aid.

C 2. To stop severe bleeding,

a) cover the wound with a bandage.
b) tie a cloth tightly around the wound.
c) apply pressure to the wound.
d) raise the victim's feet.
Before calling a poison-control center,

a) look for a container near the victim.
b) pour some salt water into the victim's mouth.
c) make the victim vomit.
d) see if the victim can walk.

The author implies that the person giving first aid should

a) call the victim's family.
b) ask the victim to tell what happened.
c) observe and care for the victim until medical help arrives.
d) have a first-aid license.

In this article, the word pertinent means

a) unimportant.
b) important.
c) wise.
d) possible.

On page 1 of this article, victim refers to

a) an evil person.
b) a dangerous person.
c) an injured or ill person.
d) a foolish person.

III. Matching

1. severe  a. applied force
2. wound  b. taught
3. expert  c. lose control
4. calm  d. experienced person
5. panic  e. cardiopulmonary resuscitation
6. information  f. injury
7. pressure  g. very serious
8. trained  h. peaceful
9. CPR  i. data
I. Fill in the blanks using the words below.

**Possible Points 30**

- experience
- patient
- table
- report
- straw
- diet
- need
- beverage
- refuses
- chin
- doctor's
- feed
- eaten
- hands
- name
- tray
- uneasy
- helpless

Sometimes a health-care worker will need to feed a helpless patient. If you must do this, remember to act pleasant. Do not act hurried. If you do, the person may feel uneasy. Eating should be an enjoyable experience for everyone.

Before bringing in the tray tell the patient what you are going to do. Clear the overbed table of clutter. If it's not against the doctor's orders, raise the bed. Wash the patient's hands and then your hands. Bring in the tray from the cart. Check to see that the tray contains the right diet. The patient's name card should be on the tray. If it isn't, check with the kitchen or the person in charge.

You are now ready to feed the patient. Open the napkin and put it under the patient's chin. Cut the food into bite-sized pieces. Pour the beverage into the proper container. Use a straw to give liquids.

As you feed the patient, talk about what you are doing. Alternate between types of food. Use the napkin to keep the mouth clean. When you are finished, make a note of what the patient has or has not eaten. If the patient refuses to eat, be sure to report it.

II. Multiple choice.

1. A good title for this article is
   a) Feeding the Helpless Patient.
   b) Mealtime.
   c) Favorite Foods.
   d) Preparing the Patient for Mealtime.

2. If a patient refuses to eat the food on the tray,
   a) get the patient something else to eat.
   b) report it to the proper person.
   c) force the patient to eat.
   d) give the food to someone else.

3. When feeding a helpless patient,
   a) give sips of water between bites of food.
   b) don't sit on the bed.
   c) act pleasant and unhurried.
   d) turn off the television.
4. You can infer from this article that
   a) helpless patients are fed soft foods.
   b) there are different kinds of hospital diets.
   c) hospital food is tasteless.
   d) mealtimes are pleasant.

5. Another word for uneasy, as used in this article, is
   a) weird.
   b) foolish.
   c) difficult.
   d) tense.

6. A helpless person is
   a) unable to care for herself or himself.
   b) close to death.
   c) unloved and unwanted.
   d) able to care for herself or himself.

III. Matching

   1. uneasy
      a. responsible
   2. clutter
      b. go back and forth
   3. in charge
      c. bland
   4. beverage
      d. mess
   5. alternate
      e. drink
   6. tasteless
      f. uncomfortable
I. Fill in the blanks using the words below.

side rails  | changed  | covers  | loosen  | occupied  | well-being
--- | --- | --- | --- | --- | ---
clean     | screen  | top     | linens  | bedwheels | change
privacy   | move     | help    | fall    | signal cord | hamper
remove    | spread   |         |         |           |         

Changing the **linens** on a hospital bed is a task done by a nurse aide. If the patient can get out of bed it is much easier to do. Making a bed with a patient in it takes more skill. This is called an **occupied** bed. A well-made bed is essential to the patient's overall feeling of **well-being**.

First, wash your hands. Next, tell the patient that you are there to **change** his or her bed. Lock the **bedwheels** so that the bed will not roll. Put the **clean** linens on a chair next to the bed. Pull the curtain or **screen** around the bed for **privacy**. Bring the bed to a working height.

**Loosen** all the linens around the bed. Be sure not to shake the linens. That will **spread** germs. Remove all the **covers** except the top sheet. Place a clean sheet over the **top** sheet. Carefully slide the dirty sheet from underneath it.

It is now time to ask the patient to **move** towards you so that the bottom linens can be **changed**. The patient may need your **help**. Pull up the **side** rails so that he or she doesn't **fall** out of bed. Change the bottom linens on one side and then the other. Put all dirty linens in a **hamper**. Be sure to keep dirty linens away from your uniform. Put the bed back in position. Place the **signal** cord near the patient. Wash your hands and **remove** the hamper.

II. Multiple choice.

1. This article is mostly about
   a) removing dirty linens.
   b) making an occupied bed.
   c) bed making.
   d) making a closed bed.

2. After washing your hands the first time, the next thing you should do is
   a) lock the bed into place.
   b) put the dirty linens on the floor.
   c) pull a curtain around the bed.
   d) tell the patient what you are going to do.
3. Dirty linens should be placed
   a) in a hamper.
   b) in a basket.
   c) on the floor.
   d) outside of the door.

4. You can infer from this article that a patient's bed
   a) offers both comfort and safety.
   b) should only be changed at the patient's request.
   c) needs two pillows.
   d) should be changed twice a day.

5. In this article, the word task means
   a) hardship.
   b) duty.
   c) errand.
   d) test.

6. Something that is essential is
   a) usual
   b) necessary.
   c) unnecessary.
   d) perfect.

III. Matching
   d 1. covers  a. being used
   c 2. screen  b. security
   a 3. occupied  c. curtain
   b 4. well-being  d. linens
I. Fill in the blanks using the words below.

pride  field  fresh  wrinkled  rips  spots  personal
polished  hygiene  untidy  odors  mended  prevent  appearance

Taking **pride** in how you look is important in the health **field**. People don’t want an **untidy** person taking care of them. Not only is a worker’s **appearance** important to the patient, but it helps to **prevent** the spread of germs.

Clothing, such as uniforms, should always look fresh. Wrinkled clothing with dirty spots does not look clean. **Spots** should be removed. Uniforms need to be pressed if they are **wrinkled**. **Rips** and splits in seams need to be **mended**. Lost buttons should be replaced. Shoes should fit properly and be **polished** often.

Preventing offensive **odors** is a must. Bathing often and brushing your teeth thoroughly will help to prevent bad odors. Deodorant will keep you smelling **fresh** all day. Clean hair that is nicely styled will help to round out a nice **personal** appearance.

Good personal **hygiene** tells a lot about a person. It helps patients feel better knowing that the people taking care of them take pride in how they look and in their jobs as health-care workers.

II. Multiple choice.

1. This article is mostly about a health worker’s
   a) salary.
   b) shoes.
   c) uniforms.
   d) personal cleanliness.

2. Bad body odors can be prevented by all of the following except
   a) using perfume.
   b) brushing your teeth.
   c) taking a bath.
   d) using deodorant.

3. According to this article, an example of poor grooming is
   a) clean hair.
   b) wearing perfume.
   c) white tennis shoes.
   d) a wrinkled uniform.
From this article, you can infer that

a) smoking cigarettes causes bad breath.
b) health-care workers are not clean.
c) germs can be spread in many ways.
d) jewelry should be limited to a watch and a wedding ring.

Untidy refers to a person who is

a) neat.
b) evil.
c) sloppy.
d) poor.

An offensive odor refers to something that

a) is old.
b) smells bad.
c) smells good.
d) is new.

III. Matching

1. wrinkled  a. sewn
2. rips  b. obnoxious
3. mended  c. tears
4. pride  d. not smooth
5. offensive  e. self-respect
I. Fill in the blanks using the words below.

Crutches are used to support patients who need help walking. Crutches must be properly fitted for each patient. If they are not, the pressure that gets applied to the armpit area can cause injury to the radial nerve. This can result in problems with the hands.

When you fit crutches to a patient, you should observe several important points. First, the patient should wear walking shoes. The shoes should fit well and have a 1-inch to 1 1/2-inch heel. The patient should lean against a wall for support. A chair can also be used for more support. The weight should be balanced on the unaffected foot.

The crutches should be 4 inches in front of the patient and 4 inches to the side. The length should be fixed so that there are 2 inches between the support and the axillary bar of the crutches. Finally, adjust the hand piece so that the elbows are flexed at a 30-degree angle. It is very crucial for crutches to fit each patient correctly.

II. Multiple choice.

1. The main idea of this article is that
   
   a) there are many different kinds of crutches.
   b) there are different kinds of aids for people who need help walking.
   c) improperly fitted crutches can cause serious injury to the hands.
   d) crutches should be properly fitted to each patient.

2. Crutches that are not fitted properly can
   
   a) do very little harm to the patient.
   b) result in problems with the hands.
   c) result in the patient walking.
   d) cause sores to develop under the patient's armpits.

3. When fitting a patient for crutches, the crutches should be
   
   a) 2 inches in back and 2 inches to the side.
   b) 2 inches in front and 2 inches to the side.
   c) 4 inches in front and 4 inches to the side.
   d) directly under the armpit.
You can conclude from this article that when fitting a patient for crutches, it is important to consider

a) weight.
b) age.
c) height.
d) the patient's injury.

Something that is crucial is

a) strong.
b) important.
c) unnecessary.
d) limited.

If something is unaffected, it is

a) felt.
b) not hurt.
c) hurt.
d) assumed.

III. Matching

1. fitted
2. crucial
3. applied
4. harm

a. injury
b. important
c. adjusted
d. put on
When a person is injured or ill, his or her body can go into shock. This can happen with any injury or illness for which the person needs first aid. Shock is the result of an inadequate supply of blood to the body organs, especially the heart and brain. If it is not treated, shock can lead to death. This can happen even if the injury or illness is not that serious. It is important to recognize shock and give proper care.

There are many signs of shock. The skin can turn pale or bluish-gray. The skin may also be cool or cold when you touch it. It can also feel wet or clammy. The pulse is rapid and weak. Breathing can also be rapid, shallow, and irregular. Blood pressure is low. As the shock gets worse, a person may become very weak and confused. The person may be very thirsty or may complain of nausea. The person may also complain about blurred vision.

Medical help should be obtained for this person immediately. The first step in treating shock is to eliminate the cause of the shock. Next, try to improve circulation of the blood, especially to the heart and brain. Make sure there is a good supply of oxygen. Finally, make sure the body temperature is maintained. It is important to look for signs of shock while providing care for an injury or illness.

II. Multiple choice.

1. This article explains
   a) the importance of checking for and treating shock when someone is injured or ill.
   b) shock.
   c) the signs that indicate shock when someone is injured or ill.
   d) who to call when a person goes into shock.

2. All of the following are signs of shock except
   a) the pulse is rapid and weak.
   b) vision may become blurred.
   c) breathing is irregular and shallow.
   d) the face appears warm and flushed.

3. The last step in treating a person with shock is to
   a) maintain body temperature.
   b) improve blood circulation.
   c) eliminate the cause of the shock.
   d) position the victim.
4. You can infer from this article that shock
   a) hardly ever occurs with illness.
   b) is not very serious.
   c) can be more dangerous than the actual injury.
   d) occurs often with injuries.

5. If something is inadequate, it means there is
   a) too much.
   b) just the right amount.
   c) not enough.
   d) nothing left.

6. Irregular, as used in this article, means
   a) not the normal way.
   b) having no changes.
   c) without problems.
   d) not straight.

III. Matching

   1. eliminate  a. damp
   2. clammy      b. result in
   3. rapid       c. uneven
   4. cause       d. amount
   5. supply      e. reason for
   6. lead to     f. omit
   7. irregular   g. fast
1. **Fill in the blanks using the words below.**

prevention constant business government order community

private areas team assessments

A nurse is part of the health-care **team** that gives health care to people. Nurses may perform health **assessments** of patients. They may also provide services for patients. Nurses may also **order** tests. They care for patients who are very sick. They may teach people about the **prevention** of illnesses.

There are many kinds of nurses. A hospital nurse gives care to patients who are in bed. Private-duty nurses provide care for those who are very sick and need **constant** attention. A **community**-health nurse may instruct people or care for people in schools or clinics. Office nurses help doctors in **private** practice. An industrial nurse provides care for workers in **business** and industry and may also teach about employee health.

Nurses can work in many **areas** including hospitals, nursing homes, and clinics. They can also work in private doctors' offices. Nurses can be found in private and public schools and in businesses and industry. Nurses can also be employed by the **government** or the military. Nurses can be found in many different places in the work world.

2. **Multiple choice.**

   **b** 1. This article is mostly about

   a) health-care workers.
   b) kinds of nurses.
   c) different hospitals.
   d) nurses.

   **d** 2. A community-health nurse cares for

   a) patients who are in bed.
   b) workers in businesses and industry.
   c) those who need constant attention.
   d) people in schools or clinics.

   **a** 3. According to this article, nurses are employed by all of the following except

   a) families.
   b) the military.
   c) private schools.
   d) the government.
This article implies that the job of a nurse is

a) very important.
b) not necessary in many places.
c) losing its importance.
d) just to care for sick people.

When a nurse makes a health assessment, he or she

a) teaches about health.
b) treats an illness.
c) gives out medicine.
d) looks at a person's health.

In this article, prevention refers to something that is

a) a strange occurrence.
b) allowed to happen.
c) changed and improved.
d) kept from happening.

III. Matching

1. constant
2. assess
3. prevent
4. private
   a. look at
   b. stop
   c. full-time
   d. not public
1. Fill in the blanks using the words below.

dressings chores injury services preparing illness condition
children move train breathing duties homes disabled
surgery

A home health-care aide takes care of people who are sick or disabled. This allows the patients to live in their own homes. Many home health-care aides work with older people. Some home health-care aides work with families where small children need care. They provide home-management services, personal care, and emotional support for people.

The duties of a home health-care aide vary. People recuperating from major surgery may need care. People suffering from a chronic condition may need help several times a week. Home health-care aides may do light housekeeping chores. They may also have home-management duties, such as planning meals, shopping for food, and preparing meals.

Personal care includes helping people take baths or wash their hair. A home health-care aide may help people move from their bed to a chair or into another room. Home health-care aides also check pulse and breathing. They may have to change dressings and help with exercises.

Home health-care aides may also provide instruction and support. They may work with families to train them to help the injured or ill person. Home health-care aides also provide support and understanding, which may be greatly needed to help the person and the family deal with the illness or injury.

II. Multiple choice.

1. The main idea of this article is to
a) describe home health-care aides.
b) describe the duties of a home health-care aide.
c) discuss the training needed to become a home health-care aide.
d) define the home-management duties of a home health-care aide.

2. According to this article, a home health-care aide allows many people who would normally be in a hospital to
a) recover from their illness or injury more quickly.
b) live at home with their families.
c) be worry-free about their homes or pets.
d) get together with other people suffering from the same illness or injury.
3. Home health-care aides do not assist people with
   a) taking their medicine.
   b) cleaning themselves.
   c) moving around.
   d) changing dressings.

4. You can infer from this article that home health-care aides may work
   a) twice a month.
   b) every day.
   c) once a month.
   d) once a week.

5. When you recuperate from something, you
   a) get better.
   b) get worse.
   c) get sick.
   d) die.

6. Something that is chronic
   a) is long and drawn out.
   b) never comes back.
   c) is hardly ever with you.
   d) is short and quick.

III. Matching
   e 1. aide
   f 2. surgery
   i 3. deal with
   d 4. infer
   h 5. recuperate
   c 6. chores
   b 7. chronic
   a 8. dressings
   g 9. emotions
      a. bandages
      b. long, drawn out
      c. duties
      d. conclude
      e. helper
      f. operation
      g. feelings
      h. get better
      i. handle
I. Fill in the blanks using the words below.

severe    swollen    endings    radiation    contact    layers    immersion
burn      blister    swelling    underlying    common    discolored    degree
caused

A burn can be caused by heat or fire. It can also be caused by chemicals, radiation, or electricity. Burns can be grouped as first degree, second degree, and third degree.

A first-degree burn is the least severe. The skin becomes red or discolored. The victim will feel pain. There may be mild swelling. Common causes of first-degree burns include too much sun or brief contact with hot objects.

Second-degree burns usually cause injury to the outer layer of the skin. A blister forms, and the skin is red and swollen. The surface of the skin may appear to be wet. There is much pain. Some frequent causes of second-degree burns are sun lamps, contact with hot liquids, and burns from fires.

Third-degree burns are the most severe types of burns. They involve injury to all layers of the skin. There is also damage to the underlying tissues. The burned area can have a white appearance. If the nerve endings have been destroyed, the victim may not feel a lot of pain. Some of the causes of third-degree burns are fires, electricity, and immersion in hot liquids.

II. Multiple choice.

1. This article was written to
   a) define a burn.
   b) list the causes of burns.
   c) explain the different kinds of burns.
   d) describe first-aid treatment for burns.

2. One of the signs of a second-degree burn is
   a) the skin is discolored.
   b) the burned area appears white.
   c) an injury to the outer layer of skin.
   d) nerve endings are frequently destroyed.

3. A first-degree burn can be caused by
   a) electricity.
   b) using a sun lamp too much.
   c) too much sun.
   d) fire.
4. You can infer from this article that
a) the higher the degree of burn, the more damage caused.
    b) burns should never be treated with grease or butter.
    c) no matter how mild the burn is, you should receive medical treatment.
    d) the lower the degree of burn, the more damage caused.

5. Another word for severe, as used in this article, is
a) cold.
    b) sharp.
    c) strict.
    d) serious.

6. In this article, to immerse means to
a) take off.
    b) put into.
    c) set on top.
    d) take out.

III. Matching

1. underlying a. change shade
2. degree b. thickness
3. contact c. often
4. immersion d. raised area
5. severe e. intensity
6. layers f. beneath the surface
7. frequently g. dipped into
8. discolored h. touch
9. blister i. very serious
AIDS is a feared and tragic disease that affects the people of every country in the world. It is because the victims of AIDS suffer from many painful diseases and very often, a terrible death. There is no cure at present. Health experts have warned about this growing crisis. People need to learn the facts about AIDS.

AIDS stands for Acquired Immune Deficiency Syndrome. It is a disease that breaks down the immune system, which is the body's natural defense system. Without the immune system, a person's body cannot fight infection and deadly diseases, such as Cancer. That is why people with AIDS get so many life-threatening diseases. It is these diseases that people fear the most, because they usually cause the suffering and death of AIDS patients.

However, it is not easy to get AIDS. You cannot get AIDS by hugging someone or because an infected person sneezed. AIDS is spread by sexual contact, by sharing needles for injecting drugs, or by blood transfusions. AIDS is a threat if risks are taken. Avoiding the kinds of behavior that lead to AIDS may be one way of stopping the spread of the disease. While scientists search for a cure, education is the best defense.

II. **Multiple choice.**

1. This article supports the main idea that
   a) people should support AIDS research.
   b) people should learn about AIDS.
   c) people can get AIDS by sharing needles.
   d) AIDS has many causes.

2. You can get AIDS
   a) if an infected person sneezes near you.
   b) by hugging someone.
   c) by casual contact.
   d) by sexual contact.

3. According to this article, AIDS is feared because
   a) you may lose your job.
   b) reduce risk.
   c) you can get other painful diseases if you have AIDS.
   d) medical insurance does not cover AIDS treatment.
**1 SAFETY - STUDY GUIDE UNIT 2**

**Possible Points 30**

**I. Fill in the blanks using the words below.**

charge nurse  entire  prevent  clutter  mopped  replaced  precautions  environment  spills  hazards  cause  safety  deal

_Safety_ in hospitals and nursing homes is a _cause_ for concern. It is easier to _prevent_ an accident than to handle the _consequences_ after it happens. A good healthcare worker will be on the alert for safety _hazards_ at all times. Safety is everyone's business. It protects the patients, their visitors, and the _entire_ nursing staff. A great _deal_ of money and lives could be saved each year if more _precautions_ were taken against unsafe conditions.

Some of the things to watch for are burned-out light bulbs. Burned-out light bulbs should be _replaced_ quickly. Floors need to be _mopped_ as often as necessary. _Spills_ or wet spots can cause a person to slip and fall. Hallways, steps, and floors should be kept free of _clutter_. If a glass breaks, it should be swept up right away.

Common sense is an important ingredient in creating a safe _environment_. Sometimes it is the little things, such as a pencil on the floor, that will cause a serious accident. All safety hazards, regardless of how small, need to be reported to the _charge nurse_ or the person responsible for the hospital or nursing home.

**II. Multiple choice.**

1. This article is mainly about
   - a) safety.
   - b) preventing accidents and injuries in healthcare facilities.
   - c) reporting safety hazards.
   - d) unsafe situations.

2. Safety hazards should be reported to
   - a) any nurse.
   - b) the patient.
   - c) a janitor.
   - d) the person in charge.

3. If a glass breaks, you should
   - a) fill out a safety report.
   - b) sweep up the pieces.
   - c) call the janitor.
   - d) pick up the pieces carefully.
You can infer from this article that accidents can be caused by all of the following except:

- a) scissors.
- b) a thermometer.
- c) a paper clip.
- d) dust.

The word hazards is used to describe things that are:

- a) harmless.
- b) fatal.
- c) sloppy.
- d) dangerous.

Another word for precautions is:

- a) orders.
- b) claims.
- c) safeguards.
- d) problems.

### III. Matching

1. precautions - a. whole
2. environment - b. reason
3. entire - c. lose balance
4. hazard - d. results
5. cause - e. put back
6. concern - f. safeguards
7. consequences - g. worry
8. replaced - h. surroundings
9. slip - i. danger
3 JOB ADS FOR WORKERS - STUDY GUIDE UNIT 2

Possible Points 20

I. Fill in the blanks using the words below.

ads qualified preferred classified facility required negotiable
benefits apply

Many jobs for health-care workers are listed in the classified section of the newspaper. There are jobs for nurses, ward clerks, dietary aides, nurse aides, and medical assistants. Finding the right job involves a great deal of hard work. The ads that follow are examples of jobs in the health-care field.

Ad #1

Ad #2

Ad #3

II. Multiple choice.

1. The purpose of this article is to show that
   a) nurses are always in demand.
   b) finding a job is hard work.
   c) jobs in the health field are listed in the want-ad section.
   d) the health field is not limited to doctors and nurses.

2. To apply for the job in ad #2, you should
   a) be a certified nurse aide.
   b) have typing skills.
   c) have phone skills.
   d) have computer experience.

3. Ad #1 would be a good job if you
   a) prefer working during the evening.
   b) do not want to work weekends.
   c) prefer working in a hospital.
   d) are interested in top wages.

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From ad #3, you can infer that

a) there are many positions available.
b) night shifts are available.
c) there is one position available.
d) experience is required.

The word facility, as used in ad #3, refers to

a) a skill.
b) an operation.
c) a building.
d) an activity.

The word certified, as used in ad #1, refers to someone who

a) is committed to a hospital.
b) graduated from college.
c) has a job in a hospital.
d) has had special training.

Matching

1. facility       a. trained
2. in demand     b. building
3. wages         c. changeable
4. certified     d. pay
5. negotiable    e. needed
I. Fill in the blanks using the words below.

routine temperature staff throughout physical therapy removed
visitors respiration discharged medications treatments pulse
admitted TPR discharged medications treatments

The daily nursing routine in a hospital usually begins at 7 A.M. The nurses and aides begin the day by taking patients' **temperature**, **pulse**, and **respiration**. This is known as **TPR**. As soon as this is accomplished, they get the patients ready for breakfast. Soon after the breakfast trays are **removed**, it is bath time. Following bath time, rooms are cleaned and beds are **changed**.

During the morning hours, most of the **treatments** are done. This is usually the time when the doctors make their rounds. If a patient is going to be **discharged**, it is usually in the morning. Taking x-rays, giving medication, and doing **physical therapy** take place all day long.

After lunch is served, visiting hours begin in most hospitals. Often, new patients are **admitted** in the early afternoon. At about 3 P.M., a change in the nursing **staff** takes place.

The evening hours begin with dinner. TPR's are taken again. In most hospitals, the **visitors** are asked to leave between 8 P.M. and 9 P.M. This gives the nursing staff time to prepare their patients for another night of rest. The nurses and aides who arrive for work at 3 P.M. are replaced by the last shift of the day at 11 P.M. Only necessary treatments and **medications** are given **throughout** the night. In a few short hours, the daily **routine** begins again.

II. Multiple choice.

1. In this article, the author is trying to describe
   a) hospital routines.
   b) early morning and bedtime care.
   c) nurses' reports.
   d) daily nursing routines in a hospital.

2. According to this article, most treatments are done
   a) in the morning.
   b) immediately after breakfast.
   c) in the early afternoon.
   d) after the doctors make their rounds.

3. The morning routine begins by
   a) serving breakfast.
   b) changing beds.
   c) giving baths.
   d) taking TPR's
4. According to this article, a routine x-ray probably would not be done:

   a) after 11 P.M. or before 7 A.M.
   b) during breakfast hours.
   c) after 12 P.M.
   d) during visiting hours.

5. The word discharged is used in this article to describe a patient who is:

   a) going for treatment.
   b) being replaced.
   c) going home.
   d) being taken in.

6. In this article, the word routine could best be replaced by:

   a) notice.
   b) example.
   c) courtesy.
   d) procedure.

### III. Matching

1. routine  
2. throughout  
3. removed  
4. discharged  
5. rounds  
6. admitted  
7. pulse  
8. accomplished  
9. treatments

   a. finished
   b. released
   c. heartbeat
   d. entered
   e. therapies
   f. procedure
   g. patient checks
   h. taken away
   i. continuously
Although there are many different careers in health care, they all have certain common requirements.

A person going into health care should have a strong background in the sciences. The person also should have taken basic math courses as well as English courses. This helps to improve reading, writing, and speaking.

Health-care workers may care for persons of all ages. This includes newborn infants and elderly adults. Health-care workers should have a sincere interest in working with people. It is important to be able to work with all types of people.

Health-care workers should be both patient and tactful when caring for people. They also should be good listeners. It is very important for health-care workers to get along with others.

Health-care workers must be accurate and honest. They are dealing with human lives. One mistake could lead to serious injury or death. Health-care workers must admit their mistakes so that they can be corrected.

Health-care workers also must be willing to adapt to change. Research and new inventions can bring about changes in techniques and procedures. This may mean going back to school, to become proficient in these changes.

II. Multiple choice.

1. The purpose of this article is to
   a) discuss health-care workers.
   b) describe the personal appearance of health-care workers.
   c) list some of the high school courses that health-care workers should have taken.
   d) explain some of the common characteristics that all health-care workers should have.

2. According to this article, health-care workers should have
   a) at least a high school education.
   b) a clean and neat appearance.
   c) an appearance that shows confidence.
   d) a sincere interest in working with people.
3. The job of a health-care worker can sometimes change due to
   a) research and evaluations.
   b) education and inspections.
   c) research and inventions.
   d) inspections and evaluations.

4. You can infer from this article that health-care workers must be
   a) aware of the rules of the agency they are working for.
   b) very knowledgeable of scientific practices.
   c) reliable and trustworthy.
   d) physically strong to lift certain people.

5. When you adapt to something, you
   a) join with it.
   b) study with it.
   c) practice it.
   d) fit in with it.

6. When you become proficient in something, you are
   a) careful.
   b) unskilled.
   c) skilled.
   d) confused.

III. Matching

1. adapt  a. saying the right thing
2. appearance  b. traits
3. mistakes  c. exact
4. research  d. skilled
5. proficient  e. own up to
6. characteristics  f. adjust to
7. admit  g. errors
8. accurate  h. study closely
9. tactful  i. the way one looks
I. Fill in the blanks using the words below.

support practical not dummy circulation airway restore focus cardiac unconscious

CPR, or cardiopulmonary resuscitation is used to \textbf{restore} breathing in an unconscious person. When a victim is \textbf{unconscious}, check to see if the victim is still breathing, also check to see if the heart is still beating. CPR uses artificial respiration and artificial circulation. CPR is used when the heart is \textbf{not} beating.

People must be trained before they can give CPR. This training prepares people to recognize \textbf{cardiac} arrest. This training also allows people to practice CPR both individually and as part of a team.

CPR training includes videos to show people how to do CPR. People practice doing CPR on a \textbf{dummy}. While they are giving CPR, the instructor tells them what they are doing wrong.

There are three things to \textbf{focus} on while doing CPR. First, the victim's \textbf{airway} must be opened. Then, breathing must be restored. Finally, \textbf{circulation} also must be restored.

To become certified to perform CPR, people must pass a written test. There is also a \textbf{practical} that must be passed. Only then can someone become certified in basic CPR. Professionals, such as hospital workers, are required to do even more for their certification in basic life \textbf{support}.

II. \textbf{Multiple choice}.

1. This article mainly discusses
   a) CPR.
   b) CPR and the training involved.
   c) that CPR should be given to a victim when his or her heart is not beating.
   d) how a person should give CPR.

2. According to this article, CPR training
   a) is very expensive.
   b) is something every person should have.
   c) takes several months to complete.
   d) prepares people to recognize cardiac arrest.

3. All of the following are involved in CPR except
   a) the airway.
   b) breathing.
   c) the brain.
   d) circulation.
4. You can conclude from this article that CPR
   a) is required for all hospital personnel.
   b) is not taught properly in many cases.
   c) training should not be as involved as it is.
   d) is very involved and can save a person's life.

5. An instructor is someone who
   a) learns.
   b) yells.
   c) teaches.
   d) challenges.

6. When something is restored, it is
   a) made larger.
   b) stopped.
   c) brought back.
   d) moved.

III. Matching
   d 1. airway       a. revive
   a 2. restore     b. stop
   e 3. dummy       c. heart
   c 4. cardiac     d. passageway
   b 5. arrest      e. artificial person
I. Fill in the blanks using the words below.

scalp fluid disposable tangled approval gathered
method excess thermometer

Sometimes a health-care aide will need to give a shampoo to a bed patient. There are two methods that can be used. One is a fluid dry cleaner. It is easy to use, and it leaves a patient's hair looking very nice. The other method is a regular shampoo. A regular shampoo usually requires the doctor's approval.

If a regular shampoo is given, certain materials must be gathered. You will need a comb, towels, shampoo, a bath blanket, a pitcher, and a bath thermometer. A plastic sheet and disposable bed protectors are also needed. Sometimes a patient's hair is tangled. If it is, you might need some petroleum jelly to remove the tangles. If the patient's hair is quite oily, alcohol can be used to remove the excess oil.

Once everything is ready, proceed with the shampoo. Make sure that you do not get the bed wet. Also, be very careful not to pull the patient's hair, scratch the patient's scalp, or get shampoo into the patient's eyes. Special care must be given to keep the patient warm so he or she will not be cold.

II. Multiple choice.

1. The purpose of this article is to tell you how to
   a) give daily hair care.
   b) remove tangles from the hair.
   c) give a bed shampoo.
   d) shampoo hair.

2. If the patient's hair is tangled, use
   a) baby oil.
   b) petroleum jelly.
   c) tangle-free shampoo.
   d) alcohol.

3. According to this article, all of the following items are needed for giving a bed shampoo except a
   a) plastic sheet.
   b) pitcher.
   c) comb.
   d) mirror.
4. From the information in the article, you can conclude that it is important to
   a) shampoo the patient's hair often.
   b) be very gentle when giving a bed shampoo.
   c) explain to the patient what you are going to do.
   d) use a gentle shampoo.

5. In this article, the word excess is used to mean
   a) not very much.
   b) more than usual.
   c) about normal.
   d) a small amount.

6. Disposable refers to something that can be
   a) put in place.
   b) used again.
   c) gotten along without.
   d) thrown away.

III. Matching
   1. scalp   a. overamount
   2. tangled b. liquid
   3. fluid   c. assembled
   4. disposable d. OK
   5. excess   e. skin on head
   6. approval f. thrown away
   7. gathered g. twisted
I. Fill in the blanks using the words below.

lie avoid genuine basic concerns listening advice face
fact naturally injured felt skills concentrate communicate

The ability to **communicate** with patients is one of the most important __**skills**__ in any health field. Communicating involves many other skills, such as using adequate vocabulary, speaking clearly, __**listening**__ and observing. In addition, you must show the patient that you want to help by having a __**genuine**__ concern for patient needs.

One of the most __**basic**__ skills is knowing how to listen. You should position yourself at the patient's level. __**Face**__ the patient and lean forward a little. By sitting this way, you let the patient know how important his or her __**concerns**__ are to you. Listen with interest to what the patient is saying. Do not let your mind wander. Try to __**concentrate**__.

Speak to the patient __**naturally**__. Think of the patient as a friend. If you have ever been ill or __**injured**__, try to remember how it __**felt**___. Put yourself in the patient's position. If needed, offer sincere and thoughtful reassurance based only on __**fact**___.

Do not __**lie**__ to the patient, but be honest. Think before you say anything and listen while you speak. The __**advice**__ you give may help __**avoid**__ difficulties when communicating with patients.

II. Multiple choice.

1. The main idea of paragraph 2 is how to
   a) listen effectively to patients.
   b) effectively observe patients.
   c) communicate with patients.
   d) concentrate on patients.

2. The article mentions that one way to better understand a patient is to
   a) try to remember how you felt being ill.
   b) read the patient's chart.
   c) talk to the patient's family.
   d) try to reason away a patient's fears.

3. According to this article, communicating involves all of the following except
   a) observing.
   b) listening.
   c) speaking clearly.
   d) writing.
This article suggests that

a) hospitals ignore patient needs.
b) patients are unpredictable.
c) simple actions have far-reaching effects.
d) patients are difficult to control.

In this article, genuine means

a) unpleasant.
b) clever.
c) honest.
d) false.

Reassurance means

a) respect.
b) advice.
c) confidence.
d) purpose.

III. Matching

e 1. genuine  a. look at directly

f 2. concerns  b. watching

h 3. avoid  c. speaking, listening

i 4. reassurance  d. suggestion

b 5. observing  e. honest

a 6. face  f. problems

g 7. wander  g. stray away

c 8. basic skills  h. stay away from

d 9. advice  i. confidence
I. Fill in the blanks using the words below.

One up-and-coming **field** in health care is physical therapy. Jobs in this field are **plentiful** all over the country. A physical therapist may be employed in hospitals, clinics, or nursing homes. Starting salaries may **vary**. Physical therapists work regular daytime hours with little night duty.

Physical therapists are highly skilled. Their education and training is strong in the **sciences**. To become licensed, all physical therapists must pass an examination in their state. Physical therapists must study biology, chemistry, physiology, and human anatomy, just to name a few.

A great deal of knowledge about the human anatomy is important. Physical therapists must decide the extent of **damage** to muscles, nerves, joints, or **bones**. These areas are often injured by accident or disease. The physical therapists must design and carry out many different **treatments**, such as exercise programs for strengthening weakened muscles.

Other treatments include heat or cold packs and **massage** to improve **circulation**. Many people have been **rehabilitated** to normal body movements, thanks to expert physical therapy.

II. Multiple choice.

1. This article mainly describes
   
   a) physical therapy.  
   b) the education and duties of a physical therapist.  
   c) types of physical therapy treatments.  
   d) private physical therapy practices.

2. One reason why physical therapy is an up-and-coming field is
   
   a) starting salaries are high.  
   b) physical therapists are intelligent.  
   c) employees receive many benefits.  
   d) jobs are plentiful all over the country.

3. This article mentions that in order to become licensed, all physical therapists must pass
   
   a) a state examination.  
   b) a high school examination.  
   c) a medical school examination.  
   d) human anatomy examination.
4. Evidence from this article suggests that physical therapists probably are
   a) highly trained experts.
   b) trained to make moral decisions.
   c) overworked and exhausted.
   d) rude and unfeeling.

5. In this article, to vary means to be
   a) different.
   b) casual.
   c) pleasant.
   d) unusual.

In this article, plentiful means there is
   a) a lack.
   b) a great amount.
   c) an examination required.
   d) a special treatment for.

III. Matching

1. plentiful    a. be different
2. exhausted    b. harm
3. up-and-coming c. degree of
4. rehabilitated d. muscle rub
5. vary         e. very tired
6. extent       f. study of the body
7. damage       g. restored
8. massage      h. growing rapidly
9. anatomy      i. numerous
I. **Fill in the blanks using the words below.**  

mistakes cause lid throw labeled body's fluids handled contamination

Often, a doctor will order a blood or urine test for a patient. Blood and urine are two examples of the **body's fluids**. Samples of body **fluids** are often tested to aid a doctor in finding the **cause** of an illness.

No matter what kind of body fluid is to be tested, they are all **handled** in the same way. Taking great care is the key to handling any specimen.

The specimen must be kept free of **contamination**. This means that nothing but the specimen can touch the inside of the container or **lid**. If someone's finger touches the inside of the container or lid, **throw** away both of them.

After the sample is collected, it must be **labeled** and placed in the correct container. The label must have the patient's name, the date, the kind of specimen, the time, and the name of the patient's doctor. Taking care to avoid problems and **mistakes** is very important for getting accurate test results.

II. **Multiple choice.**

1. The main idea of this article discusses
   a) collecting blood and urine samples.  
   b) careful collecting and handling of specimens.  
   c) patients' attitudes about testing.  
   d) different methods of testing specimens.
   **b**  

2. When labeling specimens, the article mentions all of the following except the
   a) patient's name.  
   b) date and time.  
   c) next of kin.  
   d) doctor's name.  
   **C**

3. When collecting specimens, you should
   a) wear a face mask.  
   b) sterilize all containers.  
   c) be careful not to contaminate the specimen.  
   d) wear rubber gloves.  
   **C**
When a specimen is handled improperly, it probably:

a) needs to be tested twice.
b) should be indicated on the label.
c) should be transferred to another container.
d) will lead to incorrect test results.

If something is accurate, it is

a) full of errors.
b) free from mistakes.
c) left unattended.
d) simple to do.

If something has contamination, it is

a) acid.
b) perfect.
c) hard.
d) impure.

III. Matching

b 1. contamination a. face protection
e 2. specimen b. impurity
d 3. labeled c. cover
da 4. mask d. marked
c 5. lid e. example
I. Fill in the blanks using the words below.

Possible Points 30 

If you choose to enter the health field, you will have to come to terms with death and dying. As a health-care worker, contact with a dying patient will be a part of your job responsibility. It is important to remember that a dying patient has both physical and emotional needs. A good health-care worker will minister to both needs.

Physical care may include such things as changing a patient's position in bed, giving a back rub, or providing for some personal hygiene. It may also mean adding another blanket to help keep the patient warm. Or, it could be that the bed will need to be changed so that the patient is dry and comfortable. At all times, the health-care worker must maintain an attitude of respect and compassion for a dying patient.

Meeting the emotional needs is hardest. At times, you will deal with feelings of fear, anger, and helplessness. You must also be sensitive to the patient's cultural and religious needs as well. Whenever possible, the patient's wishes should be given careful consideration. All requests, however insignificant, should be taken seriously and reported to the person in charge. It is crucial to be compassionate and understanding when dealing with the emotional needs of a dying patient.

II. Multiple choice.

1. This article is mainly about
   a) how the family can help a dying patient.
   b) the importance of being compassionate.
   c) the physical and emotional needs of a dying patient.
   d) death and dying.

2. This article mentions that the hardest needs to deal with are the
   a) emotional needs.
   b) physical needs.
   c) cultural needs.
   d) financial needs.

3. Emotional needs refer to all of the following except
   a) fear.
   b) nourishment.
   c) helplessness.
   d) anger.
4. The author probably wants to stress the importance of being
   a) ambitious and hard working.
   b) talented and creative.
   c) kind and considerate.
   d) efficient and dependable.

5. The word minister, as used in this article, means to
   a) act as an aide in the hospital.
   b) perform religious ceremonies.
   c) give medicine to a patient.
   d) attend to the wants and needs of a person.

6. Insignificant refers to something that is of
   a) great concern.
   b) great importance.
   c) little importance.
   d) major difficulty.

III. Matching

1. compassionate  a. extremely important
2. in charge      b. asks for
3. hygiene        c. being with
4. requests       d. weakness
5. culture        e. sensitive
6. crucial        f. responsible
7. minister to    g. cleanliness
8. contact        h. aid, serve
9. helplessness   i. country of origin

345
I. Fill in the blanks using the words below.

- data
- present
- heat
- artery
- expelling
- exerted
- accurately
- oxygen
- diagnosing
- skin
- stages
- record
- respiration

Temperature, pulse, respiration, and blood pressure are vital signs. In the medical profession, they are sometimes referred to as TPR and BP. As a health-care worker, you will be expected to take and record vital signs accurately. These signs provide important data about the patient's overall physical condition.

Temperature is a measurement of the heat lost and produced by the body. There are oral thermometers and rectal thermometers for taking temperature. Temperature can also be taken under the arm. A high or low temperature can mean that a disease may be present in the body.

The next vital sign to check is the pulse. As the heart beats and rests, the blood produces pressure against the walls of an artery. This is called a pulse. The pulse is usually taken over the arteries that are closest to the skin. There are seven spots in the body where the arterial pulse can be taken.

Respiration is the process of taking in oxygen and expelling carbon dioxide. This occurs as the patient breathes in and out. It is usually best not to let the patient know you are checking his or her respiration. It can be checked while your fingers are still on the patient's pulse.

Finally, the blood pressure aids in diagnosing certain illnesses in the body. It is a measurement of pressure that is exerted on the wall of the arteries by the heart during various stages of heart activity. Blood pressure is taken by a device called a sphygmomanometer.

II. Multiple choice.

1. A good title for this article would be
   a) Measuring and Recording Vital Signs.
   b) Four Vital Signs.
   c) Vital Signs.
   d) How to Record TPR and BP.

2. The vital sign that you should not let the patient know you are checking is
   a) respiration.
   b) temperature.
   c) pulse.
   d) blood pressure.
3. The article mentions that vital signs are taken to
   a) make the patient feel more secure.
   b) check the overall condition of the patient.
   c) find out if the patient has a heart condition.
   d) provide the patient's family with information.

4. Vital signs that are not taken and recorded accurately could
   a) cause the patient discomfort.
   b) give the patient high blood pressure.
   c) endanger the life of the patient.
   d) make the patient ill.

5. In this article, expelling means
   a) taking in.
   b) letting out.
   c) forcing off.
   d) giving to.

6. If something is exerted, it is
   a) applied.
   b) carried.
   c) required.
   d) gotten rid of.

III. Matching

1. exerted a. levels
2. referred b. exactly
3. vital c. mouth
4. stages d. letting out
5. accurately e. blood vessel
6. data f. important
7. oral g. put into action
8. artery h. mentioned as
9. expelling i. information

347
I. Fill in the blanks using the words below.

ether  runny  addicted  volatile  inhalants  craze  slurred
chemicals  symptoms  "high"  heart  accidents  sniffing  silly  vital

People have abused volatile substances for hundreds of years. Records show that in the early 1800's, people were sniffing chloroform and ether to get "high". In the 1950's, sniffing glue became the craze. Since then, people have been found sniffing nail polish remover, paint thinners, antifreeze, hair spray, and insect repellant.

There are many different types of symptoms found in "sniffers." They may have slurred speech, appear drunk, or act very silly. It is not uncommon for them to have red eyes, runny noses, or spots and sores around the mouth. Sometimes they even smell of chemicals. Sniffing also causes aggressive behavior, mood swings, confusion, and hallucinations.

The greatest danger of sniffing is called sudden sniffing death, which is caused by heart failure. Accidents are another cause of death. Another risk to the health of a sniffer is damage to the kidneys, liver, and other vital organs. Sniffing can also cause brain damage.

Finally, sniffers addicted to inhalants will often go on to use other drugs. They usually take drugs because the inhalants are no longer producing the same "high" that they once did.

II. Multiple choice.

1. The statement that best supports the main idea is:
   a) Some people sniff inhalants.
   b) Most sniffers are younger than 18 years old.
   c) Sniffing common household products is a form of substance abuse.
   d) The sniffing craze began in the 1950's.

2. This article gives specific facts about
   a) the dangers of sniffing inhalants.
   b) withdrawal symptoms of sniffing.
   c) the kind of people who become sniffers.
   d) how sniffers can kick the habit.

3. According to this article, sniffing can cause
   a) fever and chills.
   b) diabetes.
   c) brain damage.
   d) depression.
4. The idea that sniffers will go on to use other drugs is:
   a) propaganda.
   b) hard to believe.
   c) untrue.
   d) based on facts.

5. As used in this article, symptoms are:
   a) violent fits.
   b) special circumstances.
   c) creative ideas.
   d) signs that something is wrong.

6. Aggressive, as used in this article, means:
   a) becoming sad.
   b) acting silly.
   c) acting in a mild manner.
   d) acting in a hostile fashion.

III. Matching

1. aggressive a. biased information
2. craze b. dangerous
3. slurred c. unclear
4. volatile d. hostile
5. propaganda e. popular activity
I. Fill in the blanks using the words below.
serious swindlers misled rip-offs death form magic
revealed cures sold advertisements treatment

A report by the American Medical Association revealed that over one billion dollars has been spent each year by people who are looking for magic cures. These cures sometimes are known as health rip-offs.

Advertisements for these cures can be found in newspapers, flyers, pamphlets, and magazines. They are even sold door to door by salespeople. There are magic cures for cancer, arthritis, heart disease, and many other serious diseases.

Each year, millions of dollars are spent looking for quick cures for arthritis. There are bracelets, necklaces, potions, creams, and pills. The list can go on and on. In fact, arthritis is a favorite with the quick-cure swindlers.

Unfortunately, some cures can have devastating results. Some even lead to death. A person with a deadly form of cancer may decide to use one of these magic cures rather than a proven medical treatment.

Often, these cures are used out of a sense of fear, frustration, or desperation. A seriously ill person is often misled by promises of a miracle. Instead of being cured, he or she has put off medical treatment until it is too late.

II. Multiple choice.

C 1. This article is mainly about
a) magic-cure advertising.
b) health rip-offs.
c) how people are fooled by promises of magic cures.
d) how to become a quick-cure salesperson.

D 2. According to this article, a favorite with the quick-cure swindler is
a) headaches.
b) high blood pressure.
c) backaches.
d) arthritis.

B 3. All of the following forms of advertising are mentioned except
a) flyers.
b) TV commercials.
c) magazines.
d) newspapers.
4. You can infer from this article that
   a) magic cures can relieve arthritis.
   b) swindlers don't care about the seriously ill.
   c) people are losing faith in the medical profession.
   d) many people die needlessly each year.

5. In this article, if a person is misled, that person is
   a) supported.
   b) helped.
   c) confused.
   d) deceived.

6. In this article, a potion is a
   a) magic plant.
   b) liquid dose of medicine.
   c) copper bracelet.
   d) voodoo doll.

III. Matching

   c 1. misled  a. liars
   d 2. revealed  b. cheat
   a 3. swindlers  c. deceived
   e 4. form  d. showed
   b 5. rip-off  e. type
   h 6. potion  f. dangerous
   f 7. put off  g. delayed
   f 8. devastating  h. liquid dose
I. Fill in the blanks using the words below.

thoroughly  faucet  asepsis  scrub  wrists  jewelry  fingers
contaminated  brush  disease  end  ill  assemble  suffering
complications  lather  flow  towel  procedure  hands

People working in the health field must perform various asepsis procedures. One very important procedure is hand washing. Contaminated hands that have not been washed properly can cause serious complications in an already ill person. Clean hands also protect the health-care worker from illness and disease. Properly washed hands can alleviate unnecessary suffering.

The first thing to remember in hand washing is to remove all jewelry. If a watch is worn, it must also be removed. Next, assemble all supplies, such as soap, paper towels, a hand brush, and an orange stick.

Turn on the faucet and point both hands in a downward position. Lather well for at least one minute. Make sure to thoroughly wash between the fingers and around the wrists. Use the blunt end of the orange stick to clean under the nails.

Scrub the hands with the brush. Water should flow down and off the hands. With a paper towel, dry from the fingers to the wrists. Make certain that objects are not touched in the process. Use a paper towel to turn off the faucet.

II. Multiple choice.

C 1. This article is mainly about

a) how germs are spread from person to person.
b) hand washing.
c) the recommended method for washing hands.
d) supplies needed for hand washing.

C 2. The article specifies that

a) nails should be kept short.
b) warm water should be used.
c) jewelry should be removed.
d) soap should contain an alkali.

A 3. To clean under the nails, use

a) an orange stick.
b) a soft brush.
c) a nail.
d) a stiff brush.
From this article, you can infer that

a) hot water kills more germs than warm water.
b) health-care workers can wear jewelry.
c) careful hand-washing procedures prevent the spread of germs.
d) hand washing is a nuisance.

Contaminated refers to something that is

a) pure.
b) dull.
c) ugly.
d) dirty.

In this article, assemble means

a) purchase.
b) gather together.
c) pull apart.
d) enlarge.

### Matching

| i | 1. assemble | a. full of germs |
| h | 2. thoroughly | b. make less |
| f | 3. procedure | c. bother |
| g | 4. asepsis | d. wash well |
| b | 5. alleviate | e. soap |
| c | 6. nuisance | f. process |
| d | 7. scrub | g. germ-free |
| a | 8. contaminated | h. completely |
| e | 9. lather | i. bring together |
Interpersonal skills are skills that develop a good relationship between individuals. The health-care worker needs these skills to establish a helpful relationship with patients. Knowledge alone is not enough to provide optimal care. All types of health-care workers consider interpersonal skills important in providing optimal care for patients.

Good interpersonal skills help the health-care worker interact with patients and other health-care workers. These skills also help the health-care worker cope with stress.

Warmth and active listening enable the health-care worker to develop a relationship of confidence with patients and colleagues. Finally, these skills can be used to help patients overcome personal problems that interfere with their health care.

Good interpersonal skills are valuable for many reasons. They can relax a patient during data gathering and promote the patient's trust in the health-care worker. Good interpersonal skills can also establish trust and reduce resistance to therapy. These skills can also improve the ability of the patient to cope with and recover from injury or illness.

II. Multiple choice.

1. This article was written to
   a) describe what good interpersonal skills can do for health-care workers.
   b) explain how to develop good interpersonal skills.
   c) describe the importance of good interpersonal skills.
   d) explain the value of good interpersonal skills for health-care workers.

2. Patients will receive the best care when health-care workers use their interpersonal skills along with
   a) life histories.
   b) knowledge.
   c) treatment.
   d) diagnosis.

3. According to this article, a health-care worker who is warm and caring will
   a) be more accurate in patients' diagnoses.
   b) spend too much time with individual patients.
   c) become too involved in patients' personal problems.
   d) develop a trusting relationship.
4. You can infer from this article that friendly, caring health-care workers help patients do all of the following except

a) be relaxed.
b) reduce resistance to therapy.
c) be trusting.
d) be worried and nervous.

5. Another word for optimal is

a) best.
b) biggest.
c) longest.
d) worst.

6. A colleague is someone who

a) you live with.
b) is in the hospital.
c) you work with.
d) is newly promoted.

III. Matching

d 1. reduce a. finding facts

f 2. cope b. highest, most
e 3. enable c. associate with
g 4. colleagues d. diminish
b 5. optimal e. allow
c 6. interact f. deal with
da 7. data gathering g. co-workers
I. Fill in the blanks using the words below.

**correspondence**    **promising**    **blood**    **dressings**    **greeting**

**administrative**    **nursing**    **treat**    **drawing**    **clinic**

Medical assistants help doctors examine and **treat** patients. They perform most of the **administrative** duties necessary to keep an office running smoothly. This includes recording the height, weight, temperature, and **blood** pressure of patients.

Medical assistants also take down patients' medical histories and may perform basic laboratory tests. If necessary, medical assistants may also tell patients about medications and self-treatment. Some other responsibilities of a medical assistant may include **drawing** blood, taking x-rays, and applying **dressings**.

Other duties of a medical assistant include answering the phones and **greeting** patients, as well as recording and filling patients' medical records. Medical assistants also fill out medical reports and insurance forms, handle **correspondence** and schedule appointments. The responsibilities of a medical assistant are very important.

The work setting for medical assistants can be in a doctor's private practice, or in a hospital or **clinic**. Medical assistants can also work in **nursing** homes or in various other health-care facilities. Because of the growing number of doctors, group medical practices, and other health-care centers, the outlook for new workers in the medical-assistant field looks **promising**.

II. Multiple choice.

a) the job responsibilities of medical assistants.

b) the work setting for medical assistants.

c) medical assistants.

d) training and salary possibilities for medical assistants.

According to this article, the duties of a med. assist. include all of the following except

a) drawing blood.

b) taking x-rays.

c) giving an EKG.

d) obtaining medical histories.

One of the administrative duties performed by a medical assistant is

a) performing minor surgery.

b) scheduling appointments.

c) writing prescriptions.

d) giving patients medication.
You can infer from this article that over the next few years:

a) the number of people employed as medical assistants will decrease.
b) the number of people employed as medical assistants will grow.
c) more education and training will be required for medical assistants.
d) the salaries of medical assistants will rise quickly.

The word drawing, used in this article, means:

a) sketching.
b) testing.
c) taking.
d) leaving.

Dressings, as used in this article, refers to:

a) sauce put on salad.
b) rooms.
c) clothes.
d) bandages or medication.

III. Matching

1. outlook  a. mail
2. drawing  b. positive
3. correspondence  c. future
4. setting  d. place
5. promising  e. taking
TESTS
Part 1 - Multiple Choice

1. Operations are often performed in a _____.
   a. place
   b. home
   c. hospital
   d. nursing home

2. A nursing home is also called a _____.
   a. veterans' hospital
   b. psychiatric hospital
   c. long-term health care facility
   d. clinic

3. A place that provides special health care for children is called a _____.
   a. veterans' hospital
   b. clinic
   c. pediatric hospital
   d. psychiatric hospital

4. The health care team is made up of _____.
   a. doctors only
   b. patients
   c. different kinds of professionals
   d. nurses only

5. A patient's vital signs _____.
   a. never change
   b. give information about his condition
   c. do not need to be checked
   d. are checked only by the doctor

6. When a nurse dispenses medication, he _____.
   a. decides which medication the patient needs
   b. throws out the medicine
   c. gives medicine to a patient
   d. cleans out the medicine bottle
7. The role of nursing assistants varies according to ______.
   a. the way they feel that day
   b. how much they like their patients
   c. the type of health care facility that employs them
   d. how much money they are being paid

8. Vital signs include temperature, pulse, and ______.
   a. blood pressure
   b. blood color
   c. mood
   d. blood

9. Mobility is another word for ______.
   a. living
   b. breathing
   c. sitting
   d. moving

10. Feeling ill and being away from home can make patients feel ______.
    a. happy
    b. scared
    c. healthy and well
    d. secure

11. A person who comes to work unbathed and with a dirty uniform can spread ______.
    a. health
    b. germs
    c. rules
    d. uniforms

12. Uniforms should be washed ______.
    a. once a week
    b. only when they look dirty
    c. after every shift
    d. once a month
13. Nursing assistants communicate with ________.
   a. patients only
   b. patients' families only
   c. co-workers only
   d. all of the above

14. Another term for communicating with words is ________.
   a. non-verbal communication
   b. facial expressions
   c. verbal communications
   d. body language

15. Another term for body language is ________.
   a. non-verbal communication
   b. verbal communication
   c. speech
   d. effective
Part 2 - Matching 1

1. nutrition

2. hygiene

3. pulse

4. psychiatric

5. mobility

6. vital signs

7. duties

8. veterans

9. anxious

10. pediatric

a. mental problem

b. responsibilities

c. movement

d. armed forces

e. nervous

f. pressure of blood

g. children

h. eating well

i. cleanliness

j. must be checked regularly

Test 1
Test 1

Part 2 continued - Matching 2

1. odors  a. speaking and writing
   b. not serious
   c. body language
2. shift  d. smells
3. safety  e. get to know someone
4. break the ice  f. clean and neat
5. well-groomed  g. changes one language to another
6. verbal communication  h. work periods
7. dangling  i. CNA's main concern
8. non-verbal communication  j. hanging down
9. small talk
10. interpreter
Part 1 - Multiple Choice

1. Rules about what is right and wrong are called ______.
   a. discrimination
   b. a code of ethics
   c. reports
   d. precious

2. The people who must follow the code of ethics are ______.
   a. the doctors only
   b. the nursing assistants only
   c. the entire health care team
   d. the licensed practical nurses only

3. Confidentiality means ______.
   a. to keep information private
   b. to tell secrets
   c. to steal items from patients
   d. to treat people differently

4. Fire safety is the responsibility of ______.
   a. doctors and nurses only
   b. nursing assistants only
   c. everyone who works in a health care facility
   d. the patients

5. When people evacuate a facility, they ______.
   a. stay in their rooms
   b. follow the escape routes on the evacuation plan
   c. use a fire extinguisher
   d. use the oxygen tanks

6. Fire prevention should be practiced ______.
   a. when supervisors are present
   b. every day at work
   c. only by nursing assistants
   d. only if there is a fire
7. Microbes are _______.
   a. bodily fluids
   b. very large
   c. always harmful
   d. very small living beings

8. Common colds are caused by a microbe that travels through _______.
   a. soap
   b. the air
   c. semen
   d. gloves

9. People who are ill are _______ to become infected by a microbe.
   a. less likely
   b. more likely
   c. never going
   d. always going

10. When two people have conflicting ideas, they _______.
    a. do not agree about something
    b. have similar ideas
    c. agree about everything
    d. cannot talk to each other

11. Which reason is given for why teenagers and parents sometimes have conflicts? _______.
    a. because teenagers worry about the way they look
    b. because parents treat teenagers like children
    c. because teenagers want to use the car
    d. because teenagers watch a lot of television

12. In which stage do most people retire from working? _______.
    a. early adulthood
    b. middle adulthood
    c. adolescence
    d. at 65
13. The most basic physical needs _______.
   a. are the same for everyone
   b. are not very important
   c. cannot be met
   d. are different for sick people

14. An example of a physical need is _______.
   a. emotional support
   b. love
   c. sleep
   d. entertainment

15. If the side rails on a bed are secure, they _______.
   a. are very loose
   b. move up and down easily
   c. are up
   d. cannot be moved easily
## Test 2

### Part 2 - Matching 1

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<tr>
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<td>6. to stop</td>
<td>f. follow escape plan</td>
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<td>7. discriminate</td>
<td>g. worth very much</td>
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<td>8. microbes</td>
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<td>10. confidentiality</td>
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Test 2

Part 2 continued - Matching 2

1. sterile
2. oral
3. limit
4. infected
5. personnel
6. adolescence
7. contagious
8. secure
9. basic need
10. infancy

a. 12 - 20 years
b. all employees
c. passed from one person to another
d. birth to 1 year
e. nourishment
f. spread into
g. locked in place
h. free of germs
i. keep below a certain amount
j. by mouth
Getting Ready to Be a Nursing Assistant
Test #3 (Units 11-15)

Part 1 - Multiple Choice

1. Too much stress _______.
   a. helps people work harder
   b. is necessary and good
   c. can make it hard to do easy things
   d. is important

2. Denial is an example of _______.
   a. a defensive behavior
   b. a doctor's diagnosis
   c. a way to react to stress
   d. repression

3. When a person represses information, _______.
   a. he uses the information
   b. he repeats the information
   c. he welcomes the information
   d. he does not pay attention to the information

4. Which of the following is a true statement about being a patient?
   a. Patients usually have no problem with stress.
   b. Hospital workers help patients increase their stress.
   c. Hospital patients are in a stressful situation.
   d. It is not necessary for a nursing assistant to listen to a patient.

5. Mr. Santos felt that the nursing assistants did not respect him because _______.
   a. they left his door open
   b. Carla called him the heart attack guy
   c. they put him in room 105
   d. Carla was going to take his pulse

6. Another word for reassurance is _______.
   a. respect
   b. privacy
   c. medicine
   d. comfort
7. One way that a patient might show fear directly is to _______.
   a. get angry at the nursing assistant
   b. say, "I am scared."
   c. complain a lot
   d. refuse to cooperate

8. If a patient asks to see a clergyman, you should probably _______.
   a. explain what services are available at the hospital
   b. ignore him
   c. tell the patient which chaplain to see
   d. refuse any help

9. Cells are _______.
   a. easy to see
   b. always the same shape
   c. not very important in the body
   d. a part of all living things

10. An example of an organ is _______.
    a. tissue
    b. a cell
    c. the heart
    d. the body

11. The digestive system is _______.
    a. a type of organ
    b. made up of organs
    c. made up of one cell
    d. the only system in the body

12. An organ is part of a body _______.
    a. system
    b. cell
    c. tissue
    d. stomach
13. The major parts of a cell are ______.
   a. the tissue, the organ, and the system
   b. the membrane, the cytoplasm, and the nucleus
   c. the organelles
   d. the nutrients and the waste materials

14. The material inside the cell membrane is called the ______.
   a. cell tissue
   b. cell systems
   c. cytoplasm
   d. structure

15. The smallest cells in the body are the ______.
   a. brain cells
   b. sperm cells
   c. nerve cells
   d. skin cells

16. The cells in the body which have the shortest life are in the ______.
   a. nerves
   b. blood
   c. bones
   d. skin

17. When body organs work together to do a specific job, they make up ______.
   a. a cell
   b. a system
   c. a factory
   d. the skeleton

18. The gastrointestinal system is sometimes called the ______.
   a. stomach
   b. musculoskeletal system
   c. intestines
   d. digestive system
19. When food is eliminated from the body, it _______.
   a. leaves the body
   b. stays in the body
   c. remains in the digestive system
   d. is reproduced

20. The specific function of the gastrointestinal system is to _______.
   a. protect and support the body
   b. allow the body to move
   c. digest food
   d. reproduce the species
Test 3

Part 2 - Matching 1

1. nucleus  a. ups and downs of life
2. repression  b. basic part of the body
3. systems  c. pertaining to religion
4. cells  d. make up systems
5. eliminate  e. comfort
6. stress  f. near the center of the cell
7. organs  g. jelly-like substance
8. reassurance  h. refusal to accept
9. spiritual  i. make the body function
10. cytoplasm  j. get rid of
### Test 4

#### Part 2 continued - Matching 2

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<td>c. refusal to admit something</td>
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<td>6. similar</td>
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<td>f. muscles attached to bones</td>
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<tr>
<td>b</td>
<td>7. privacy</td>
<td></td>
<td>g. groups of cells</td>
</tr>
<tr>
<td>d</td>
<td>8. cope</td>
<td></td>
<td>h. way something is put together</td>
</tr>
<tr>
<td>c</td>
<td>9. respect</td>
<td></td>
<td>i. find out</td>
</tr>
<tr>
<td>f</td>
<td>10. tendons</td>
<td></td>
<td>j. member of the church</td>
</tr>
</tbody>
</table>
Part 1 - Multiple Choice

1. In the first paragraph, the body is compared to a bank because both ______.
   a. are of great value
   b. are made up of separate parts
   c. have several lines of defense
   d. have microbes everywhere

2. The body's first line of defense is provided by ______.
   a. cuts in the skin
   b. body openings such as the mouth and nose
   c. the breathing system
   d. unbroken skin and mucous membranes

3. Which of the following pairs have almost the same meaning ______.
   a. immunity and immune level
   b. poor diet and poor hygiene
   c. phagocytes and lymphocytes
   d. microbes and white blood cells

4. Which of the following statements about immunity is false ______.
   a. Immunity is the body's third line of defense.
   b. Phagocytes provide the body with an immune system.
   c. Immunity is provided by antibodies.
   d. A person's immune level can change from time to time.

5. Infection is the ______ stage of a disease.
   a. first
   b. second
   c. third
   d. fourth

6. Signs of illness ______.
   a. are possible to see
   b. cannot be seen
   c. are the same as symptoms
   d. are not useful to doctors
7. A headache is an example of a _______.
   a. disease
   b. sign
   c. symptom
   d. vital sign

8. Which of the following happens after the doctor chooses the treatment.
   a. The doctor asks about the symptoms.
   b. The disease enters the incubation period.
   c. The patient's vital signs are checked.
   d. The patient recovers.

9. An example of a root word is _______.
   a. tachycardia
   b. cardiologist
   c. cardio-
   d. heart

10. Which of the following words is probably related to the heart _______.
    a. tachycardia
    b. hydrocephalus
    c. polyurial
    d. hemolysis

11. Which of the following words refers to some type of medical expert?
    a. psychology
    b. neuropathy
    c. hepatitis
    d. nephrologist

12. Uniform means _______.
    a. different
    b. the same
    c. useful
    d. important
13. **Observations are made with _______.**
   a. the sense of touch only  
   b. the eyes only  
   c. all of the senses  
   d. none of the senses

14. **When observing a patient _______.**
   a. the sense of smell is most important  
   b. medical professionals see what they want to see  
   c. all of the senses are used  
   d. swellings may lead to problems seeing

15. **Which of the following is an example of an objective observation?**
   a. Maria is not hungry.  
   b. Muhammed has a headache.  
   c. Mai is having difficulty breathing.  
   d. Mycko likes the breakfasts more than the lunches.

16. **Which of the following is not included in an observation report?**
   a. what the patient said  
   b. what the nursing assistant did  
   c. how the nursing assistant feels about a patient  
   d. how the patient was talking

17. **Which of the following is a true statement?**
   a. A nursing assistant does paperwork, but she does not make beds.  
   b. A nursing assistant does only one type of work all day long.  
   c. A nursing assistant has to document much of what she does.  
   d. Nursing assistants never make notes.

18. **A nursing assistant documents an observation by _______.**
   a. telling someone about it  
   b. taking vital signs  
   c. helping patients  
   d. writing it down
19. If a patient's temperature is taken at four-hour intervals, it is taken _______.
   a. four times an hour
   b. twice a day
   c. every four hours
   d. every hour

20. A soap chart begins with _______.
   a. a subjective statement
   b. an objective description
   c. an assessment
   d. a plan of action
Test 4

Part 2 - Matching 1

1. objective    a. a vital sign
2. mucous membranes  b. surround and destroy microbes
3. post  c. used in observing a patient
4. vaccinations  d. different for all diseases
5. document  e. give immunity from disease
6. incubation period  f. after
7. subjective  g. based on feelings about facts
8. phagocytes  h. protect mouth, nose, eyes, ears
9. breathing rate  i. based on facts
10. senses  j. write down
Part 2 continued - Matching 2

1. symptom  a. time periods
2. auto  b. body's third line of defense
3. lymphocytes  c. check patient's condition
d. protectors
e. can be seen
4. antibodies  f. not seen, but real
5. defenses  g. plan to cure illness
6. intervals  h. disease-fighting chemicals
7. treatment  i. white blood cells
8. sign  j. self
9. vital signs
10. immune system
Getting Ready to Be a Nursing Assistant
Test #1 (Units 1-5)

Part 1 - Multiple Choice

1. Operations are often performed in a _______.
   a. place
   b. home
   c. hospital
   d. nursing home

2. A nursing home is also called a _______.
   a. veterans' hospital
   b. psychiatric hospital
   c. long-term health care facility
   d. clinic

3. A place that provides special health care for children is called a _______.
   a. veterans' hospital
   b. clinic
   c. pediatric hospital
   d. psychiatric hospital

4. The health care team is made up of _______.
   a. doctors only
   b. patients
   c. different kinds of professionals
   d. nurses only

5. A patient's vital signs _______.
   a. never change
   b. give information about his condition
   c. do not need to be checked
   d. are checked only by the doctor

6. When a nurse dispenses medication, he _______.
   a. decides which medication the patient needs
   b. throws out the medicine
   c. gives medicine to a patient
   d. cleans out the medicine bottle
7. The role of nursing assistants varies according to ______.
   a. the way they feel that day
   b. how much they like their patients
   c. the type of health care facility that employs them
   d. how much money they are being paid

8. Vital signs include temperature, pulse, and ______.
   a. blood pressure
   b. blood color
   c. mood
   d. blood

9. Mobility is another word for ______.
   a. living
   b. breathing
   c. sitting
   d. moving

10. Feeling ill and being away from home can make patients feel ______.
    a. happy
    b. scared
    c. healthy and well
    d. secure

11. A person who comes to work unbathed and with a dirty uniform can spread ______.
    a. health
    b. germs
    c. rules
    d. uniforms

12. Uniforms should be washed ______.
    a. once a week
    b. only when they look dirty
    c. after every shift
    d. once a month
13. **Nursing assistants communicate with _______.**
   a. patients only
   b. patients' families only
   c. co-workers only
   d. all of the above

14. **Another term for communicating with words is _______.**
   a. non-verbal communication
   b. facial expressions
   c. verbal communications
   d. body language

15. **Another term for body language is _______.**
   a. non-verbal communication
   b. verbal communication
   c. speech
   d. effective
Part 2 - Matching 1

1. nutrition  a. mental problem
2. hygiene  b. responsibilities
3. pulse  c. movement
4. psychiatric  d. armed forces
5. mobility  e. nervous
6. vital signs  f. pressure of blood
7. duties  g. children
8. veterans  h. eating well
9. anxious  i. cleanliness
10. pediatric  j. must be checked regularly
Test 1

Part 2 continued - Matching 2

1. odors  a. speaking and writing
2. shift  b. not serious
3. safety  c. body language
4. break the ice  d. smells
5. well-groomed  e. get to know someone
6. verbal communication  f. clean and neat
7. dangling  g. changes one language to another
8. non-verbal communication  h. work periods
9. small talk  i. CNA's main concern
10. interpreter  j. hanging down
Getting Ready to Be a Nursing Assistant
Test #2 (Units 6-10)

Part 1 - Multiple Choice

1. Rules about what is right and wrong are called _____.
   a. discrimination
   b. a code of ethics
   c. reports
   d. precious

2. The people who must follow the code of ethics are _______.
   a. the doctors only
   b. the nursing assistants only
   c. the entire health care team
   d. the licensed practical nurses only

3. Confidentiality means _______.
   a. to keep information private
   b. to tell secrets
   c. to steal items from patients
   d. to treat people differently

4. Fire safety is the responsibility of _______.
   a. doctors and nurses only
   b. nursing assistants only
   c. everyone who works in a health care facility
   d. the patients

5. When people evacuate a facility, they _______.
   a. stay in their rooms
   b. follow the escape routes on the evacuation plan
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7. Microbes are ______.
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8. Common colds are caused by a microbe that travels through ______.
   a. soap
   b. the air
   c. semen
   d. gloves

9. People who are ill are ______ to become infected by a microbe.
   a. less likely
   b. more likely
   c. never going
   d. always going

10. When two people have conflicting ideas, they ______.
    a. do not agree about something
    b. have similar ideas
    c. agree about everything
    d. cannot talk to each other

11. Which reason is given for why teenagers and parents sometimes have conflicts? ______
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    c. because teenagers want to use the car
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    d. at 65
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   b. are not very important
   c. cannot be met
   d. are different for sick people

14. **An example of a physical need is** _______.
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   b. love
   c. sleep
   d. entertainment

15. **If the side rails on a bed are secure, they** _______.
   a. are very loose
   b. move up and down easily
   c. are up
   d. cannot be moved easily
Test 2

Part 2 - Matching 1

1. precious
2. evacuate
3. hazard
4. ethics
5. bodily fluids
6. to stop
7. discriminate
8. microbes
9. procedures
10. confidentiality

a. to treat people differently
b. blood
c. rules of right and wrong
d. plan for emergency
e. small living beings
f. follow escape plan
g. worth very much
h. keeping private
i. danger
j. prevent
### Test 2

Part 2 continued - Matching 2

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330
Getting Ready to Be a Nursing Assistant
Test #3 (Units 11-15)

Part 1 - Multiple Choice

1. Too much stress _______.
   a. helps people work harder
   b. is necessary and good
   c. can make it hard to do easy things
   d. is important

2. Denial is an example of ________.
   a. a defensive behavior
   b. a doctor's diagnosis
   c. a good way to react to stress
   d. repression

3. When a person represses information, ________.
   a. he uses the information
   b. he repeats the information
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   d. Carla was going to take his pulse

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   a. easy to see
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10. An example of an organ is ______.
    a. tissue
    b. a cell
    c. the heart
    d. the body

11. The digestive system is ______.
    a. a type of organ
    b. made up of organs
    c. made up of one cell
    d. the only system in the body

12. An organ is part of a body ______.
    a. system
    b. cell
    c. tissue
    d. stomach
13. The major parts of a cell are _______.
   a. the tissue, the organ, and the system
   b. the membrane, the cytoplasm, and the nucleus
   c. the organelles
   d. the nutrients and the waste materials

14. The material inside the cell membrane is called the _______.
   a. cell tissue
   b. cell systems
   c. cytoplasm
   d. structure

15. The smallest cells in the body are the _______.
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16. The cells in the body which have the shortest life are in the _______.
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   b. stays in the body  
   c. remains in the digestive system  
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20. **The specific function of the gastrointestinal system is to ______.**
   a. protect and support the body  
   b. allow the body to move  
   c. digest food  
   d. reproduce the species
Test 3

Part 2 - Matching 1

1. nucleus  a. ups and downs of life
2. repression  b. basic part of the body
3. systems  c. pertaining to religion
4. cells  d. make up systems
5. eliminate  e. comfort
6. stress  f. near the center of the cell
7. organs  g. jelly-like substance
8. reassurance  h. refusal to accept
9. spiritual  i. make the body function
10. cytoplasm  j. get rid of
Test 4

Part 2 continued - Matching 2

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<td>diagnose</td>
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<td>2.</td>
<td>clergy</td>
<td>b. to be alone</td>
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<td>3.</td>
<td>structure</td>
<td>c. refusal to admit something</td>
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<td>4.</td>
<td>tissues</td>
<td>d. look up to</td>
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<td>5.</td>
<td>denial</td>
<td>e. alike</td>
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<td>6.</td>
<td>similar</td>
<td>f. muscles attached to bones</td>
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<td>7.</td>
<td>privacy</td>
<td>g. groups of cells</td>
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<td>8.</td>
<td>cope</td>
<td>h. way something is put together</td>
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<td>9.</td>
<td>respect</td>
<td>i. find out</td>
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<tr>
<td>10.</td>
<td>tendons</td>
<td>j. member of the church</td>
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</table>
Getting Ready to Be a Nursing Assistant
Test #4 (Units 16-20)

Part 1 - Multiple Choice

1. In the first paragraph, the body is compared to a bank because both ______.
   a. are of great value
   b. are made up of separate parts
   c. have several lines of defense
   d. have microbes everywhere

2. The body's first line of defense is provided by ______.
   a. cuts in the skin
   b. body openings such as the mouth and nose
   c. the breathing system
   d. unbroken skin and mucous membranes

3. Which of the following pairs have almost the same meaning ______.
   a. immunity and immune level
   b. poor diet and poor hygiene
   c. phagocytes and lymphocytes
   d. microbes and white blood cells

4. Which of the following statements about immunity is false ______.
   a. Immunity is the body's third line of defense.
   b. Phagocytes provide the body with an immune system.
   c. Immunity is provided by antibodies.
   d. A person's immune level can change from time to time.

5. Infection is the ______ stage of a disease.
   a. first
   b. second
   c. third
   d. fourth

6. Signs of illness ______.
   a. are possible to see
   b. cannot be seen
   c. are the same as symptoms
   d. are not useful to doctors
7. A headache is an example of a ______.
   a. disease
   b. sign
   c. symptom
   d. vital sign

8. Which of the following happens after the doctor chooses the treatment.
   a. The doctor asks about the symptoms.
   b. The disease enters the incubation period.
   c. The patient's vital signs are checked.
   d. The patient recovers.

9. An example of a root word is ______.
   a. tachycardia
   b. cardiologist
   c. cardio-
   d. heart

10. Which of the following words is probably related to the heart ______.
    a. tachycardia
    b. hydrocephalus
    c. polyurial
    d. hemolysis

11. Which of the following words refers to some type of medical expert?
    a. psychology
    b. neuropathy
    c. hepatitis
    d. nephrologist

12. Uniform means ______.
    a. different
    b. the same
    c. useful
    d. important
13. Observations are made with ______.
   a. the sense of touch only
   b. the eyes only
   c. all of the senses
   d. none of the senses

14. When observing a patient ______.
   a. the sense of smell is most important
   b. medical professionals see what they want to see
   c. all of the senses are used
   d. swellings may lead to problems seeing

15. Which of the following is an example of an objective observation?
   a. Maria is not hungry.
   b. Muhammed has a headache.
   c. Mai is having difficulty breathing.
   d. Mycko likes the breakfasts more than the lunches.

16. Which of the following is not included in an observation report?
   a. what the patient said
   b. what the nursing assistant did
   c. how the nursing assistant feels about a patient
   d. how the patient was talking

17. Which of the following is a true statement?
   a. A nursing assistant does paperwork, but she does not make beds.
   b. A nursing assistant does only one type of work all day long.
   c. A nursing assistant has to document much of what she does.
   d. Nursing assistants never make notes.

18. A nursing assistant documents an observation by ______.
   a. telling someone about it
   b. taking vital signs
   c. helping patients
   d. writing it down

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19. If a patient's temperature is taken at four-hour intervals, it is taken _______.
   a. four times an hour
   b. twice a day
   c. every four hours
   d. every hour

20. A soap chart begins with _______.
   a. a subjective statement
   b. an objective description
   c. an assessment
   d. a plan of action
Test 4

Part 2 - Matching 1

1. objective
2. mucous membranes
3. post
4. vaccinations
5. document
6. incubation period
7. subjective
8. phagocytes
9. breathing rate
10. senses

a. a vital sign
b. surround and destroy microbes
c. used in observing a patient
d. different for all diseases
e. give immunity from disease
f. after
g. based on feelings about facts
h. protect mouth, nose, eyes, ears
i. based on facts
j. write down
### Test 4

**Part 2 continued - Matching 2**

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The young nurse decided to specialize in pediatrics because she loves caring for children. The parents felt a sense of desperation when the doctor told them there was no chance for recovery for their child. Many patients were told to collect all their personal possessions as there were no chances of recovery. The nurse aide was told to wash the patient's warm blanket and sheets against the body. Nurses are taught how to wash clothes, even the dirty ones. Special nursing care was needed for the patient with the rhythm. Careful nursing care is needed for the patient with the foot. The doctor used a sphygmomanometer to measure the patient's blood pressure. Wearing clean, fresh garments at work is a part of personal hygiene. The patient's family was impressed by the compassion and care shown by the staff.
The young woman was taking several medications to treat her illness.

Sometimes a home health-care worker is asked to handle the patient's bills and correspondence.

The teenager died of sudden sniffing death because he inhaled a harmful inhalant.

If you have a fever, you should be monitored throughout the night.

Because his fever was high, he was monitored throughout the night.
ANSWER KEYS

READING IN THE WORKPLACE

Health Care

UNIT 3

WORD MATCH

Match the words in Column A with their definitions in Column B. Put the letter of each definition on the line in front of the word it defines.

Column A          Column B

1. alleviate       a. to make live from pain
2. aegis           b. extremely important
3. compassionate   c. a way of doing things
4. cope            d. a feeling that leaves you with no hope
5. crucial         e. false perceptions: delusions
6. despond        f. a place for dying tests
7. disclose          g. to watch
8. rented           h. rules about the way something should be done
9. hallucination   i. practices that promote cleanliness
10. hygiene     j. to deal with a difficult situation
11. lab technician k. a procedure allowed to prevent spread of germs
12. monitor           l. step taken to prevent injury
13. precautions     m. a specialist in the area of what people should eat
14. routine          n. a baby that is dead at birth
15. standards      o. put forth an effort
16. sterilize       p. words specific to a certain group
17. stillbirth       q. to ease
18. terminology    r. explosive
19. transcribing    s. having feelings of pity for another person
20. volatile       t. writing the words someone has said

Name                Class               Date

READING IN THE WORKPLACE

Health Care

SYNONYM SEARCH

Circle a word from the three words in Column B that means the same as the word in Column A.

Column A          Column B

1. cruel              a. merciful              b. important              c. cruel
2. compassionate      a. kind              b. humble              c. careful
3. standards         a. degree              b. strength              c. values
4. precaution        a. prediction              b. choice              c. care
5. medication       a. prescribe              b. clean              c. from
6. sanitary         a. regular              b. normal              c. proper
7. abnormal         a. advise              b. price              c. growth
8. correspondence   a. indication              b. existence              c. skill
9. symptom            a.ксмдness              b. harmful              c. orderly
10. syndrome         a. contagious              b. harmful              c. games
11. tensions         a. emotional              b. harmful              c. orderly
12. possessions       a. model              b. illness              c. surrounding
13. environment     a. new              b. uncertain              c. pure
14. contaminated       a. suspect              b. delay              c. difficulty
15. alleviate          a. relieve              b. suspend              c. delay
16. complication     a. require              b. attack              c. difficult
17. whittle           a. cause              b. attack              c. difficult
18. monitor           a. review              b. record              c. pure
19. hallucination     a. denial              b. struggle              c. error
20. panic            a. exerted              b. fear              c. examination

Name                Class               Date

READING IN THE WORKPLACE

Health Care

SPELLING BEE

In each group of three words, circle the one word that is spelled correctly.

1. temperature          temperature          temperature
2. precaution          precaution          precaution
3. medication         medication         medication
4. routine            routine            routine
5. inhabit          inhabit            inhabit
6. biceps            biceps            biceps
7. crucial            crucial            crucial
8. operate          operate          operate
9. aspirin         aspirin          aspirin
10. less            less            less
11. symptoms           symptoms           symptoms
12. miscarry        miscarry        miscarry
13. hallucination      hallucination      hallucination
14. estimate          estimate          estimate
15. treatment        treatment        treatment

Name                Class               Date

READING IN THE WORKPLACE

Health Care

SCRAMBLED SENTENCES

Unscramble the words to make complete sentences. Write the new sentences in the space below each group of words.

1. whole doctor's ward the clerk afternoon the surgery
   The ward clerk spent the whole afternoon transcribing the doctor's notes.
   2. were free the instruments sterilize certain types of anesthesia
   The instruments were sterilized to make them germ-free.
   3. types of anesthesia cause certain types of anesthesia cause certain types of anesthesia
   Certain types of anesthesia cause a person to lose consciousness.
   4. pulse close to the skin
   An arterial pulse can be felt close to the surface of the skin.
   5. to cortisone medication the hospital
   A sample of the man's blood was taken at the laboratory.
   6. sometimes of death and dying
   Sometimes it is hard to cope with death and dying.
   7. the man indicated that the hospital
   The patient suffered from respiratory distress.
   8. certain types of medication
   It is easy to become addicted to certain types of medication.
ANSWER KEYS

READ IN THE WORKPLACE
Health Care

SCRAMBLED WORDS
Unscramble the word and fill in the blanks.

1. deyrmons  — syndrome
2. aetmtertn  — treatment
3. cdiadtde  — kidney
4. oepnicruta  — sterile
5. ineeyghe  — infection
6. Utseiire  — mediation
7. OnPY,me  — autopsy
8. bdrtlshil  — fetus
9. rsiapidcte  — stillbirth
10. aeorncindit  — laboratory
11. eydkni  — hygiene

Use the letters that appear inside the circles above to write the mystery word.

12. ???MYSTERY WORD???  — acupuncture

When babies weigh under the normal birth weight of five pounds, it is called a:

13. ???MYSTERY WORD???  — premature

VOCABULARY
Match each word in the word box with its meaning. Then write the word on the blank lines. Put one letter on each line.

WORD BOX
autopsy  — a place for doing tests
fetus  — a developing baby in the body of its mother
hygiene  — things a person does to be clean and healthy
infection  — a disease in part of the body
laboratory  — a place for doing tests
medication  — a drug used to treat disease or injury
midwife  — a person who assists women during childbirth
miscarry  — to bring forth a developing baby too early, causing the end of the pregnancy
sterile  — to make free from germs
stillbirth  — a baby that is dead at birth
symptom  — a sign that something is wrong
treatment  — the use of something to cure an illness or disease

Use the letters that appear inside the circles above to write the mystery word.

14. ???MYSTERY WORD???  — still---

See Worksheet #16 for Crossword Clues
WORKING AS A NURSING ASSISTANT
Test #1 (Units 1-5)

Part 1 - Multiple Choice

1. Three of the main career paths in nursing are nursing assistant, registered nurse, and ______.
   a. medical doctor
   b. licensed practical nurse
   c. GED
   d. high school graduate

2. In nursing, home care means ______.
   a. taking care of someone's house
   b. overnight stays in the hospital
   c. nursing care in the homes of ill people
   d. personal hygiene

3. Another word for outlook is ______.
   a. see
   b. future
   c. outside
   d. travel

4. The term personal care refers to ______.
   a. bathing
   b. brushing the teeth
   c. fingernail care
   d. all of the above

5. Another term for the elimination of solid wastes from the body is ______.
   a. urination
   b. bowel movements
   c. circulation
   d. bedpan

6. A ______ is a device that some patients use instead of a toilet.
   a. back rub
   b. tub
   c. bedpan
   d. circulation
7. Another word that refers to the flow of blood through the body is ______.  
   a. circulation  
   b. bedpan  
   c. urination  
   d. back rub

8. When you study body mechanics, you learn ______.  
   a. how to move fast  
   b. how to move things without hurting yourself  
   c. how to lift using your back and not your knees  
   d. how to communicate

9. One rule of good body mechanics is ______.  
   a. to stand with feet close together  
   b. to lift using the back  
   c. to stand with feet a shoulders’ width apart  
   d. to keep knees straight when lifting

10. When pushing or pulling an object, you should ______.  
    a. use the weight of your entire body  
    b. use just your arms  
    c. use just your back  
    d. keep your knees and back straight

11. Another word for stable is ______.  
    a. heavy  
    b. secure  
    c. happy  
    d. unusual

12. People eat special diets ______.  
    a. for religious reasons only  
    b. because of special health conditions only  
    c. to lose weight only  
    d. for religious reasons, special health conditions, and weight loss
13. People with diabetes must avoid _______.
   a. vegetables  
   b. fruits  
   c. sugar  
   d. grains

14. Patients with kidney failure or heart problems are usually put on _______.
   a. a diabetic diet  
   b. a sodium-restricted diet  
   c. a special religious diet  
   d. a high calorie diet

15. Which of the following means nearly the same as holistic care? _______.
   a. care that provides for a patient's physical needs only  
   b. care that treats the whole person  
   c. care provided by more than one person  
   d. care that provides only for the emotional needs of a patient
### Test 1

#### Part 2 - Matching 1

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Test 1

Part 2 continued - Matching 2

1. diabetic
2. document
3. therapeutic
4. I.V.
5. mechanical device
6. restriction
7. urination
8. properly
9. sodium
10. stretcher

a. salt
b. limited amount
c. correctly
d. used for carrying
e. medical treatment
f. through the blood stream
g. sugar restricted
h. emptying of bladder
i. write down
j. machine
WORKING AS A NURSING ASSISTANT
Test #2 (Units 6-10)

Part 1 - Multiple Choice

1. **Environment means ______.**
   a. the area in which you live or stay
   b. the blood in our bodies
   c. things that cause other things to be dirty
   d. peace and quiet

2. **Air circulation can be regulated by ______.**
   a. keeping the room temperature at 70°
   b. turning down a television
   c. turning down the lights
   d. opening and closing windows

3. **You can keep noise to a minimum by ______.**
   a. speaking quietly
   b. banging food trays
   c. turning on the TV
   d. opening the windows

4. **When describing the location of body parts, medical personnel ______.**
   a. imagine the patient in the anatomic position
   b. move the patient into the anatomic position
   c. imagine the patient lying down
   d. consider the patient’s left their left

5. **Which of the following is anterior? ______**
   a. the back
   b. the skeleton
   c. most body organs
   d. the face

6. **Medial parts are ______.**
   a. on the front of the body
   b. away from the middle
   c. near the middle
   d. next to the ears
7. Which statement is *not* true about plasma? ____
   a. It is a liquid.
   b. It is made up of red blood cells.
   c. It carries nutrients.
   d. It is one part of blood.

8. Three types of blood vessels are _____.
   a. oxygen, nutrients, and carbon dioxide
   b. plasma, red blood cells, and white blood cells
   c. hearts, tubing, and pulses
   d. arteries, capillaries, and veins

9. In the fourth paragraph, the blood system is called *complex* because _____.
   a. it is organized along a transverse plane
   b. it has many parts
   c. it has a total of three blood vessels
   d. it is easy to describe

10. Which of the following is a characteristic of atherosclerosis? ____
    a. flexible arteries
    b. clogged arteries
    c. good circulation
    d. cardiovascular health

11. People may be considered at a high risk for a heart attack if they _____.
    a. are in good health
    b. do not smoke
    c. get regular exercise
    d. are overweight

12. Another term for the heart is the _____.
    a. coronary muscle
    b. circulatory system
    c. angina
    d. atherosclerosis
13. The treatment of cardiovascular problems ______.
   a. is not the same for all patients
   b. depends only on the age of the patient
   c. has not changed in the past twenty years
   d. is rarely successful

14. Bypass surgery is a solution for patients with ______.
   a. an irregular heartbeat
   b. healthy arteries
   c. open arteries
   d. atherosclerosis

15. Jarvik-7 is ______.
   a. the name of the first artificial heart patient
   b. a drug to keep patients from rejecting new hearts
   c. a heart transplant team
   d. an artificial heart
Test 2

Part 2 - Matching 1

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# Test 2

**Part 2 continued - Matching 2**

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<tbody>
<tr>
<td>1</td>
<td>circulatory</td>
<td>a. many parts</td>
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<tr>
<td>2</td>
<td>red blood cells</td>
<td>b. a type of blood vessel</td>
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<tr>
<td>3</td>
<td>transplant</td>
<td>c. help fight disease</td>
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<tr>
<td>4</td>
<td>plasma</td>
<td>d. vessel</td>
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<tr>
<td>5</td>
<td>bypass</td>
<td>e. thin tube</td>
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<tr>
<td>6</td>
<td>complex</td>
<td>f. move organ to another body</td>
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<tr>
<td>7</td>
<td>catheter</td>
<td>g. a body system</td>
<td></td>
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<tr>
<td>8</td>
<td>capillaries</td>
<td>h. go around</td>
<td></td>
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<tr>
<td>9</td>
<td>vascular</td>
<td>i. carry oxygen and carbon dioxide</td>
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</tr>
<tr>
<td>10</td>
<td>white blood cells</td>
<td>j. yellow liquid</td>
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WORKING AS A NURSING ASSISTANT
Test #3 (Units 11-15)

Part 1 - Multiple Choice

1. Geriatrics is ______.
   a. a kind of drug
   b. a branch of medicine that deals with germs
   c. a branch of medicine that deals with the elderly
   d. another word for long-term care facility

2. ______ offer 24-hour emergency care.
   a. Acute care hospitals
   b. Intermediate care facilities
   c. Long-term care facilities
   d. Convalescent homes

3. If someone has a debilitating sickness, he will ______.
   a. be aged by it
   b. die of it
   c. be weakened by it
   d. have a youthful outlook

4. A common change to the cardiovascular system of the elderly is that their ______.
   a. blood vessels become too elastic
   b. blood vessels become clogged
   c. blood pressure drops
   d. heartbeat becomes regular

5. Which of the following is a true statement about a stroke? ______
   a. It can destroy brain tissue.
   b. It affects only the heart.
   c. It is corrected by a pacemaker.
   d. It reduces blood flow to the heart.

6. Most diabetics ______.
   a. are smokers
   b. are men
   c. get the disease while they are quite young
   d. weigh more than they should
7. **Emphysema** _______.
   a. is caused by dust only  
   b. is a drug  
   c. is a machine that sends oxygen into the lungs  
   d. is a serious illness

8. **The best definition for cartilage is** _______.
   a. a type of osteoarthritis  
   b. a tough, flexible tissue connecting bones  
   c. the pain in a person's joints  
   d. a tissue found only in the legs

9. **Ambulation equipment includes** _______.
   a. postural adjustments and prosthetic joints  
   b. pain killers and heat pads  
   c. wheelchairs and walkers  
   d. bus steps and street curbs

10. **Ambulating patients means** _______.
    a. making their postural adjustments  
    b. helping them walk  
    c. assisting them in social activities  
    d. giving them appropriate care

11. **People express frustration** _______.
    a. by crying  
    b. in different ways  
    c. by getting angry  
    d. in the same way

12. **When a person withdraws, he** _______.
   a. talks a lot  
   b. gets frustrated  
   c. does not communicate  
   d. becomes part of a support system
13. Aggressive and demanding behavior is a way of expressing _______.
   a. self-esteem
   b. withdrawal
   c. emotional support
   d. frustration

14. A Nursing Assistant can be an emotional support for patients by _______.
   a. taking their vital signs often
   b. wearing a clean uniform every day
   c. allowing them to make decisions when possible
   d. knowing fire evacuation procedures

15. Aging is _______.
   a. very frustrating
   b. not easy for anyone
   c. often connected with pain
   d. all of the above
## Test 3

### Part 2 - Matching 1

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<td>a. branch of medicine concerned with elderly</td>
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<td>2.</td>
<td>glaucoma</td>
<td>b. friends and relatives</td>
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<td>3.</td>
<td>rehabilitate</td>
<td>c. aging</td>
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<td>4.</td>
<td>limitation</td>
<td>d. weakening</td>
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<td>5.</td>
<td>debilitating</td>
<td>e. causing activity</td>
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<td>6.</td>
<td>myth</td>
<td>f. restore</td>
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<td>7.</td>
<td>institutionalize</td>
<td>g. eye disease</td>
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<td>8.</td>
<td>geriatrics</td>
<td>h. put into a facility</td>
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<td>9.</td>
<td>senescence</td>
<td>i. something that holds us back</td>
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<td>10.</td>
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Test 3

Part 2 continued - Matching 2

1. arthritis  a. may affect brain
2. chronically ill  b. convalescent home
3. acute care  c. periods of life
4. aggressive behavior  d. emergency
5. stages  e. may be caused by smoking
6. irregular  f. tissue which joins bones
7. long-term care facility  g. bone disease
8. emphysema  h. ill for a long time
9. cartilage  i. not normal
10. stroke  j. way of expressing frustration
WORKING AS A NURSING ASSISTANT
Test #4 (Units 16-20)

Part 1 - Multiple Choice

1. **Gestures are** _______.
   a. the way to express feeling cold
   b. the way to express feeling sleepy
   c. body movements that have meaning
   d. the only way to say hello

2. **People from different countries** _______.
   a. act the same in all situations
   b. have different habits and ways of living
   c. use the same gestures
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3. **Patients who do not speak English** have added difficulty because _______.
   a. they are ill
   b. they are afraid about being in the hospital
   c. they may not understand what is happening to them
   d. they are in a health care facility

4. Which of the following statements about communication is true? _______.
   a. We communicate with words only.
   b. We communicate with gestures only.
   c. Communication using gestures is not possible.
   d. We can communicate using words and gestures.

5. **Abbreviations are used in health care facilities** because _______.
   a. they make it easier and quicker to name things and places
   b. they make it easier to tell where we have been on vacation
   c. they are like learning another language
   d. they help patients find their way around the facility

6. **Patients who are in the intensive care unit** are _______.
   a. receiving operations
   b. about to be discharged
   c. not watched very carefully
   d. in critical condition
7. The abbreviation q means _______.  
   a. every  
   b. every hour  
   c. every two hours  
   d. every day  

8. If a patient needs a procedure done every two hours, a nurse will write _______.  
   a. q  
   b. qh  
   c. q2h  
   d.qh2  

9. A hospice is _______.  
   a. another word for hospital  
   b. a long-term care facility  
   c. a place where nursing assistants do not work  
   d. a place for terminally ill patients  

10. The word realistic means _______.  
    a. seeing things the way we wish them to be  
    b. the inability to get a job  
    c. seeing things as they are, not as we wish them to be  
    d. the ability to own a piece of land  

11. Another word for attitude is _______.  
    a. outlook  
    b. positive  
    c. negative  
    d. employer  

12. A word that means something that holds us back from doing things is _______.  
    a. hospices  
    b. employers  
    c. limitation  
    d. realistic
13. One of the things included in most fringe benefits packages is ______.
   a. your schedule
   b. health insurance coverage
   c. personnel
   d. resignation

14. Another term for punctual is ______.
   a. put off
   b. turn off
   c. on line
   d. on time

15. You should follow directions ______.
   a. only when you understand the reasons behind them
   b. all the time
   c. when you feel like it
   d. not all the time
Test 4

Part 2 - Matching 1

1. consists of

2. critical

3. q2h

4. apprehensive

5. personnel

6. gestures

7. appropriate

8. breathing

9. attitude

10. q. i. d.

a. body movements

b. respiratory

c. four times a day

d. outlook

e. acceptable

f. employees

g. every two hours

h. made up of

i. very serious

j. scared
### Test 4

Part 2 continued - Matching 2

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<td>__1.</td>
<td>interpreter</td>
<td>a. facility for the dying</td>
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<td>__2.</td>
<td>comprehend</td>
<td>b. things that hold you back</td>
</tr>
<tr>
<td>__3.</td>
<td>look directly at</td>
<td>c. answers</td>
</tr>
<tr>
<td>__4.</td>
<td>hospice</td>
<td>d. short forms</td>
</tr>
<tr>
<td>__5.</td>
<td>strengths</td>
<td>e. fill out</td>
</tr>
<tr>
<td>__6.</td>
<td>history</td>
<td>f. background</td>
</tr>
<tr>
<td>__7.</td>
<td>limitations</td>
<td>g. translator</td>
</tr>
<tr>
<td>__8.</td>
<td>abbreviations</td>
<td>h. good qualities</td>
</tr>
<tr>
<td>__9.</td>
<td>complete</td>
<td>i. eye contact</td>
</tr>
<tr>
<td>__10.</td>
<td>solutions</td>
<td>j. understand</td>
</tr>
</tbody>
</table>
Part 1 - Multiple Choice

1. Three of the main career paths in nursing are nursing assistant, registered nurse, and _______.
   a. medical doctor
   b. licensed practical nurse
   c. GED
   d. high school graduate

2. In nursing, home care means _______.
   a. taking care of someone's house
   b. overnight stays in the hospital
   c. nursing care in the homes of ill people
   d. personal hygiene

3. Another word for outlook is _______.
   a. see
   b. future
   c. outside
   d. travel

4. The term personal care refers to _______.
   a. bathing
   b. brushing the teeth
   c. fingernail care
   d. all of the above

5. Another term for the elimination of solid wastes from the body is _______.
   a. urination
   b. bowel movements
   c. circulation
   d. bedpan

6. A _______ is a device that some patients use instead of a toilet.
   a. back rub
   b. tub
   c. bedpan
   d. circulation
7. Another word that refers to the flow of blood through the body is _______.
   a. circulation
   b. bedpan
   c. urination
   d. back rub

8. When you study body mechanics, you learn _______.
   a. how to move fast
   b. how to move things without hurting yourself
   c. how to lift using your back and not your knees
   d. how to communicate

9. One rule of good body mechanics is _______.
   a. to stand with feet close together
   b. to lift using the back
   c. to stand with feet a shoulders' width apart
   d. to keep knees straight when lifting

10. When pushing or pulling an object, you should _______.
    a. use the weight of your entire body
    b. use just your arms
    c. use just your back
    d. keep your knees and back straight

11. Another word for stable is _______.
    a. heavy
    b. secure
    c. happy
    d. unusual

12. People eat special diets _______.
    a. for religious reasons only
    b. because of special health conditions only
    c. to lose weight only
    d. for religious reasons, special health conditions, and weight loss
13. **People with diabetes must avoid ______.**
   a. vegetables  
   b. fruits  
   c. sugar  
   d. grains

14. **Patients with kidney failure or heart problems are usually put on ______.**
   a. a diabetic diet  
   b. a sodium-restricted diet  
   c. a special religious diet  
   d. a high calorie diet

15. **Which of the following means nearly the same as holistic care? ______**
   a. care that provides for a patient's physical needs only  
   b. care that treats the whole person  
   c. care provided by more than one person  
   d. care that provides only for the emotional needs of a patient
Test 1

Part 2 - Matching 1

1. outlook  a. secure
2. wide     b. complete
3. stable   c. hurt
4. backbone d. change a little
5. strained e. flow of blood
6. holistic f. future
7. rules    g. correct positioning
8. adjust  h. basics
9. circulation i. spine
10. body mechanics j. broad
Test 1

Part 2 continued - Matching 2

1. diabetic  a. salt
2. document  b. limited amount
c. correctly
3. therapeutic  d. used for carrying
e. medical treatment
f. through the blood stream
4. I.V.  g. sugar restricted
h. emptying of bladder
5. mechanical device  i. write down
6. restriction  j. machine
g. properly
WORKING AS A NURSING ASSISTANT
Test #2 (Units 6-10)

Part 1 - Multiple Choice

1. Environment means ________ .
   a. the area in which you live or stay
   b. the blood in our bodies
   c. things that cause other things to be dirty
   d. peace and quiet

2. Air circulation can be regulated by ________ .
   a. keeping the room temperature at 70°
   b. turning down a television
   c. turning down the lights
   d. opening and closing windows

3. You can keep noise to a minimum by ________ .
   a. speaking quietly
   b. banging food trays
   c. turning on the TV
   d. opening the windows

4. When describing the location of body parts, medical personnel ________ .
   a. imagine the patient in the anatomic position
   b. move the patient into the anatomic position
   c. imagine the patient lying down
   d. consider the patient's left their left

5. Which of the following is anterior? ________
   a. the back
   b. the skeleton
   c. most body organs
   d. the face

6. Medial parts are ________ .
   a. on the front of the body
   b. away from the middle
   c. near the middle
   d. next to the ears
7. Which statement is not true about plasma? ______
   a. It is a liquid.
   b. It is made up of red blood cells.
   c. It carries nutrients.
   d. It is one part of blood.

8. Three types of blood vessels are ______.
   a. oxygen, nutrients, and carbon dioxide
   b. plasma, red blood cells, and white blood cells
   c. hearts, tubing, and pulses
   d. arteries, capillaries, and veins

9. In the fourth paragraph, the blood system is called complex because ______.
   a. it is organized along a transverse plane
   b. it has many parts
   c. it has a total of three blood vessels
   d. it is easy to describe

10. Which of the following is a characteristic of atherosclerosis? ______
    a. flexible arteries
    b. clogged arteries
    c. good circulation
    d. cardiovascular health

11. People may be considered at a high risk for a heart attack if they ______.
    a. are in good health
    b. do not smoke
    c. get regular exercise
    d. are overweight

12. Another term for the heart is the ______.
    a. coronary muscle
    b. circulatory system
    c. angina
    d. atherosclerosis
13. The treatment of cardiovascular problems _______.
   a. is not the same for all patients
   b. depends only on the age of the patient
   c. has not changed in the past twenty years
   d. is rarely successful

14. Bypass surgery is a solution for patients with _______.
   a. an irregular heartbeat
   b. healthy arteries
   c. open arteries
   d. atherosclerosis

15. Jarvik-7 is _______.
   a. the name of the first artificial heart patient
   b. a drug to keep patients from rejecting new hearts
   c. a heart transplant team
   d. an artificial heart
## Test 2

### Part 2 - Matching 1

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<tr>
<td>1.</td>
<td>environment</td>
<td>a. low level</td>
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<td>2.</td>
<td>transverse</td>
<td>b. sick to the stomach</td>
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<tr>
<td>3.</td>
<td>posterior</td>
<td>c. dead air</td>
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<td>4.</td>
<td>regulate</td>
<td>d. front</td>
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<td>5.</td>
<td>dimmer</td>
<td>e. change a little</td>
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<td>6.</td>
<td>adjust</td>
<td>f. surroundings</td>
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<td>7.</td>
<td>minimum</td>
<td>g. less bright</td>
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<td>8.</td>
<td>anterior</td>
<td>h. back</td>
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<td>9.</td>
<td>nauseated</td>
<td>i. control</td>
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<td>10.</td>
<td>stuffy</td>
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Test 3

Part 2 continued - Matching 2

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4. aggressive behavior  
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6. irregular  
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   a. receiving operations
   b. about to be discharged
   c. not watched very carefully
   d. in critical condition
7. The abbreviation q means _____.
   a. every
   b. every hour
   c. every two hours
   d. every day

8. If a patient needs a procedure done every two hours, a nurse will write _____.
   a. q
   b. qh
   c. q2h
   d. qh2

9. A hospice is _____.
   a. another word for hospital
   b. a long-term care facility
   c. a place where nursing assistants do not work
   d. a place for terminally ill patients

10. The word realistic means _____.
    a. seeing things the way we wish them to be
    b. the inability to get a job
    c. seeing things as they are, not as we wish them to be
    d. the ability to own a piece of land

11. Another word for attitude is _____.
    a. outlook
    b. positive
    c. negative
    d. employer

12. A word that means something that holds us back from doing things is _____.
    a. hospices
    b. employers
    c. limitation
    d. realistic
13. One of the things included in most fringe benefits packages is ________.
   a. your schedule
   b. health insurance coverage
   c. personnel
   d. resignation

14. Another term for punctual is ________.
   a. put off
   b. turn off
   c. on line
   d. on time

15. You should follow directions ________.
   a. only when you understand the reasons behind them
   b. all the time
   c. when you feel like it
   d. not all the time
Test 4

Part 2 - Matching 1

1. consists of  
2. critical  
3. q2h  
4. apprehensive  
5. personnel  
6. gestures  
7. appropriate  
8. breathing  
9. attitude  
10. q. i. d.

a. body movements  
b. respiratory  
c. four times a day  
d. outlook  
e. acceptable  
f. employees  
g. every two hours  
h. made up of  
i. very serious  
j. scared
### Test 4

**Part 2 continued - Matching 2**

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446
CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she _______ the street.
A good guess for the missing word is "crossed."
She looked before she _______ the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 1: Home Away From Home

Where can you get better rest-in a stuffy, noisy, and dirty room or in an airy, quiet, and clean room? The answer is easy, Patients need a clean and _______ environment so that they can get their rest. This _______ be easy for a nursing assistant to forget on _______ busy day at work when there is a lot _______ do in a short period of time. But finding _______ to make the patient's environment comfortable and pleasant is _______ important.

A hot, stuffy room is terrible, especially if the _______ is feeling sick. It is important to make sure _______ the temperature in a patient's room is comfortable. Different _______ prefer different temperatures, so check with the patient. A _______ rule of thumb is to keep the room at 70 _______. Movement of fresh air, or air circulation, in the _______ is also necessary. Air circulation can be adjusted by _______ or closing top and bottom windows. At the same _______, protect patients from drafts by using screens or curtains.

The _______ staff can also regulate, or control, the light in _______ patient's room. Sleeping under a bright light can be _______ difficult. If a patient is resting, lights should be _______, or turned down low so that the patient can _______. However, there should be enough light so that staff _______ move around the room easily.

Noise is difficult to _______ on a hospital floor. There is the noise of _______ talking, televisions blaring, and food trays clattering. It is _______ to keep noise to a minimum, especially around patients _______ are resting. One way to keep the noise to _______ minimum is to speak quietly whenever possible. Another way _______ to make sure that a patient's television is not _______ loud that it bothers others. Also, preventing food trays _______ banging against other surfaces helps to cut down on _______. A quiet environment will allow a patient to rest.

Score = _______
CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she ______ the street.
A good guess for the missing word is "crossed."
She looked before she ______ the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 2: Our Lifeblood

This unit and the three that follow are an introduction to the circulatory system, one of nine systems in the body. The circulatory system transports, or carries, blood to every ______ in the body. More than 100,000 times per day, a ______ pushes blood through this system.

Blood is made up ______ plasma and blood cells. Plasma, a yellow liquid, carries ______ and some waste products. The heavier, solid parts of ______ are blood cells. Most blood cells are red blood ______. These cells carry oxygen to the body cells and ______ carbon dioxide away from them. Besides red blood cells, ______ are white blood cells, which help fight disease. Other ______ help to stop bleeding.

There are three types of blood vessels, or tubing, in the circulatory system:

1. **Arteries** carry blood from the heart to the rest ______ the body. Arteries are the thickest blood vessels because ______ carry blood under pressure. Because of this pressure, you ______ feel a pulse on an artery. As arteries lead ______ from the heart to the body cells, they branch ______ and become smaller.

2. **Capillaries** carry blood from the arteries to body cells. Capillaries ______ the smallest blood vessels with the thinnest walls. Oxygen ______ nutrients flow through capillary walls into the cells. Carbon ______ and waste materials flow from the cells into the ______.

3. **Veins** receive blood from the capillaries and transport it ______ to the heart. As they lead back to the ______, smaller veins join to form larger ones. As a ______, veins near the heart are almost as large as ______ near the heart.

The blood vessel system in the body is very ______, as shown below. It transports blood away from the ______ and then back to the heart. More than 50,000 ______ of tubing in our bodies make up this system.

Nursing assistants work with human beings—very complex organisms. ______ human being is made up of systems that work ______ to keep the organism alive. The circulatory system is one of those systems.

Score = ______
CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she ________ the street.
A good guess for the missing word is "crossed."
She looked before she __crossed__ the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 3: Have a Heart

Rita is a nursing assistant who works with patients with cardiovascular problems. Each patient's treatment depends on several things. It depends ________ part on the type of cardiovascular problem the patient _________. Angina, atherosclerosis, and clogged coronary arteries are all treated _________. Treatment also depends on the patient's general condition. Age ________ physical and mental health determine what is and is ________ possible. Rita is involved in each patient's treatment. She _________ interested in and concerned about each of her patients.

Joanne _________ an irregular heartbeat because the part of her heart ________ controls the heartbeat, is not working correctly. The different _________ of the heart are not working together. Doctors can _________ Joanne's problem with an artificial, or man-made, pacemaker. They will place this electronic _________ under her chest muscles. Small wires will then carry _________ into her coronary muscle.

Another patient Rita is concerned _________ is Gerald. He had open-heart surgery to correct _________ atherosclerosis. His coronary arteries were so clogged that the doctor _________ to replace them. Blood vessels from Gerald's legs were _________ to bypass, or go around, his coronary arteries in three _________. This type of open-heart surgery is called triple- _________ surgery.

Some of Rita's patients receive a treatment called angioplasty: _________ means remodeling of a blood vessel. A surgeon can _________ a clogged blood vessel by putting a tube called _________ catheter into that blood vessel. When the catheter reaches _________ clogged area, the surgeon uses a hand pump to _________ up a balloon inside the catheter. The balloon opens _________ blood vessel, allowing blood to flow more freely.

Some _________ with cardiovascular problems may need a heart transplant. The _________ transplant was done in 1967. The heart of a _________ woman killed in a car accident was transplanted into _________ chest of a 57-year-old man. He lived _________ 18 days. The second patient to receive a heart _________ lived for 19 months. In 1984, the heart of _________ baboon was transplanted into the chest of a baby. _________ baby, called Baby Fae, lived for 21 days. A _________ in all transplants is organ rejection. A patient's body _________ the transplanted heart as a foreign object, and his _________ system fights against it. _________ are used to keep _________ body from rejecting the new heart. However, these drugs _________ decrease the body's ability to fight off disease and ________
Doctors are experimenting to see whether artificial hearts might _________ the body avoid organ rejection. The first successful artificial _________, called the Jarvik-7, was placed in the chest of _________ patient in 1982. It was made of aluminum and plastic and was _________ by air. The patient lived for 112 days.

The _________ of heart ailments has changed a lot in recent years. As a nursing assistant, Rita has seen many patients who have been helped by these new types of treatment.

Score = _________

43
**CLOZE Exercise**

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she ______ the street.
A good guess for the missing word is "crossed."
She looked before she ______ the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

**Exercise 4: Myths about the Elderly**

Geriatrics is a branch of medicine that is concerned with the medical problems and care of the elderly. A nursing assistant who is especially trained ______ work with the elderly is called a ______ nursing assistant. In this unit, you will ______ some information that will be useful to ______ if you work with elderly patients.

People ______ all stages of life are highly individual; ______ is, no two people are alike. This ______ especially true of the elderly. It is ______ to see through the many myths about ______ people. Myths are false stories or ideas; ______ are not based on fact. Myths about ______ elderly are a problem because people, both ______ assistants and the elderly themselves, begin to ______ as though the ideas are true. For ______, if an elderly person is told that ______ is helpless, he may begin to make ______ helpless. Other myths about the elderly are:

- People become old at a certain age, such as 65.
- They cannot take care of themselves.
- They cannot make decisions.
- They have no interest in life, work, or other activities.
- They have nothing to contribute to society.
- They are unable to learn.
- They all live in poverty.
- They are neglected by family, friends, and society.

Facts show that these ideas are false. Example, "old" is not really a question ______ age. It is a question of health, ______, and state of mind. It is a ______ that people are active and healthy into ______ 80's. It is a fact that many older ______ have few on-the-job accidents and ______ miss work. They also get great satisfaction ______ their jobs and are willing to learn ______ skills. It is also a fact that 95% ______ the people over 65 live in their ______ homes, live independent lives, and look forward ______ 10 or 15 more years of life. ______ 80% of this group is mobile.

Only ______ 5% of people over 65 are institutionalized, ______ living in special facilities. However, this 5% ______ in a variety of settings. The amount ______ care these elderly people need varies. A ______ assistant's role varies according to the type ______ institution.

Score = ______
CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she __________ the street.
A good guess for the missing word is "crossed."
She looked before she __________ the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 5: Chronic Facts of Life

About 80% of all people over 65 have one or more chronic diseases. These diseases are a fact of life for __________ elderly people. This lesson discusses four common __________ among people in late adulthood. A nursing __________ who knows something about each of these __________ is better able to help patients who __________ from these conditions.

Diane has osteoporosis. This __________ gives her back pain and headaches. She __________ tired easily and is quite afraid while __________. This is because the disease has made __________ bones thin and weak. If she falls, __________ will easily break a bone. Since beginning __________ treatment, Diane has used braces for support. __________ has also been helped to get the __________ kind of exercise. Her special diet has __________ her added vitamin C and D and calcium.

Donald __________ diabetes. Almost half of all diabetes cases occur __________ people who are over 40. Donald's diabetes __________ not recognized until he was 64. As __________ true for 90% of all diabetics, Donald __________ a little overweight. He was diagnosed as __________ diabetes after he went to see his __________ about pain in his fingers. Now he __________ to give himself daily insulin shots. Insulin __________ a drug that helps his body use __________. In a healthy body, insulin is produced __________. It is not produced in medication alone. Diabetics might also be __________ on a strict diet. This special diet __________ help them to control the effects of __________ disease and to control their body weight.

Mrs. Gomez has lost most of her __________ because of glaucoma. This disease is caused __________ fluid collecting in and around the eyeball. __________ fluid puts pressure on the nerve between __________ eye and the brain. This pressure hurts. __________ can eventually damage that nerve. Besides losing __________ sight, she also has severe pain. Surgery __________ sometimes used to treat glaucoma, but Mrs. Gomez __________ being treated with a variety of drugs.

Paul __________ emphysema. For men over 40, emphysema is __________ only to heart attack as the leading __________ of death. Paul worked in a dusty __________ for many years. He also smoked for 50 __________. Both of these conditions may have led __________ his emphysema. As smoking has become more __________ among women, so have cases of emphysema __________ women. Treatment of this disease focuses on __________ the lung passages. In extreme cases, oxygen __________ a drug is forced into Paul's lungs. __________ drug opens the lung passages. When the __________ passages are open, the person can breathe __________ easily. Further treatment is not possible.
Residents and patients at a long-term ________ facility may suffer from a variety of ________ conditions. Geriatric nursing assistants learn to perform support roles for people with these different ailments.

Score = ________

53
CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she ______ the street.  
A good guess for the missing word is "crossed."  
She looked before she ______ the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 1: Home Away From Home

Where can you get better rest-in a stuffy, noisy, and dirty room or in an airy, quiet, and clean room? The answer is easy. Patients need a clean and ______ environment so that they can get their rest. This ______ be easy for a nursing assistant to forget on ______ busy day at work when there is a lot ______ do in a short period of time. But finding ______ to make the patient’s environment comfortable and pleasant is ______ important.

A hot, stuffy room is terrible, especially if the ______ is feeling sick. It is important to make sure ______ the temperature in a patient’s room is comfortable. Different ______ prefer different temperatures, so check with the patient. A ______ rule of thumb is to keep the room at ______ degrees. Movement of fresh air, or air circulation, in the ______ is also necessary. Air circulation can be adjusted by ______ or closing top and bottom windows. At the same ______, protect patients from drafts by using screens or curtains.

The ______ staff can also regulate, or control, the light in ______ patient’s room. Sleeping under a bright light can be ______ difficult. If a patient is resting, lights should be ______, or turned down low so that the patient can ______. However, there should be enough light so that staff ______ move around the room easily.

Noise is difficult to ______ on a hospital floor. There is the noise of ______ talking, televisions blaring, and food trays clattering. It is ______ to keep noise to a minimum, especially around patients ______ are resting. One way to keep the noise to a ______ minimum is to speak quietly whenever possible. Another way ______ to make sure that a patient’s television is not ______ loud that it bothers others. Also, preventing food trays ______ banging against other surfaces helps to cut down on ______. A quiet environment will allow a patient to rest.

Score = ______

28
CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she ______ the street.
A good guess for the missing word is "crossed."
She looked before she ______ the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 2: Our Lifeblood

This unit and the three that follow are an introduction to the circulatory system, one of nine systems in the body. The circulatory system transports, or carries, blood to every ______ in the body. More that 100,000 times per day, a ______ pushes blood through this system.

Blood is made up ______ of plasma and blood cells. Plasma, a yellow liquid, carries ______ and some waste products. The heavier, solid parts of ______ are blood cells. Most blood cells are red blood ______. These cells carry oxygen to the body cells and ______ carbon dioxide away from them. Besides red blood cells, ______ are white blood cells, which help fight disease. Other ______ help to stop bleeding.

There are three types of blood vessels, or tubing, in the circulatory system:

1. **Arteries** carry blood from the heart to the rest ______ of the body. Arteries are the thickest blood vessels because ______ carry blood under pressure. Because of this pressure, you ______ feel a pulse on an artery. As arteries lead ______ from the heart to the body cells, they branch ______ and become smaller.

2. **Capillaries** carry blood from the arteries to body cells. Capillaries ______ the smallest blood vessels with the thinnest walls. Oxygen ______ nutrients flow through capillary walls into the cells. Carbon ______ and waste materials flow from the cells into the ______

3. **Veins** receive blood from the capillaries and transport it ______ to the heart. As they lead back to the ______, smaller veins join to form larger ones. As a ______, veins near the heart are almost as large as ______ near the heart.

The blood vessel system in the body is very ______, as shown below. It transports blood away from the ______ and then back to the heart. More than 50,000 ______ of tubing in our bodies make up this system.

Nursing assistants work with human beings—very complex organisms. ______ human being is made up of systems that work ______ to keep the organism alive. The circulatory system is one of those systems.

Score = ______

Accept other answers which make sense.
CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she ______ the street.
A good guess for the missing word is "crossed."
She looked before she ______ the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 3: Have a Heart

Rita is a nursing assistant who works with patients with cardiovascular problems. Each patient's treatment depends on several things. It depends ______ part on the type of cardiovascular problem the patient ______. Angina, atherosclerosis, and clogged coronary arteries are all treated ______. Treatment also depends on the patient's general condition. Age ______ physical and mental health determine what is and is ______ possible. Rita is involved in each patient's treatment. She ______ interested in and concerned about each of her patients.

Joanne ______ an irregular heartbeat because the part of her heart ______ controls the heartbeat, is not working correctly. The different ______ of the heart are not working together. Doctors can ______ Joanne's problem with an artificial, or man-made, ______. They will place this electronic ______ under her chest muscles. Small wires will then carry ______ into her coronary muscle.

Another patient Rita is concerned ______ is Gerald. He had open-heart surgery to ______ ______ atherosclerosis. His coronary arteries were so clogged that the doctor ______ to replace them. Blood vessels from Gerald's legs were ______ to ______, or go around, his coronary arteries in three ______. This type of open-heart surgery is called ______ surgery.

Some of Rita's patients receive a treatment called ______. ______ means remodeling of a blood vessel. A surgeon can ______ a clogged blood vessel by putting a tube called ______ a ______ into that blood vessel. When the catheter reaches ______ clogged area, the surgeon uses a hand pump to ______ up a balloon inside the catheter. The balloon ______ the ______ blood vessel, allowing blood to flow more freely.

Some ______ with cardiovascular problems may need a heart ______. The ______ transplant was done in 1967. The heart of a ______ woman killed in a car accident was transplanted into ______ chest of a 57-year-old man. He lived ______ 18 days. The second patient to receive a heart ______ lived for 19 months. In 1984, the heart of ______ baboon was transplanted into the chest of a baby. ______ baby, called Baby Fae, lived for 21 days. ______ in all transplants is ______. A patient's body ______ the transplanted heart as a foreign object, and his ______ system fights against it. ______ are used to keep ______ body from rejecting the new heart. However, these drugs ______ decrease the body's ability to fight off disease and ______.
Doctors are experimenting to see whether artificial hearts might help the body avoid organ rejection. The first successful artificial heart, called the Jarvik-7, was placed in the chest of a patient in 1982. It was made of aluminum and plastic and was powered by air. The patient lived for 112 days.

The treatment of heart ailments has changed a lot in recent years. As a nursing assistant, Rita has seen many patients who have been helped by these new types of treatment.

Score = 43

*Accept other answers which make sense.*
CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she ______ the street.
A good guess for the missing word is "crossed."
She looked before she ______ the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 4: Myths about the Elderly

Geriatrics is a branch of medicine that is concerned with the medical problems and care of the elderly. A nursing assistant who is especially trained ______ work with the elderly is called a _______ nursing assistant. In this unit, you will ______ some information that will be useful to _______ if you work with elderly patients.

People ______ all stages of life are highly individual; ______ is, no two people are alike. This ______ especially true of the elderly. It is ______ to see through the many myths about ______ people. Myths are false stories or ideas; ______ are not based on fact. Myths about the elderly are a problem because people, both nursing assistants and the elderly themselves, begin to ______ as though the ideas are true. For ______, if an elderly person is told that ______ is helpless, he may begin to make ______ helpless. Other myths about the elderly are:

- People become old at a certain age, such as 65.
- They cannot take care of themselves.
- They cannot make decisions.
- They have no interest in life, work, or other activities.
- They have nothing to contribute to society.
- They are unable to learn.
- They all live in poverty.
- They are neglected by family, friends, and society.

Facts show that these ideas are false. ______ example, "old" is not really a question ______ age. It is a question of health, ______, and state of mind. It is a _______ that people are active and healthy into ______ 80's. It is a fact that many older ______ have few on-the-job accidents and ______ miss work. They also get great satisfaction ______ their jobs and are willing to learn ______ skills. It is also a fact that 95% ______ the people over 65 live in their _______ homes, live independent lives, and look forward ______ 10 or 15 more years of life. ______ 80% of this group is mobile.

Only ______ 5% of people over 65 are institutionalized, ______ living in special facilities. However, this 5% ______ in a variety of settings. The amount ______ care these elderly people need varies. A ______ assistant's role varies according to the type ______ institution.

Score = ______

Accept other answers which make sense.
CLOZE Exercise

In a cloze exercise, you try to guess which words are missing. This exercise determines if you can comprehend the passage.

She looked before she ________ the street.
A good guess for the missing word is "crossed."
She looked before she ________ the street.

In the story below, try to guess and replace the missing words. Be sure to read the whole sentence before guessing. Don't expect to get them all. Some are nearly impossible.

Exercise 5: Chronic Facts of Life

About 80% of all people over 65 have one or more chronic diseases. These diseases are a fact of life for ________ many elderly people. This lesson discusses four common ________ diseases ________ among people in late adulthood. A nursing ________ assistant ________ who knows something about each of these diseases ________ is better able to help patients who ________ suffer ________ from these conditions.

Diane has osteoporosis. This ________ disease ________ gives her back pain and headaches. She ________ gets ________ tired easily and is quite afraid while ________ walking ________. This is because the disease has made ________ her ________ bones thin and weak. If she falls, ________ she ________ will easily break a bone. Since beginning ________ her ________ treatment, Diane has used braces for support. ________ She ________ has also been helped to get the ________ right ________ kind of exercise. Her special diet has ________ given ________ her added vitamin C and D and calcium.

Donald ________ has ________ diabetes. Almost half of all diabetes cases occur ________ in ________ people who are ________ over 40. Donald's diabetes ________ was ________ not recognized until he was 64. As ________ is ________ true for 90% of all diabetics, Donald ________ was ________ a little overweight. He was diagnosed as ________ having ________ diabetes after he went to see his ________ doctor ________ about pain in his fingers. Now he ________ has ________ to give himself daily insulin shots. Insulin ________ is ________ a drug that helps his body use ________ sugar ________. In a healthy body, insulin is produced ________ naturally ________. It is not produced in medication alone. Diabetics might also be ________ put ________ on a strict diet. This special diet ________ can ________ help them to control the effects of ________ the ________ disease and to control their body weight.

Mrs. Gomez has lost most of her ________ vision ________ because of glaucoma. This disease is caused ________ by ________ fluid collecting in and around the eyeball. ________ This ________ fluid puts pressure on the nerve between ________ the ________ eye and the brain. This pressure hurts ________ ________. It ________ can eventually damage that nerve. Besides losing ________ her ________ sight, she also has severe pain. Surgery ________ is ________ sometimes used to treat glaucoma, but Mrs. Gomez ________ is ________ being treated with a variety of drugs.

Paul ________ has ________ emphysema. For men over 40, emphysema is ________ second ________ only to heart attack as the leading ________ cause ________ of death. Paul worked in a dusty ________ factory ________ for many years. He also smoked for 50 ________ years ________ . Both of these conditions may have led ________ to ________ his emphysema. As smoking has become more ________ common ________ among women, so have cases of emphysema ________ among ________ women. Treatment of this disease focuses on ________ opening ________ the lung passages. In extreme cases, oxygen ________ and ________ a drug is forced into Paul's lungs. ________ The ________ drug opens the lung passages. When the ________ lung ________ passages are open, the person can breathe ________ more ________ easily. Further treatment is not possible.
Residents and patients at a long-term care facility may suffer from a variety of chronic conditions. Geriatric nursing assistants learn to perform support roles for people with these different ailments.

Score = 53

Accept other answers which make sense.
Choose the meaning that is closest to the underlined word.

1. They must abandon it.
   a. fight against
   b. earn
   c. descend upon
   d. try to reach
   e. leave

2. a keen sense of smell
   a. not expensive
   b. sharp
   c. shiny
   d. funny
   e. uneven

3. She is jealous.
   a. poor
   b. fed
   c. robbed
   d. envious
   e. needed

4. He concealed it.
   a. squeezed
   b. enjoyed
   c. designed
   d. turned inside out
   e. hid

5. the vacant lot
   a. not natural
   b. empty
   c. sagging
   d. wrong
   e. beautiful

6. the gallant man
   a. brave
   b. very old
   c. lighted up
   d. unfriendly
   e. timid

7. They did shriek.
   a. get smaller
   b. fly off
   c. scream
   d. try to hide
   e. leave

8. in great peril
   a. sickness
   b. accident
   c. miser
   d. crime
   e. danger

9. the sinister-looking man
   a. surprised
   b. evil
   c. loved
   d. wrong
   e. expensive

10. I blend it.
    a. mix together
    b. no vision
    c. wrap tightly
    d. dance
    e. run off
11. It was **dense**
   a. shiny
   b. ugly
   c. thick
   d. cracked
   e. open

12. They will **commence**.
   a. join
   b. start
   c. business
   d. notice
   e. familiar

13. It can **gleam**.
   a. glide
   b. burst
   c. shine
   d. get larger
   e. cool off

14. a great **urgency**
   a. confusion
   b. tendency
   c. government office
   d. control
   e. immediate need

15. It was **preserved**.
   a. picked early
   b. liked best
   c. presented
   d. turned loose
   e. protected

16. They gathered **data**.
   a. proof
   b. small pieces
   c. information
   d. calendar
   e. machinery

17. the **massive** man
   a. heavy
   b. dangerous
   c. unfriendly
   d. strained
   e. military

18. to the **opponent**
   a. power
   b. neighbor
   c. plumpness
   d. flavor
   e. foe

19. I **evade** it.
   a. evaporate
   b. shadow
   c. alternate
   d. protect
   e. avoid

20. the **rural** life
   a. dense
   b. humid
   c. dangerous
   d. country
   e. city

21. They **probe** it.
   a. carry
   b. examine
   c. comprehend
   d. assemble
   e. deceive

22. Will he **consent**?
   a. delay
   b. violate
   c. agree
   d. narrate
   e. pursue
23. It was **gloomy**.
   a. dark
   b. amateur
   c. secure
   d. dirty
   e. shiny

24. the **mediocre** actor
   a. massive
   b. obvious
   c. weird
   d. average
   e. foolish

25. a **valid** reason
   a. miniature
   b. true
   c. different
   d. angry
   e. false

26. It was **obvious**.
   a. unwilling
   b. disgusting
   c. important
   d. plain
   e. average

27. could not **conclude**
   a. finish
   b. oppose
   c. happen
   d. condemn
   e. disturb

28. a **lack** of
   a. amount
   b. be without
   c. part
   d. end
   e. source

29. in the **vicinity**
   a. challenge
   b. large city
   c. neighborhood
   d. crowd
   e. speed

30. She was a **menace**.
   a. threat
   b. client
   c. puzzle
   d. leader
   e. tiger

31. They **dread** it.
   a. repeat
   b. answer
   c. fear
   d. hide
   e. protect

32. for **numerous** reasons
   a. weak
   b. amateur
   c. wrong
   d. secret
   e. several

33. It was **absurd**.
   a. foolish
   b. recent
   c. visible
   d. warmed up
   e. neglected
35. a solitary person
   a. real
   b. wonderful
   c. single
   d. mad
   e. hard

37. It was urgent.
   a. confusing
   b. strong-smelling
   c. violent
   d. important
   e. weird

39. a great famine
   a. starvation
   b. group
   c. writer
   d. woman
   e. war

41. gets a gleam
   a. cough
   b. fight
   c. color
   d. flash
   e. smile

43. saw a brawl
   a. opponent
   b. dish
   c. vision
   d. fight
   e. agreement

45. was bewildered by
   a. weakened
   b. seen
   c. postponed
   d. confused
   e. protected

36. was very frank
   a. carefree
   b. honest
   c. tricky
   d. dirty
   e. worried

38. an adequate amount
   a. old
   b. exact
   c. strong
   d. sufficient
   e. invisible

40. It was hazy.
   a. shiny
   b. inexpensive
   c. unclear
   d. weak
   e. tired

42. became unruly
   a. puzzled
   b. evil
   c. suspicious
   d. hard to control
   e. happy

44. He is whirling.
   a. finished
   b. spinning
   c. changing
   d. employed
   e. confused
Choose the meaning that is closest to the underlined word.

1. will **pursue** him
   a. watch
   b. chase
   c. scowl
   d. demand
   e. accuse

2. an **accurate** aim
   a. bold
   b. timed
   c. pointed
   d. exact
   e. slow

3. to **nourish** her
   a. wake up
   b. feed
   c. varnish
   d. love
   e. know

4. a strange **misfortune**
   a. wish
   b. bit of bad luck
   c. kind of song
   d. mission
   e. ending

5. He should **appeal**.
   a. follow the rules
   b. plead
   c. be sorry
   d. show up
   e. applaud

6. They were **threatened**.
   a. asked to pay
   b. given a present
   c. left alone
   d. promised harm
   e. threaded

7. It has been **absorbed**.
   a. stirred up
   b. abused
   c. squeezed
   d. taken in
   e. kept away

8. They were **uneasy**.
   a. unaware
   b. not ready
   c. not smooth
   d. tired
   e. restless

9. Can you **estimate**?
   a. alarm
   b. honor
   c. guess
   d. cheat
   e. relate

10. the **jagged** piece
    a. unfriendly
    b. uneven
    c. metal
    d. bouncy
    e. worn-out
11. to **devour** it
   a. devise
   b. grind
   c. scour out
   d. eat up
   e. roar

12. an important **captive**
   a. narrative
   b. prisoner
   c. enemy force
   d. leader
   e. loss

13. She spoke **rarely**.
   a. recently
   b. without warning
   c. not often
   d. by chance
   e. for certain

14. tried to **respond**
   a. attack
   b. ignore
   c. reply
   d. describe
   e. respect

15. with **severity**
   a. restriction
   b. harshness
   c. sadness
   d. weakness
   e. enjoyment

16. would be **unanimous**
   a. promised
   b. estimated
   c. returned
   d. unknown
   e. all in agreement

17. They will **revise** it.
   a. respect
   b. expand
   c. order
   d. alter
   e. review

18. an **accurate** look
   a. exact
   b. approximate
   c. enormous
   d. happening
   e. fortunate

19. will **surpass**
   a. change
   b. lose
   c. excel
   d. duplicate
   e. decrease

20. They **doubt** her.
   a. persuade
   b. destroy
   c. ask
   d. disbelieve
   e. believe

21. an **ingenious** way
   a. magic
   b. clever
   c. economical
   d. horrid
   e. reckless

22. to be a **pedestrian**
   a. brawl
   b. doctor
   c. platform
   d. walker
   e. minority
23. was defiant of
   a. challenging   b. afraid   c. reckless   d. doubtful   e. grateful

24. his crafty mind
   a. prosperous   b. excited   c. tricky   d. vigorous   e. confused

25. They collided.
   a. celebrated   b. agreed   c. departed   d. crashed   e. argued

26. had the dilemma of
   a. answer   b. capacity   c. decision   d. difficult choice   e. quantity

27. we anticipate that
   a. approach   b. expect   c. like   d. fear   e. wonder

28. They will penalize him.
   a. congratulate   b. expect   c. confirm   d. punish   e. question

29. She was scowling.
   a. demonstrating   b. scrubbing   c. skating   d. waddling   e. frowning

30. at his fierce foe
   a. weary   b. relieved   c. neutral   d. savage   e. nimble

31. only a trifle
   a. little bit   b. quantity   c. decrease   d. duplicate   e. minority

32. He detested it.
   a. voted for   b. ate   c. hated   d. encouraged   e. anticipated

33. He squandered it.
   a. stepped on   b. purchased   c. finished   d. wasted   e. questioned

34. the great calamity
   a. combination   b. campus   c. debate   d. vicinity   e. misfortune
35. with her **baggage**
   a. diplomas  
   b. guide  
   c. suitcases  
   d. disaster  
   e. juvenile

36. to **compel** him
   a. guide  
   b. doubt  
   c. relieve  
   d. point  
   e. force

37. tried to **pacify**
   a. answer  
   b. calm  
   c. water  
   d. encourage  
   e. consider

38. It was **awesome**.
   a. accurate  
   b. cautious  
   c. causing wonder  
   d. absurd  
   e. expensive

39. **disrupt** the class
   a. disagree with  
   b. devour  
   c. resent  
   d. upset  
   e. preserve

40. the **thrifty** man
   a. saving  
   b. restless  
   c. anxious  
   d. careless  
   e. careful

41. being **miserly** with
   a. unhappy  
   b. truthful  
   c. exhausted  
   d. happy  
   e. stingy

42. an **excessive** amount
   a. insufficient  
   b. awkward  
   c. extreme  
   d. fierce  
   e. slender

43. Who is the **culprit**?
   a. minister  
   b. offender  
   c. victor  
   d. loser  
   e. client

44. to be **juvenile**
   a. born  
   b. guided  
   c. mature  
   d. young  
   e. bewildered

45. for the **disaster**
   a. dilemma  
   b. vocation  
   c. misfortune  
   d. delinquent  
   e. detour
Choose the meaning that is closest to the underlined word.

1. to be **commended**
   a. finished  
   b. praised  
   c. expected  
   d. started  
   e. proven  

2. They will be **exempt**.
   a. tired of  
   b. alone  
   c. tested  
   d. freed from  
   e. fortunate  

3. to **maim** her
   a. cripple  
   b. nourish  
   c. awaken  
   d. revive  
   e. remember  

4. the **site** of
   a. view  
   b. dilemma  
   c. place  
   d. blunder  
   e. disaster  

5. he would **roam**
   a. repeat  
   b. wander  
   c. pierce  
   d. observe  
   e. identify  

6. to **confine** it
   a. dispute  
   b. begin  
   c. mix  
   d. confirm  
   e. keep in  

7. the man's **valor**
   a. anger  
   b. quota  
   c. vigor  
   d. bravery  
   e. response  

8. the **dispute** about
   a. disagreement  
   b. reluctance  
   c. confusion  
   d. tradition  
   e. discussion  

9. the **idle** boy
   a. awkward  
   b. awesome  
   c. lazy  
   d. bewildered  
   e. sacred  

10. of his **loyalty**
    a. anger  
    b. happiness  
    c. fear  
    d. faithfulness  
    e. misery
11. to **torment** them
   a. worry
   b. persuade
   c. trick
   d. decrease
   e. detect

12. they can't **flee**
   a. hold back
   b. run into
   c. jail
   d. run away
   e. adopt

13. to **abuse** him
   a. fool
   b. make laugh
   c. treat badly
   d. cheat
   e. refuse

14. the **mute** child
   a. fearful
   b. silent
   c. lonely
   d. healthy
   e. noisy

15. to **retain** it
   a. exchange
   b. stay
   c. refuse
   d. keep
   e. resell

16. the **radical** style
   a. confusing
   b. extreme
   c. boring
   d. irritating
   e. unacceptable

17. continued to **mumble**
   a. speak hurriedly
   b. be amazed
   c. encourage
   d. speak unclearly
   e. apologize

18. to **skim** it
   a. read carefully
   b. boil
   c. read quickly
   d. remove
   e. peel the outside

19. the **untidy** room
   a. gleaming
   b. neat
   c. thrifty
   d. greedy
   e. messy

20. try to **obtain** it
   a. reject
   b. get
   c. detour
   d. confirm
   e. thrust

21. were **soothed** by
   a. devoured
   b. lost
   c. raised
   d. comforted
   e. flattened

22. a **hasty** glance
   a. harsh
   b. fierce
   c. feeble
   d. sticky
   e. quick
23. to scorch it
   a. burn
   b. save
   c. moisten
   d. unite
   e. forbid

24. the most majestic
   a. patriotic
   b. fertile
   c. noble
   d. jagged
   e. simple

25. of the drought
   a. finance
   b. uncertain
   c. weather
   d. dryness
   e. argument

26. at the summit
   a. culprit
   b. exhibit
   c. top
   d. total
   e. fugitive

27. to drench him
   a. defraud
   b. scare
   c. threaten
   d. amuse
   e. soak

28. He was dejected.
   a. sad
   b. turned down
   c. confused
   d. requested
   e. valiant

29. to recede from
   a. elevate
   b. go forward
   c. say
   d. withdraw
   e. discard

30. It was legible.
   a. legal
   b. safe
   c. reckless
   d. readable
   e. easy

31. a customary thing
   a. deliberate
   b. foreign
   c. simple
   d. unstable
   e. usual

32. placards were placed
   a. utensils
   b. posters
   c. candidates
   d. suggestions
   e. dishes

33. in the tumult
   a. danger
   b. uproar
   c. quiet
   d. vault
   e. position

34. was a transparent case
   a. vague
   b. decisive
   c. severe
   d. clear
   e. dangerous

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for her obesity
a. problem
b. fatness
c. disaster
d. vacation
e. position

would jeopardize it
a. overcome
b. risk
c. condemn
d. magnify
e. disrupt

on a wasp
a. idea
b. insect
c. novel
d. verse
e. clinic

in the multitude
a. harvest
b. problem
c. charity
d. crowd
e. computer

it will endure
a. begin
b. appoint
c. last
d. attract
e. complete

are exposed to
a. addicted
b. opposed
c. related
d. laid open
e. resigned
Choose the meaning that is closest to the underlined word.

1. They must **abandon** it.
   a. fight against
   b. earn
   c. descend upon
   d. try to reach
   e. leave

2. a **keen** sense of smell
   a. not expensive
   b. sharp
   c. shiny
   d. funny
   e. uneven

3. She is **jealous**.
   a. poor
   b. fed
   c. robbed
   d. envious
   e. needed

4. He **concealed** it.
   a. squeezed
   b. enjoyed
   c. designed
   d. turned inside out
   e. hid

5. the **vacant** lot
   a. not natural
   b. empty
   c. sagging
   d. wrong
   e. beautiful

6. the **gallant** man
   a. brave
   b. very old
   c. lighted up
   d. unfriendly
   e. timid

7. They did **shriek**.
   a. get smaller
   b. fly off
   c. scream
   d. try to hide
   e. leave

8. **in great peril**
   a. sickness
   b. accident
   c. miser
   d. crime
   e. danger

9. the **sinister-looking** man
   a. surprised
   b. evil
   c. loved
   d. wrong
   e. expensive

10. **I blend** it.
    a. mix together
    b. no vision
    c. wrap tightly
    d. dance
    e. run off
11. It was **dense**
   a. shiny
   b. ugly
   c. thick
   d. cracked
   e. open

12. They will **commence**
   a. join
   b. start
   c. business
   d. notice
   e. familiar

13. It can **gleam**
   a. glide
   b. burst
   c. shine
   d. get larger
   e. cool off

14. a great **urgency**
   a. confusion
   b. tendency
   c. government office
   d. control
   e. immediate need

15. It was **preserved**
   a. picked early
   b. liked best
   c. presented
   d. turned loose
   e. protected

16. They gathered **data**
   a. proof
   b. small pieces
   c. information
   d. calendar
   e. machinery

17. the **massive** man
   a. heavy
   b. dangerous
   c. unfriendly
   d. strained
   e. military

18. to the **opponent**
   a. power
   b. neighbor
   c. plumpness
   d. flavor
   e. foe

19. I **evade** it
   a. evaporate
   b. shadow
   c. alternate
   d. protect
   e. avoid

20. the **rural** life
   a. dense
   b. humid
   c. dangerous
   d. country
   e. city

21. They **probe** it
   a. carry
   b. examine
   c. comprehend
   d. assemble
   e. deceive

22. Will he **consent**?
   a. delay
   b. violate
   c. agree
   d. narrate
   e. pursue
It was **gloomy**.

- dark  
- amateur  
- secure  
- dirty  
- shiny

A **valid** reason

- miniature  
- true  
- different  
- angry  
- false

**Could not conclude**

- finish  
- oppose  
- happen  
- condemn  
- disturb

In the **vicinity**

- challenge  
- large city  
- neighborhood  
- crowd  
- speed

They **dread** it.

- repeat  
- answer  
- fear  
- hide  
- protect

It was **absurd**.

- foolish  
- recent  
- visible  
- warmed up  
- neglected

The **mediocre** actor

- massive  
- obvious  
- weird  
- average  
- foolish

It was **obvious**.

- unwilling  
- disgusting  
- important  
- plain  
- average

A **lack** of

- amount  
- be without  
- part  
- end  
- source

She was a **menace**.

- threat  
- client  
- puzzle  
- leader  
- tiger

For **numerous** reasons

- weak  
- amateur  
- wrong  
- secret  
- several

Our first **glimpse**

- disagreement  
- response  
- thought  
- view  
- balloon
35. a solitary person
   a. real  b. wonderful  c. single  d. mad  e. hard

37. It was urgent.
   a. confusing  b. strong-smelling  c. violent  d. important  e. weird

39. a great famine
   a. starvation  b. group  c. writer  d. woman  e. war

41. gets a gleam
   a. cough  b. fight  c. color  d. flash  e. smile

43. saw a brawl
   a. opponent  b. dish  c. vision  d. fight  e. agreement

45. was bewildered by
   a. weakened  b. seen  c. postponed  d. confused  e. protected

b 36. was very frank
   a. carefree  b. honest  c. tricky  d. dirty  e. worried

d 38. an adequate amount
   a. old  b. exact  c. strong  d. sufficient  e. invisible

40. It was hazy.
   a. shiny  b. inexpensive  c. unclear  d. weak  e. tired

42. became unruly
   a. puzzled  b. evil  c. suspicious  d. hard to control  e. happy

44. He is whirling.
   a. finished  b. spinning  c. changing  d. employed  e. confused

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Choose the meaning that is closest to the underlined word.

1. will pursue him
   a. watch
   b. chase
   c. scowl
   d. demand
   e. accuse

2. an accurate aim
   a. bold
   b. timed
   c. pointed
   d. exact
   e. slow

3. to nourish her
   a. wake up
   b. feed
   c. varnish
   d. love
   e. know

4. a strange misfortune
   a. wish
   b. bit of bad luck
   c. kind of song
   d. mission
   e. ending

5. He should appeal.
   a. follow the rules
   b. plead
   c. be sorry
   d. show up
   e. applaud

6. They were threatened.
   a. asked to pay
   b. given a present
   c. left alone
   d. promised harm
   e. threaded

7. It has been absorbed.
   a. stirred up
   b. abused
   c. squeezed
   d. taken in
   e. kept away

8. They were uneasy.
   a. unaware
   b. not ready
   c. not smooth
   d. tired
   e. restless

9. Can you estimate?
   a. alarm
   b. honor
   c. guess
   d. cheat
   e. relate

10. the jagged piece
    a. unfriendly
    b. uneven
    c. metal
    d. bouncy
    e. worn-out
11. to **devour** it
   a. devise  
   b. grind  
   c. scour out  
   d. eat up  
   e. roar

12. an important **captive**
   a. narrative  
   b. prisoner  
   c. enemy force  
   d. leader  
   e. loss

13. She spoke **rarely**.
   a. recently  
   b. without warning  
   c. not often  
   d. by chance  
   e. for certain

14. tried to **respond**
   a. attack  
   b. ignore  
   c. reply  
   d. describe  
   e. respect

15. with **severity**
   a. restriction  
   b. harshness  
   c. sadness  
   d. weakness  
   e. enjoyment

16. would be **unanimous**
   a. promised  
   b. estimated  
   c. returned  
   d. unknown  
   e. all in agreement

17. They will **revise** it.
   a. respect  
   b. expand  
   c. order  
   d. alter  
   e. review

18. an **accurate** look
   a. exact  
   b. approximate  
   c. enormous  
   d. happening  
   e. fortunate

19. will **surpass**
   a. change  
   b. lose  
   c. excel  
   d. duplicate  
   e. decrease

20. They **doubt** her.
   a. persuade  
   b. destroy  
   c. ask  
   d. disbelieve  
   e. believe

21. an **ingenious** way
   a. magic  
   b. clever  
   c. economical  
   d. horrid  
   e. reckless

22. to be a **pedestrian**
   a. brawl  
   b. doctor  
   c. platform  
   d. walker  
   e. minority
23. was **defiant** of
   a. challenging  
b. afraid  
c. reckless  
d. doubtful  
e. grateful  

24. his **crafty** mind
   a. prosperous  
b. excited  
c. tricky  
d. vigorous  
e. confused  

25. They **collided**.
   a. celebrated  
b. agreed  
c. departed  
d. crashed  
e. argued  

26. had the **dilemma** of
   a. answer  
b. capacity  
c. decision  
d. difficult choice  
e. quantity  

27. we **anticipate** that
   a. approach  
b. expect  
c. like  
d. fear  
e. wonder  

28. They will **penalize** him.
   a. congratulate  
b. expect  
c. confirm  
d. punish  
e. question  

29. She was **scowling**.
   a. demonstrating  
b. scrubbing  
c. skating  
d. waddling  
e. frowning  

30. at his **fierce** foe
   a. weary  
b. relieved  
c. neutral  
d. savage  
e. nimble  

31. only a **trifle**
   a. little bit  
b. quantity  
c. decrease  
d. duplicate  
e. minority  

32. He **detested** it.
   a. voted for  
b. ate  
c. hated  
d. encouraged  
e. anticipated  

33. He **squandered** it.
   a. stepped on  
b. purchased  
c. finished  
d. wasted  
e. questioned  

34. the great **calamity**
   a. combination  
b. campus  
c. debate  
d. vicinity  
e. misfortune
35. with her **baggage**
   a. diplomas
   b. guide
   c. suitcases
   d. disaster
   e. juvenile

37. tried to **pacify**
   a. answer
   b. calm
   c. water
   d. encourage
   e. consider

39. **disrupt** the class
   a. disagree with
   b. devour
   c. resent
   d. upset
   e. preserve

41. being **miserly** with
   a. unhappy
   b. truthful
   c. exhausted
   d. happy
   e. stingy

43. Who is the **culprit**?
   a. minister
   b. offender
   c. victor
   d. loser
   e. client

45. for the **disaster**
   a. dilemma
   b. vocation
   c. misfortune
   d. delinquent
   e. detour
VOCABULARY TEST III Chapters 29 - 42

Choose the meaning that is closest to the underlined word.

1. to be **commended**
   a. finished
   b. praised
   c. expected
   d. started
   e. proven

2. They will be **exempt**.
   a. tired of
   b. alone
   c. tested
   d. freed from
   e. fortunate

3. to **maim** her
   a. cripple
   b. nourish
   c. awaken
   d. revive
   e. remember

4. the **site** of
   a. view
   b. dilemma
   c. place
   d. blunder
   e. disaster

5. he would **roam**
   a. repeat
   b. wander
   c. pierce
   d. observe
   e. identify

6. to **confine** it
   a. dispute
   b. begin
   c. mix
   d. confirm
   e. keep in

7. the man's **valor**
   a. anger
   b. quota
   c. vigor
   d. bravery
   e. response

8. the **dispute** about
   a. disagreement
   b. reluctance
   c. confusion
   d. tradition
   e. discussion

9. the **idle** boy
   a. awkward
   b. awesome
   c. lazy
   d. bewildered
   e. sacred

10. of his **loyalty**
    a. anger
    b. happiness
    c. fear
    d. faithfulness
    e. misery
11. to torment them
   a. worry
   b. persuade
   c. trick
   d. decrease
   e. detect

13. to abuse him
   a. fool
   b. make laugh
   c. treat badly
   d. cheat
   e. refuse

15. to retain it
   a. exchange
   b. stay
   c. refuse
   d. keep
   e. resell

17. continued to mumble
   a. speak hurriedly
   b. be amazed
   c. encourage
   d. speak unclearly
   e. apologize

19. the untidy room
   a. gleaming
   b. neat
   c. thrifty
   d. greedy
   e. messy

21. were soothed by
   a. devoured
   b. lost
   c. raised
   d. comforted
   e. flattened

12. they can't flee
   a. hold back
   b. run into
   c. jail
   d. run away
   e. adopt

14. the mute child
   a. fearful
   b. silent
   c. lonely
   d. healthy
   e. noisy

16. the radical style
   a. confusing
   b. extreme
   c. boring
   d. irritating
   e. unacceptable

18. to skim it
   a. read carefully
   b. boil
   c. read quickly
   d. remove
   e. peel the outside

20. try to obtain it
   a. reject
   b. get
   c. detour
   d. confirm
   e. thrust

22. a hasty glance
   a. harsh
   b. fierce
   c. feeble
   d. sticky
   e. quick
23. to scorch it
   a. burn
   b. save
   c. moisten
   d. unite
   e. forbid

25. of the drought
   a. finance
   b. uncertain
   c. weather
   d. dryness
   e. argument

27. to drench him
   a. defraud
   b. scare
   c. threaten
   d. amuse
   e. soak

29. to recede from
   a. elevate
   b. go forward
   c. say
   d. withdraw
   e. discard

31. a customary thing
   a. deliberate
   b. foreign
   c. simple
   d. unstable
   e. usual

33. in the tumult
   a. danger
   b. uproar
   c. quiet
   d. vault
   e. position

24. the most majestic
   a. patriotic
   b. fertile
   c. noble
   d. jagged
   e. simple

26. at the summit
   a. culprit
   b. exhibit
   c. top
   d. total
   e. fugitive

28. He was dejected.
   a. sad
   b. turned down
   c. confused
   d. requested
   e. valiant

30. It was legible.
   a. legal
   b. safe
   c. reckless
   d. readable
   e. easy

32. placards were placed
   a. utensils
   b. posters
   c. candidates
   d. suggestions
   e. dishes

34. was a transparent case
   a. vague
   b. decisive
   c. severe
   d. clear
   e. dangerous
35. for her **obesity**
   a. problem
   b. fatness
   c. disaster
   d. vacation
   e. position

37. would **jeopardize it**
   a. overcome
   b. risk
   c. condemn
   d. magnify
   e. disrupt

39. on a **wasp**
   a. idea
   b. insect
   c. novel
   d. verse
   e. clinic

41. in the **multitude**
   a. harvest
   b. problem
   c. charity
   d. crowd
   e. computer

43. it will **endure**
   a. begin
   b. appoint
   c. last
   d. attract
   e. complete

45. are **exposed to**
   a. addicted
   b. opposed
   c. related
   d. laid open
   e. resigned

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Hope this test doesn't Drive You Up a Wall!
IDIOMS TEST 1

Score = 50_____

I. Matching

____ 1. cat got your tongue?
____ 2. not have a leg to stand on
____ 3. drive (me) up a wall
____ 4. take the bull by the horns
____ 5. stick out (your) neck
____ 6. sell (him) down the river
____ 7. smell a rat
____ 8. shoot off (her) mouth
____ 9. string (him) along
____10. let the cat out of the bag
____11. get in (my) hair
____12. leave (us) high and dry
____13. horse of a different color
____14. pulling (my) leg
____15. snow job

a. lead him on dishonestly
b. feel that something is wrong
c. betray him
d. bother me
e. abandon us
f. annoy you greatly
g. quite a different matter
h. take a risk
i. fooling me
j. can't talk?
k. express her opinions loudly
l. insincere talk
m. decide to take action
n. inform beforehand
o. no good defense for your actions

II. Matching

____16. go to the dogs
____17. tongue-in-cheek
____18. all thumbs
____19. straight from the horse's mouth
____20. jump down (my) throat
____21. sell (her) short
____22. for the birds
____23. pay through the nose
____24. spill the beans
____25. horse around
____26. snow job
____27. shake a leg
____28. fishy
____29. play it by ear
____30. feed (her) a line

a. uninteresting and meaningless
b. from a reliable source
c. pay too high a price
d. strange and suspicious
e. play around
f. become angry with me
g. insincere talk
h. not serious
i. hurry!
j. improvise as you go along
k. clumsy
l. become run-down
m. underestimate her
n. deceive her
o. reveal a secret
III. Which idiom would you use?

1. Their house is in serious need of repair.
   It has really _______________________________.

2. I don't think he was telling her the truth.
   I think he was ________________________________.
   (2 possible answers)

3. Let's decide what to do as we go along.
   We'll ________________________________.

4. My mother-in-law is bothering me and making me angry.
   She's ________________________________.
   (2 possible answers)

5. I'd like to help you with that but I'm clumsy and awkward at typing.
   I'm ________________________________.

6. John has no facts to support his story of the robbery,
   so he ________________________________ in court.

7. The boss left her alone with a lot of work and no extra help.
   He ________________________________.

8. The lady talked about Olympic skating as if she knew everything about it.
   She was really ________________________________.

9. My mother knows she's taking a great risk in loaning my brother the money
   but she's decided to ________________________________.

10. People underestimate the little boy.
    Because he's so quiet, they ________________________________.
IV. Write the correct idiom for the following pictures.

[Images of various scenes, each with a cartoon character or characters in different situations.]
This test will
Knock Your Socks Off!
IDIOMS TEST 2

I. Matching

1. on ice  a. wake up in a bad mood
2. wet blanket  b. wear (your) finest clothes
3. lemon  c. concealed
4. shoot the breeze  d. make a getaway
5. keep under (your) hat  e. give unwillingly
6. out of the woods  f. out of danger
7. bite the dust  g. enthuse and excite
8. up (his) sleeve  h. dull or boring person
9. get up on the wrong side of the bed  i. get dismissed, fired
10. bend over backwards  j. keep something a secret
11. dressed to kill  k. try very hard
12. out on a limb  l. set aside for future use
13. hit the hay  m. bothering or worrying (you)
14. give (him) the slip  n. go down in defeat
15. eating (you)  o. to be hasty
16. cough up  p. something defective
17. knock (your) socks off  q. go to bed
18. get the ax  r. in a risky position
19. jump the gun  s. chat informally

II. Matching

1. talking through (her) hat  a. laughing very hard
2. in the hole  b. hand over
3. scratch (my) back  c. at the limit of coping
4. lose (your) shirt  d. disgust him
5. bite the bullet  e. fail at something
6. hit the ceiling  f. lose a lot of money
7. in stitches  g. sick and failing
8. face the music  h. die
9. fork over  i. accept the consequences
10. dressed to the teeth  j. return a favor
11. blow it  k. protest strongly
12. turn (him) off  l. endure in a difficult situation
13. at the end of (their) rope  m. in danger of being lost
14. go fly a kite  n. in debt
15. on (its) last legs  o. extremely angry
16. kick the bucket  p. go away!
17. hot under the collar  q. become very angry
18. raise a stink  r. make foolish statements
19. on the line  s. dressed elegantly
III. Which idiom would you use?

1. The man asked the doctor if his wife was out of danger but the doctor told him his wife was not ____________________________ yet.

2. They got tired of the project and decided to set it aside for a month or so.
   They ____________________________ awhile.

3. If you borrow your brother's car without asking him, he'll probably ____________________________ and protest very strongly.

4. John thought she had concealed his plan about the surprise birthday party but Susan knew he had something ____________________________.

5. You sure woke up in a bad mood this morning. Did you ____________________________?

6. Did you hear Harry ____________________________? They dismissed him from his job with no warning at all.

7. When Mr. Smith's business went bankrupt, his family had to ____________________________ and endure a very difficult situation.

8. You'll be so excited when you hear this new group play! They'll ____________________________!

9. When my friend asked me to babysit her children I said sure if you'll ____________________________, I'll ____________________________. She said she'd be glad to return the favor.

10. Mary's very funny. She had us laughing so hard our sides hurt.
   We were ____________________________.

11. She's really ____________________________ to help us raise the money. I'm pleased that she's trying so hard.

12. The woman with six children and no job doesn't know whether she'll be able to cope with the situation or not. She's really ____________________________. 
IV. Write the correct idiom for the following pictures.
Give this test
Your Best Shot!
IDIOMS TEST 3

I. Matching

1. for a song
2. toot (your) own horn
3. money talks
4. make a splash
5. stick to (his) guns
6. let sleeping dogs lie
7. have the world by the tail
8. get the ball rolling
9. shape up or ship out
10. sitting pretty
11. mind your P’s and Q’s
12. if the shoe fits, wear it
13. feel like a million dollars
14. hang on
15. different strokes for different folks
16. kick up (her) heels

Score = 50

a. don’t bother trouble
b. be successful and happy
c. behave properly or leave
d. boast
e. in a fortunate position
f. persevere
g. everyone has different interests/tastes
h. maintain (his) position
i. celebrate
j. feel wonderful
k. money can influence people
l. admit the truth
m. for very little money
n. take care in speech and action
o. initiate action
p. be successful and attract attention

II. Matching

1. bury the hatchet
2. give it (your) best shot
3. bark is worse than (his) bite
4. paint the town red
5. make ends meet
6. eyes are bigger than (your) stomach
7. get away clean
8. get the jump on (him)
9. put your money where your mouth is
10. come alive
11. pull strings
12. the early bird catches the worm
13. spread (yourself) too thin
14. people who live in glass houses shouldn’t throw stones
15. go to bat for someone
16. duck soup
17. all’s well that ends well

a. take more food than you can eat
b. don’t criticize when you’re at fault too
c. follow through with a stated intention
d. try hard
e. exert influence
f. become involved in too many activities
g. pay (your) bills
h. escape punishment
i. easy, effortless
j. carouse and have a good time
k. get the advantage over him
l. not as bad-tempered as he appears
m. a successful outcome is worth the effort
n. make peace

o. arriving early gives (you) an advantage
p. brighten up and become active
q. help out and support someone

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III. Which idiom would you use?

1. We really got a good deal on that used car.
   We bought it ________________________________.

2. She'd better ________________________________ on that project -
she'd better start it right now.

3. The boss told the new staff they'd better improve their work or they'd all be fired.
   "__________________________!" he warned.

4. The brothers had had bitter feelings toward one another for years. Finally they decided
to make peace with each other and ________________________________.

5. It's your birthday! Let's celebrate! Let's kick up our heels!
   Let's ________________________________!

6. Taking a big test? Well, try your hardest and be sure to
   ________________________________.

7. The mother was afraid that her teenage daughter was involved in so many activities
   that she wasn't doing a good job of any of them and was ________________________________.
IV. Write the correct idiom for the following pictures.

[Pictures of various situations]

[Idioms to write for each picture]
Hope this test doesn't Drive You Up a Wall!
IDIOMS TEST 1

I. Matching

1. cat got your tongue?  a. lead him on dishonestly
2. not have a leg to stand on  b. feel that something is wrong
3. drive (me) up a wall  c. betray him
4. take the bull by the horns  d. bother me
5. stick out (your) neck  e. abandon us
6. sell (him) down the river  f. annoy you greatly
7. smell a rat  g. quite a different matter
8. shoot off (her) mouth  h. take a risk
9. string (him) along  i. fooling me
10. let the cat out of the bag  j. can't talk?
11. get in (my) hair  k. express her opinions loudly
12. leave (us) high and dry  l. insincere talk
13. horse of a different color  m. decide to take action
14. pulling (my) leg  n. inform beforehand
15. snow job  o. no good defense for your actions

II. Matching

16. go to the dogs  a. uninteresting and meaningless
17. tongue-in-cheek  b. from a reliable source
18. all thumbs  c. pay too high a price
19. straight from the horse's mouth  d. strange and suspicious
20. jump down (my) throat  e. play around
21. sell (her) short  f. become angry with me
22. for the birds  g. insincere talk
23. pay through the nose  h. not serious
24. spill the beans  i. hurry!
25. horse around  j. improvise as you go along
26. snow job  k. clumsy
27. shake a leg  l. become run-down
28. fishy  m. underestimate her
29. play it by ear  n. deceive her
30. feed (her) a line  o. reveal a secret
III. Which idiom would you use?

1. Their house is in serious need of repair.
   It has really gone to the dogs.

2. I don't think he was telling her the truth.
   I think he was stringing her along feeding her a line
   (2 possible answers)

3. Let's decide what to do as we go along.
   We'll play it by ear.

4. My mother-in-law is bothering me and making me angry.
   She's driving me up a wall getting in my hair
   (2 possible answers)

5. I'd like to help you with that but I'm clumsy and awkward at typing.
   I'm all thumbs.

6. John has no facts to support his story of the robbery,
   so he doesn't have a leg to stand on in court.

7. The boss left her alone with alot of work and no extra help.
   He left her high and dry.

8. The lady talked about olympic skating as if she knew everything about it.
   She was really shooting off her mouth.

9. My mother knows she's taking a great risk in loaning my brother the money
   but she's decided to stick out her neck.

10. People underestimate the little boy.
    Because he's so quiet, they sell him short.
IV. Write the correct idiom for the following pictures.

1. 
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98. 
99. 

100.
This test will
Knock Your Socks Off!
IDIOMS TEST 2

Score = 60

I. Matching

1. on ice
2. wet blanket
3. lemon
4. shoot the breeze
5. keep under (your) hat
6. out of the woods
7. bite the dust
8. up (his) sleeve
9. get up on the wrong side of the bed
10. bend over backwards
11. dressed to kill
12. out on a limb
13. hit the hay
14. give (him) the slip
15. eating (you)
16. cough up
17. knock (your) socks off
18. get the ax
19. jump the gun

a. wake up in a bad mood
b. wear (your) finest clothes
c. concealed
d. make a getaway
e. give unwillingly
f. out of danger
g. enthuse and excite
h. dull or boring person
i. get dismissed, fired
j. keep something a secret
k. try very hard
l. set aside for future use
m. bothering or worrying (you)
n. go down in defeat
o. to be hasty
p. something defective
q. go to bed
r. in a risky position
s. chat informally

II. Matching

1. talking through (her) hat
2. in the hole
3. scratch (my) back
4. lose (your) shirt
5. bite the bullet
6. hit the ceiling
7. in stitches
8. face the music
9. fork over
10. dressed to the teeth
11. blow it
12. turn (him) off
13. at the end of (their) rope
14. go fly a kite
15. on (its) last legs
16. kick the bucket
17. hot under the collar
18. raise a stink
19. on the line

a. laughing very hard
b. hand over
c. at the limit of coping
d. disgust him
e. fail at something
f. lose a lot of money
g. sick and failing
h. die
i. accept the consequences
j. return a favor
k. protest strongly
l. endure in a difficult situation
m. in danger of being lost
n. in debt
o. extremely angry
p. go away!
q. become very angry
r. make foolish statements
s. dressed elegantly
III. Which idiom would you use?

1. The man asked the doctor if his wife was out of danger but the doctor told him his wife was not \textit{out of the woods} yet.

2. They got tired of the project and decided to set it aside for a month or so. They \textit{put it on ice} awhile.

3. If you borrow your brother's car without asking him, he'll probably \textit{raise a stink} and protest very strongly.

4. John thought she had concealed his plan about the surprise birthday party but Susan knew he had something \textit{up his sleeve}.

5. You sure woke up in a bad mood this morning. Did you \textit{get up on the wrong side of the bed}?

6. Did you hear Harry \textit{got the ax}? They dismissed him from his job with no warning at all.

7. When Mr. Smith's business went bankrupt, his family had to \textit{bite the bullet} and endure a very difficult situation.

8. You'll be so excited when you hear this new group play! They'll \textit{knock your socks off}.

9. When my friend asked me to babysit her children I said sure if you'll \textit{scratch my back}, I'll \textit{scratch yours}. She said she'd be glad to return the favor.

10. Mary's very funny. She had us laughing so hard our sides hurt. We were \textit{in stitches}.

11. She's really \textit{bent over backwards} to help us raise the money. I'm pleased that she's trying so hard.

12. The woman with six children and no job doesn't know whether she'll be able to cope with the situation or not. She's really \textit{at the end of her rope}. 

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IV. Write the correct idiom for the following pictures.

on ice  hit the hay  kick the bucket

wet blanket  lose (your) shirt  raise a stink

cough up  give (him) the slip  hit the ceiling

kick your socks off
Give this test
Your Best Shot!
IDIOMS TEST 3

I. Matching

m 1. for a song

d 2. toot (your) own horn

k 3. money talks

p 4. make a splash

g 5. stick to (his) guns

b 6. let sleeping dogs lie

c 7. have the world by the tail

9 8. get the ball rolling

c 9. shape up or ship out

e 10. sitting pretty

h 11. mind your P's and Q's

i 12. if the shoe fits, wear it

j 13. feel like a million dollars

f 14. hang on

i 15. different strokes for different folks

j 16. kick up (her) heels

---
a. don't bother trouble
b. be successful and happy
c. behave properly or leave
d. boast
e. in a fortunate position
f. persevere
g. everyone has different interests/tastes
h. maintain (his) position
i. celebrate
j. feel wonderful
k. money can influence people
l. admit the truth
m. for very little money
n. take care in speech and action
o. initiate action
p. be successful and attract attention

II. Matching

h 1. bury the hatchet

1. give it (your) best shot

j 3. bark is worse than (his) bite

f 4. paint the town red

a 5. make ends meet

g 6. eyes are bigger than (your) stomach

b 7. get away clean

k 8. get the jump on (him)

o 9. put your money where your mouth is

p 10. come alive

e 11. pull strings

q 12. the early bird catches the worm

f 13. spread (yourself) too thin

b 14. people who live in glass houses shouldn't throw stones

q 15. go to bat for someone

f 16. duck soup

m 17. all's well that ends well

---
a. take more food than you can eat
b. don't criticize when you're at fault too
c. follow through with a stated intention
d. try hard
e. exert influence
f. become involved in too many activities
g. pay (your) bills
h. escape punishment
i. easy, effortless
j. carouse and have a good time
k. get the advantage over him
l. not as bad-tempered as he appears
m. a successful outcome is worth the effort
n. make peace
o. arriving early gives (you) an advantage
p. brighten up and become active
q. help out and support someone
III. Which idiom would you use?

1. We really got a good deal on that used car.
   We bought it ____________________________ .

2. She'd better ____________________________ on that project - she'd better start it right now.

3. The boss told the new staff they'd better improve their work or they'd all be fired.
   "______________________________ !" he warned.

4. The brothers had had bitter feelings toward one another for years. Finally they decided to make peace with each other and ____________________________ .

5. It's your birthday! Let's celebrate! Let's kick up our heels!
   Let's ____________________________ !

6. Taking a big test? Well, try your hardest and be sure to ____________________________ .

7. The mother was afraid that her teenage daughter was involved in so many activities that she wasn't doing a good job of any of them and was ____________________________ .
IV. Write the correct idiom for the following pictures.

- have the world by the tail
- pull strings
- let sleeping dogs lie
- if the shoe fits, wear it
- different strokes for different folks
- people who live in glass houses
- shouldn't throw stones
- sitting pretty
- stick to one's guns
- go to bat for someone
- The early bird catches the worm
Texts Used:

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*Working As A Nursing Assistant* (Robert Ventre Associate)
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Prentice-Hall, Inc. (1990)

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Educational Design, Inc. (1992)

*504 Absolutely Essential Words*, 3rd Edition (Murray Bromberg)
Educational Series, Inc. (1988)

*101 American English Idioms* (Harry Collis)
NTC Publishing Group (1992)

**MLA**

*Mathematics For Health Occupations* (Kathi Dunlap)
Del Mar Publishers (1991)

*Reading In The Workplace/Health Care* (Davis, Meng, Reese)
Educational Activities Inc. (1992)

*Mary's Story: A Curriculum For Teaching Medical Terminology* (Priscilla Carman)
Penn State University (1992)

*The Math Problem Solver* (Myrna Manley)
Contemporary Books Inc. (1993)

*Fundamental Mathematics For Health Careers* (J. Hayden/H. Davis)
Del Mar Publishers (1990)
Worksheets, Tests, Etc. (some created by us)

CNA

Tests:  

*Getting Ready To Be A Nursing Assistant*
4 Tests

*Working As A Nursing Assistant*
4 Tests

OTAN
VESL/Workplace
Clearinghouse
(619) 265-3458:

- Medical Vocabulary Terms
- Medical Glossary
- VESL Vocabulary Exercises: Medical Terminology

Test on all vocabulary words

Record sheets for all students (folders)

Medical idioms on walls
3 tests on these idioms

Games, puzzles, exercises (Cloze)/health related

Computer sheets/math, reading, language arts

Reading comprehension - related short stories, exercises, etc.

Tests on non-medical vocabulary words

Computer-generated health care study units

Instructor-generated health care study units
Computer Software

**CNA**

*Reading In The Workplace/Health Care* (3 Units) (Davis, Meng, Reese)
Educational Activities Inc. (1992)

*Basic Literacy Skills Reading* (Network)
TRO/PLATO Education Services

*Basic Literacy Skills Language Arts* (Network)
TRO/PLATO Education Services

*Advanced Literacy Skills Reading* (Network)
TRO/PLATO Education Services

**MLA**

*Reading In The Workplace/Health Care* (3 Units) (Davis, Meng, Reese)
Educational Activities Inc. (1992)

*Basic Literacy Skills Mathematics* (Network)
TRO/PLATO Education Services

*Advanced Literacy Skills Mathematics* (Network)
TRO/PLATO Education Services
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