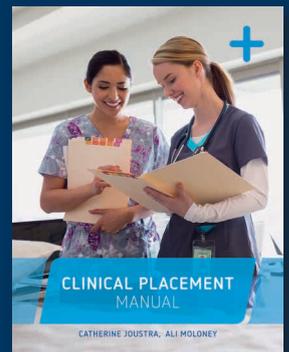
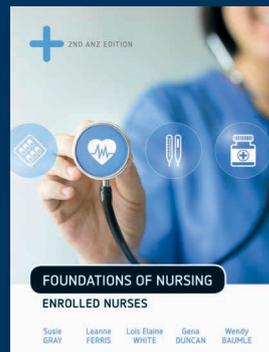
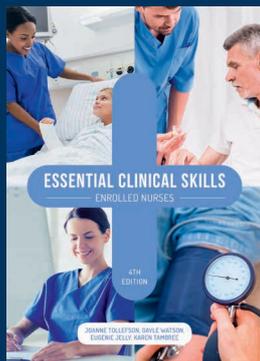
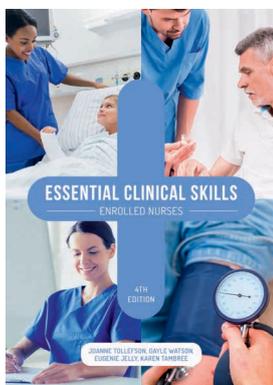


# Leading resources supporting nurse education





# ESSENTIAL CLINICAL SKILLS

*Essential Clinical Skills* addresses the practical component of the **HLT54115 Diploma of Nursing**. This market-leading text has been designed to assist the learning and practice of clinical skills introduced in on-campus purpose-built nursing skills laboratories.

Each skill is mapped to the key units of competency as well as the indicators in the Enrolled nurse standards for practice, and all skills in this edition have been extensively reviewed and edited.

## Essential Clinical Skills: Enrolled Nurses, 4e

Tollefson | Watson | Jelly | Tambree

ISBN: 9780170411332

368 pp | Paperback | eBook © 2019

- In addition to NEW skills added to this edition, more skills have been separated out as individual chapters to be more easily accessible for quick identification and use. This edition covers 77 skills in total
- A more focused description of an aseptic technique, and how it applies to multiple nursing skills, has been added
- Content within Part 6, Intravenous Care is reflective of the required skills and knowledge in the now expanded core unit HLTEN007 Administer and monitor medicines and intravenous therapy
- NEW student logbook, downloadable from the Instructor Companion Website allows educators to track student progress. Institutions can add their own logo and customise the files to suit their unique assessment strategy

## Table of Contents

### Part 1 Hand hygiene

- 1.1 Hand hygiene

### Part 2 Assessment

- 2.1 Head-to-toe assessment
- 2.2 Risk assessment and risk management
- 2.3 Temperature, pulse and respiration (TPR) measurement
- 2.4 Blood pressure measurement
- 2.5 Pulse oximetry
- 2.6 Blood glucose measurement
- 2.7 Neurological observation
- 2.8 Neurovascular observation
- 2.9 Pain assessment
- 2.10 12-lead ECG recording

### Part 3 Activities of daily living

- 3.1 Professional workplace skills – including time management, rounding and personal stress management
- 3.2 Bedmaking
- 3.3 Assisting the patient to ambulate
- 3.4 Assisting the patient with eating and drinking
- 3.5 Assisting the patient to maintain personal hygiene and grooming needs – sponge (bed bath) with oral hygiene, hair wash in bed, eye and nasal care
- 3.6 Assisting the patient to maintain personal hygiene and grooming – assisted shower (chair or trolley), undressing/dressing, shaving, hair and nail care
- 3.7 Assisting the patient with elimination – urinary and bowel elimination
- 3.8 Urinalysis and urine specimen collection
- 3.9 Faeces assessment and specimen collection
- 3.10 Assisting the patient with stoma (colostomy) care
- 3.11 Patient comfort - pain management (non-pharmacological interventions – heat and cold)

- 3.12 Positioning of a dependent patient

- 3.13 Preventing and managing pressure injuries

- 3.14 Active and passive exercises

- 3.15 Deep breathing and coughing, and use of incentive spirometer

### Part 4 Asepsis and wound care

- 4.1 Aseptic technique - establishing a general or critical aseptic field
- 4.2 Simple dry dressing using a general aseptic field
- 4.3 Wound irrigation
- 4.4 Wound swab
- 4.5 Packing a wound – ‘wet-to-moist’ dressing
- 4.6 Negative pressure wound therapy (NPWT) dressing
- 4.7 Suture and staple removal
- 4.8 Drain removal and shortening
- 4.9 Gowning and gloving (open and closed)
- 4.10 Surgical scrub (surgical hand wash)
- 4.11 Chest drains and underwater seal drainage (UWSD) management

### Part 5 Medication

- 5.1 Medication administration - oral, sublingual, buccal, topical and rectal
- 5.2 Medication administration - eye drops or ointment, and eye toilet
- 5.3 Medication administration - injections
- 5.4 Medication therapy - inhaled medication (metered dose inhalers and nebulisers)
- 5.5 Medication administration – via an enteral tube

### Part 6 Intravenous care

- 6.1 Venepuncture
- 6.2 Peripheral intravenous cannula (PIVC) – assisting with establishment
- 6.3 Peripheral intravenous cannula (PIVC) and therapy (PIVT) management
- 6.4 Removal of a peripheral intravenous cannula (PIVC)
- 6.5 Intravenous medication administration - adding medication to PIVC fluid bag

- 6.6 Intravenous medication administration - adding medication to a burette

- 6.7 Intravenous medication administration (bolus)

- 6.8 Central venous access device (CVAD) dressing

- 6.9 Blood transfusion management

### Part 7 Documentation

- 7.1 Documentation
- 7.2 Nursing care plans
- 7.3 Clinical handover - change of shift
- 7.4 Admission, discharge and patient transfer
- 7.5 Health teaching
- 7.6 Nursing informatics

### Part 8 Specific nursing care

- 8.1 Oxygen therapy (includes use of peak flow meter)
- 8.2 Pre-operative care
- 8.3 Recovery room care and handover
- 8.4 Post-operative care
- 8.5 Nasogastric tube – gastric drainage
- 8.6 Catheterisation (urinary)
- 8.7 Catheter care (including hourly urine measures)
- 8.8 Suctioning of oral cavity
- 8.9 Tracheostomy care
- 8.10 Assist a patient to use CPAP in the general ward or community
- 8.11 Nasogastric tube insertion
- 8.12 Enteral feeding (nasogastric tube and gastrostomy tube)
- 8.13 Infection control – standard and transmission-based precautions
- 8.14 Care of the unconscious patient
- 8.15 Palliative care and end-of-life care

### Part 9 Mental health care

- 9.1 Mental state assessment
- 9.2 Establishing a ‘therapeutic relationship’ in the mental health setting
- 9.3 Management of a patient with challenging behaviour (aggressive or violent)
- 9.4 Assist with the management of a patient in seclusion
- 9.5 Electro-convulsive therapy (ECT) - patient care pre- and post-treatment

# VIDEOS THAT DEMONSTRATE THE SKILLS YOUR STUDENTS NEED TO MASTER

## Essential Clinical Skills: Enrolled Nurses

Demonstrate professional nursing skills to your students with Australian videos complementing *Essential Clinical Skills: Enrolled Nurses*.

Student-friendly and practical, these videos are invaluable for the depth that they add to your teaching. Students see the skills they need to master - demonstrated in real-life settings - building layers of learning not achievable through the course text alone.

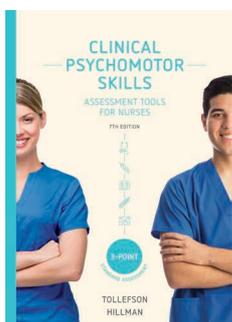
This suite of resources is ideal for teaching students studying to be Enrolled nurses undertaking **HLT54115 Diploma of Nursing**. Contemporary and set in real-life Australian settings, this series focuses on the following 29 skills:

Video title	Corresponding chapter
Temperature, pulse and respiration (TPR) – measurement	2.3
Monitoring pulse oximetry	2.5
Neurological assessment and observation	2.7
Neurovascular observations	2.8
Pain assessment	2.9
Cardiovascular assessment - 12-lead electrocardiogram	2.10
Pain management: non-pharmacological interventions – dry heat and cold	3.1
Assisting with mobilisation	3.3
Assisting with elimination needs	3.7
Assist with repositioning	3.12
Surgical gowning and gloving	4.9
Surgical hand wash	4.1
Chest drainage system assessment and management	4.11
Medication administration – oral medication	5.1
Medication administration – eye drops or ointment	5.2
Venepuncture	6.1
Intravenous therapy (IVT) (management)	6.3
Intravenous medication administration – IV container	6.5
Intravenous medication administration – volume-controlled infusion set	6.6
Documentation	7.1
Clinical handover	7.3
Health care teaching	7.5
Oxygen therapy via nasal cannula or various masks	8.1
Pre-operative care	8.2
Post-operative care	8.4
Nasogastric tube insertion	8.5
Urinary catheterisation	8.6
Mental status assessment	9.1
Electro-convulsive therapy (ECT) care	9.5



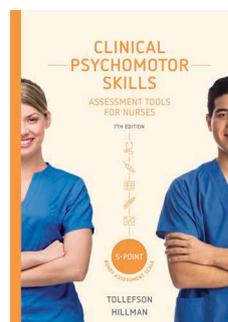
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## Also available



### Clinical Psychomotor Skills (3-Point): Assessment Tools for Nurses, 7e

Tollefson | Hillman  
ISBN: 9780170410786  
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### Clinical Psychomotor Skills (5-Point): Assessment Tools for Nurses, 7e

Tollefson | Hillman  
ISBN: 9780170410793  
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# CLINICAL PLACEMENT MANUAL

*Clinical Placement Manual for Enrolled Nurses* is a student-friendly text supporting learning, knowledge evidence and performance evidence for HLT54115 Diploma of Nursing.

Mapped to units of competency and NMBA Enrolled nurse standards for practice, the text is organised into parts that correspond with clinical placement areas, providing consistency for RTOs/TAFEs, facilities/hospitals and students.

Opening vignettes and real-life case studies and tips from nurses and students in clinical settings gives context to the theory, and assist the student before placement to identify key knowledge elements, which are applied to a practical setting.

## Clinical Placement Manual for Enrolled Nurses, 1e

Joustra | Moloney

ISBN: 9780170407021

384 pp | Paperback | eBook © 2019

- Textbook layout suits course progression and clinical placement blocks as the order of coverage follows block delivery
- Reflective exercises for use by the student on placement and can also be used by them as a guide to analyse scenarios and situations that can arise in the clinical setting
- Activities assist students to make the best use of the clinical placement by ensuring they research key learning areas in the workplace

## Table of Contents

### Part 1 Clinical placement aged care

#### Chapter 1 Safe work practices for direct client care

- 1.1 Safe work practice for direct client care
- 1.2 Safe manual handling
- 1.3 Safe work practice for managing infection control
- 1.4 Working as a team to ensure a safe working environment
- 1.5 Reflecting on your own safe work practices

#### Chapter 2 Infection prevention and control

- 2.1 Standard and additional precautions for infection prevention
- 2.2 Identifying infection hazards and assessing risks
- 2.3 Managing risks associated with specific hazards

#### Chapter 3 Care of the older person

- 3.1 Health requirements of an older person
- 3.2 Care planning for the older person
- 3.3 Applying nursing practice in the aged care environment
- 3.4 Aged care requirements
- 3.5 Strategies for dementia
- 3.6 Strategies to minimise impact of challenging behaviours

#### Chapter 4 Legal and ethical parameters for nursing practice

- 4.1 The scope of professional nursing practice
- 4.2 Applying knowledge of the legal framework to nursing practice
- 4.3 Ethics
- 4.4 Supporting the rights, interests and needs of patients and their families
- 4.5 Open disclosure processes

### Chapter 5 Clinical assessment and planning nursing care

- 5.1 Collecting and interpreting health data
- 5.2 Admission and discharge procedures
- 5.3 Planning nursing care for clients
- 5.4 Ongoing development of nursing care plans

### Chapter 6 Communication skills in nursing practice

- 6.1 Effective communication in complex situations
- 6.2 Identifying and addressing constraints to communication
- 6.3 Using information technology to support communication in nursing practice
- 6.4 Leading small group discussions
- 6.5 Giving and receiving feedback for performance improvement
- 6.6 Evaluating effectiveness of communication in complex situations

### Chapter 7 Physical health status

- 7.1 How to obtain accurate information about physical health
- 7.2 Check physical health status
- 7.3 Identifying variations from normal physical health status

### Chapter 8 Nursing within the Australian health-care system

- 8.1 Principles and knowledge required of nurses in a health care system
- 8.2 Funding sources for health care in Australia
- 8.3 Identify and respond to factors and issues affecting health in Australia
- 8.4 Working in the context of professional nursing practice
- 8.5 Contributing to a professional work team

### Chapter 9 Working with diverse people

- 9.1 Reflecting on your own perspectives
- 9.2 The benefits of diversity and inclusiveness
- 9.3 Communicating with people from diverse backgrounds and situations
- 9.4 Promoting understanding across diverse groups

### Part 2 Clinical placement palliative

#### Chapter 10 A palliative approach to nursing practice

- 10.1 The needs of a person requiring a palliative approach to care
- 10.2 Supporting the person, family or carers using the palliative approach
- 10.3 Signs of deterioration and the stages of dying
- 10.4 Care of the body after death
- 10.5 Self-care in the palliative care role

### Part 3 Clinical placement rehabilitation/subacute

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- 11.1 Assessing client health status
- 11.2 Planning to address identified health status

#### Chapter 12 Nursing care for a person with complex needs

- 12.1 Nursing interventions to assist a person with complex needs
- 12.2 Nursing care of people with common disorders and conditions
- 12.3 Critical thinking to improve care quality

#### Chapter 13 Principles of wound management

- 13.1 Wound assessment
- 13.2 Assessing the impact of wounds
- 13.3 Planning care
- 13.4 Clinical nursing care of wounds
- 13.5 Complex wounds
- 13.6 Evaluating outcomes of nursing action in wound care

## Chapter 14 Nursing care plans

- 14.1 Preparing a person for care procedures
- 14.2 Implementing care procedures to meet identified needs
- 14.3 Monitoring a person's identified care needs
- 14.4 Evaluating outcomes of care provided

## Chapter 15 Improving professional practice

- 15.1 Reflect on own practice
- 15.2 Enhance your own practice
- 15.3 Facilitating ongoing professional development

## Chapter 16 Care for a person with chronic health problems

- 16.1 Chronic health conditions
- 16.2 A coordinated service approach

## Chapter 17 Researching and applying evidence to practice

- 17.1 Planning to gather information
- 17.2 Gather information
- 17.3 Analyse information
- 17.4 Using information in practice

## Chapter 18 Care for a person with diabetes

- 18.1 Diabetes care services
- 18.2 Assessing the needs of a person with diabetes
- 18.3 Complex nursing interventions to achieve and maintain optimal diabetes health
- 18.4 Evaluating the care plan for a person with diabetes, and supporting self-management

## Part 4 Clinical placement mental health

### Chapter 19 Care for a person with mental health conditions

- 19.1 State/Territory mental health legislation requirements
- 19.2 Responding appropriately to signs of mental illness
- 19.3 Care planning for a person with a mental health condition
- 19.4 Contributing to the recovery of a person with a mental health condition

## Part 5 Clinical placement acute

### Chapter 20 Medicines and intravenous therapy

- 20.1 Minimise potential risk to ensure safe administration of medications
- 20.2 Prepare for medication administration and infusion of IV fluids
- 20.3 Administer and store medication
- 20.4 Monitor and evaluate a person's response to administered medication, IV fluids, blood and blood products
- 20.5 Assessing the effectiveness of pain-relieving therapy

### Chapter 21 Care for a person with acute health problems

- 21.1 Impact of acute health problems
- 21.2 Planning care for acute health problems
- 21.3 Nursing interventions to support health care
- 21.4 Pre- and post-operative nursing care
- 21.5 Emergency response

## Part 6 Clinical placement community

### Chapter 22 Nursing practice in the primary health-care setting

- 22.1 The primary health-care service model and the interdisciplinary health-care team
- 22.2 Impact of health problems on a person in the primary health-care environment
- 22.3 Health education and health promotion for illness prevention
- 22.4 Nursing interventions that support a person's health-care needs
- 22.5 Outcomes of planned primary health care and suitable resources

### Chapter 23 Aboriginal and Torres Strait Islander health care

- 23.1 Cultural safety issues in the workplace
- 23.2 Cultural safety
- 23.3 Develop strategies for cultural safety
- 23.4 Evaluate cultural safety

## Part 7 Clinical placement maternity

### Chapter 24 Maternal and infant health care

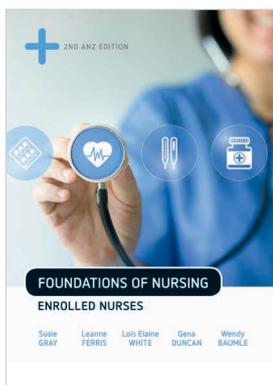
- 24.1 Caring for mother and newborn as part of the health-care team
- 24.2 Support mother and newborn infant towards identified goals

### Chapter 25 Improving clinical practice

- 25.1 Model high standards of performance
- 25.2 Reflect on clinical work practices and potential improvements
- 25.3 Participate in processes for systemic improvement

# VALUE PACKS AVAILABLE





# FOUNDATIONS OF NURSING

Designed for the Diploma of Nursing, *Foundations of Nursing, Enrolled Nurses, Australia and New Zealand edition* is mapped to the **HLT54115 training package competencies**, and aligns to the revised Enrolled nurse standards for practice. This edition features seven NEW chapters of content.

The student-friendly text takes a systems approach, while also carefully incorporating the concept of holistic care throughout. Boxes pinpoint special topics regarding nursing highlights, memory tricks, life span development, client education, cultural considerations, community/home health care, and health and safety. Pharmacology basics, medication administration and diagnostic testing are presented.

Concept maps and concept care maps challenge the student to incorporate the interrelatedness of nursing concepts in preparation for clinical practice. The student is provided with opportunities to demonstrate knowledge and develop critical thinking skills by completing case studies, and to assess knowledge and critical thinking of essential nursing concepts by answering review and critical thinking questions at the end of each chapter.

*Foundations of Nursing, Enrolled Nurses, 2e* equips the EN with current knowledge, and basic problem-solving and critical-thinking skills to successfully meet the demanding challenges of today's health care.

## Foundations of Nursing: Enrolled Nurses, 2e

Gray | Ferris | White | Duncan | Baumle

ISBN: 9780170406994

832 pp | Paperback | eBook

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## Table of Contents

### Part 1 Foundations

1. Student nurse skills for success
2. Research **NEW**
3. Holistic care
4. Nursing history, education and organisations
5. Legal and ethical responsibilities

### Part 2 The health care environment

6. The health care delivery system
7. Arenas of care

### Part 3 Communication

8. Communication
9. Client education
10. Nursing process/documentation/informatics

### Part 4 Developmental and psychosocial concerns

11. Life span development
12. Promoting Aboriginal and/or Torres Strait Islander cultural safety **NEW**
13. Cultural considerations
14. End-of-life care

### Part 5 Health promotion

15. Wellness concepts
16. Self-concept
17. Stress, adaptation and anxiety
18. Rest and sleep
19. Complementary/alternative therapies
20. Safety and hygiene
21. Basic nutrition
22. Diabetes **NEW**
23. Chronic health conditions **NEW**
24. Caring for clients with mental health conditions **NEW**
25. Maternal and newborn care **NEW**

### Part 6 Infection control

26. Infection control/asepsis
27. Wound care **NEW**
28. Fluid, electrolyte and acid-base balance
29. Medication administration and IV therapy
30. Assessment
31. Pain management
32. Diagnostic tests

Appendix A: List of essential clinical skills

Appendix B: Standards for Practice 2016

Appendix C: National Immunisation Schedule

Appendix D: Abbreviations, Acronyms, Symbols and Standard

Precautions



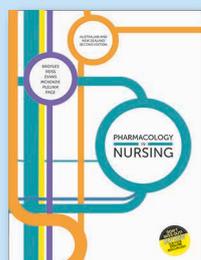
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*MindTap for Foundations of Nursing, Enrolled Nurses* is an interactive learning environment built for students to learn, apply and revise essential knowledge and skills.

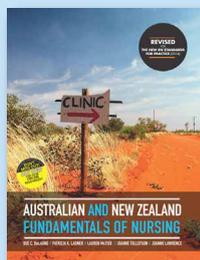
- Chapters are arranged by learning objective, each with an inline concept check quiz so students can check their understanding as they go
- Nursing 'toolbox' includes animations, videos, heart and lung sounds, and more
- Progressing through the learning path, students apply their knowledge with chapter cases and media quizzes developed from Tollefson video clips: brief, active and entertaining video lessons that introduce clinical skills, followed by an assessment to evaluate understanding
- End-of-chapter resources and activities to consolidate learning, plus revision quizzes that provide immediate feedback

## ADVANCED LEARNING



### Pharmacology in Nursing: Australian and New Zealand 2nd Edition

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ISBN: 9780170362030  
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### Fundamentals of Nursing: Australian and New Zealand edition - Revised, 1e

DeLaune | Ladner | McTier | Tollefson | Lawrence  
ISBN: 9780170400220  
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### Research in Nursing, Midwifery and Allied Health: Evidence for Best Practice, 6e

Richardson-Tench | Nicholson | Taylor | Kermode | Roberts  
ISBN: 9780170398565  
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# HEALTH SERVICES ASSISTANCE: SUPPORTING NURSING IN ACUTE CARE

Austin/Arnott, *Health Services Assistance: Supporting Nursing in Acute Care* cultivates outcomes for vocational health care support and assistance qualifications.

The skills and knowledge required for effective delivery of care, with examples, are detailed throughout the text. Specialist acute care chapters discuss transporting patients, nursing in an acute care environment and behaviours of concern. Additional chapters identify nursing care for people from culturally and linguistically diverse (CALD) backgrounds, and people with mental health and palliative care needs.

## Health Services Assistance: Supporting Nursing in Acute Care, 1e

Austin | Arnott

ISBN: 9780170387026

592 pp | Paperback | eBook © 2018

- Foundation skills are developed early, underpinning understanding of the specialist acute care chapters that follow
- Exercises throughout the text provide students with the means to self-assess and extend skills and knowledge
- Chapter on organising work priorities and professional development presents information for the health care/support assistant to maintain the required levels of competence in their role

## Table of Contents

### Part 1 Organisational requirements

1. Participate in workplace health and safety
2. Comply with infection prevention and control policies and procedures

### Part 2 Health support

3. Recognise healthy body systems
4. Interpret and apply medical terminology appropriately
5. Communicate and work in health or community services
6. Assist with movement
7. Transport individuals

### Part 3 Acute care specialisation

8. Assist with nursing care in an acute care environment
9. Provide non-client contact support in an acute care environment
10. Respond effectively to behaviours of concern

### Part 4 Client skills

11. Work with diverse people
12. Work with people with mental health issues
13. Deliver care services using a palliative approach
14. Organise personal work priorities and development

## SUPPORT FOR HUMAN SERVICES



### The Disability Support Worker, 2e

Arnott

ISBN: 9780170369671

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### The Australian Carer: A Training Manual for Aged Care workers, 4e

Croft | Croft

ISBN: 9780170368803

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### The Individual Support Worker, 1e

Arnott

ISBN: 9780170385367

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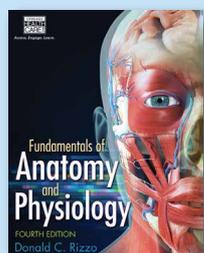


### The Experienced Carer: Frontline Leaders in Australia's Aged Care Workplaces, 2e

Croft

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### Fundamentals of Anatomy and Physiology, 4e

Rizzo

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### Health Assessment and Physical Examination: Australian and New Zealand Edition, 2e

Estes | Calleja | Theobald | Harvey

ISBN: 9780170354844

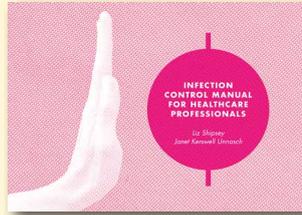
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