

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

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