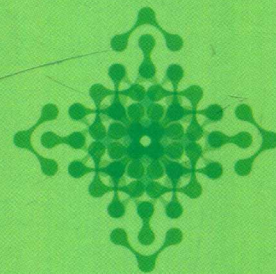


*WORKBOOK FOR*

# Fundamental Nursing Skills and Concepts



ELEVENTH EDITION



Wolters Kluwer

*Study Guide for*

# Fundamental Nursing Skills and Concepts

**ELEVENTH EDITION**

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# Preface

This study guide was developed to accompany the eleventh edition of *Fundamental Nursing Skills and Concepts* by Barbara K. Timby. The study guide is designed to help you practice and retain the knowledge you have gained from the textbook, and it is structured to integrate that knowledge and give you a basis for applying it in your nursing practice. The following types of exercises are provided in each chapter of the study guide.

## ASSESSING YOUR UNDERSTANDING

---

The first section of each study guide chapter concentrates on the basic information of the textbook chapter and helps you to remember key concepts, vocabulary, and principles.

- **Fill in the blanks**  
Fill-in-the-blank exercises help you to recall important chapter information. They also test key chapter information, encouraging you to recall key points.
- **Labeling**  
Labeling exercises are used where you need to remember certain visual representations of the concepts presented in the textbook.
- **Match the following**  
Matching questions test your knowledge of the definition of key terms.
- **Sequencing**  
Sequencing exercises ask you to remember particular sequences or orders; for instance, testing processes and prioritizing nursing actions.
- **Short answers**  
Short answer questions cover facts, concepts, procedures, and principles of the chapter.

These questions ask you to recall information as well as demonstrate your comprehension of the information.

## REVIEWING WHAT YOU HAVE LEARNED

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The second section of each study guide chapter consists of challenging activities that are designed to help you master critical material and help you prepare for the NCLEX-PN.

- Fill in the blanks
- True or False
- Identifying terms and procedures
- Problem-solving exercises

## APPLYING YOUR KNOWLEDGE

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The third section of each study guide chapter consists of case study-based exercises that ask you to begin to apply the knowledge you have gained from the textbook chapter and reinforced in the first section of the study guide chapter. A case study scenario based on the chapter's content is presented, and then you are asked to answer some questions, in writing, related to the case study. The questions cover the following areas:

- Assessment
- Planning nursing care
- Communication
- Reflection

## PRACTICING FOR NCLEX

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The fourth and final section of the study chapters helps you practice NCLEX-style questions while further reinforcing the knowledge you have been gaining and testing for yourself through the textbook chapter and the first two sections of the study guide chapter. In keeping with the NCLEX, the questions presented are multiple-choice and scenario-based, asking you to reflect, consider, and apply what you know and to choose the best answer out of those offered.

## ANSWER KEY

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The answers for all of the exercises and questions in the study guide are provided at the back of the book, so you can assess your own learning as you complete each chapter.

We hope you will find this study guide to be helpful and enjoyable, and we wish you every success in your studies toward becoming a nurse.

**Barbara K. Timby, RN, BC, BSN, MA**

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# Nursing Foundations

## Learning Objectives

- Name one historical event that led to the demise of nursing in England before the time of Florence Nightingale.
- Identify four reforms for which Florence Nightingale is responsible.
- Describe at least five ways in which early US training schools deviated from those established under the direction of Florence Nightingale.
- Name three ways that nurses used their skills in the early history of US nursing.
- Explain how art, science, and nursing theory have been incorporated into contemporary nursing practice.
- Discuss the evolution of definitions of nursing.
- List four types of educational programs that prepare students for beginning levels of nursing practice.
- Identify at least five factors that influence choice of educational nursing programs.
- State three reasons that support the need for continuing education in nursing.
- List examples of current trends affecting nursing and health care.
- Discuss the shortage of nurses and methods to reduce the crisis.
- Describe four skills that all nurses use in clinical practice.

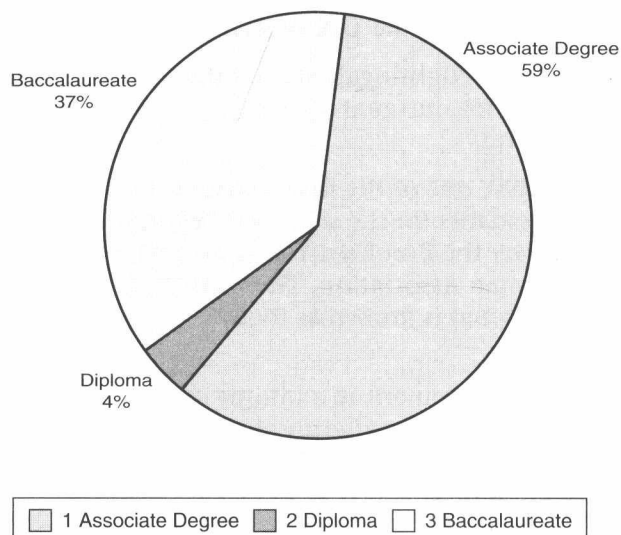
## SECTION I: ASSESSING YOUR UNDERSTANDING

### Activity A FILL IN THE BLANKS

1. Florence Nightingale started the first training school for nurses at \_\_\_\_\_ hospital in England.
2. In 1890, one of the first courses for training “attendants for the sick” was begun in New York by the Brooklyn Young Women’s Christian Association. These attendants became what is known as today’s \_\_\_\_\_ nurses.
3. The development of a unique scientific body of knowledge predicting the best nursing interventions to produce desired outcome is referred to as \_\_\_\_\_.
4. The ability to perform an act skillfully or the \_\_\_\_\_ of nursing was the focus of the first nurse training by mentors.
5. The word \_\_\_\_\_ comes from a Greek word that means “vision” and refers to an opinion, belief, or view that explains a process.
6. One tenet of the self-care theory developed by \_\_\_\_\_ is that nurses assist clients with self-care to improve or maintain health.

7. \_\_\_\_\_ are a vital link between the registered nurse and unlicensed assistive personnel (UAP).
8. \_\_\_\_\_ programs are considered a stepping stone to associate and baccalaureate nursing degrees.
9. Nurses with a \_\_\_\_\_ degree usually are preferred in areas requiring substantial independent decision-making, such as hospital administrative positions, out-client care centers, and public health and home health nursing.
10. A(n) \_\_\_\_\_ is one who listens to a client's needs, responds with information based on his or her area of expertise, and facilitates the outcome that a client desires.

### Activity B CONSIDER THE FOLLOWING FIGURE



1. What are the educational options available in a nursing career?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. What are the factors that affect the choice of a nursing program?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Activity C Match the types of nursing skills in Column A with their examples in Column B.

#### Column A

- \_\_\_\_\_ 1. Assessment skills
- \_\_\_\_\_ 2. Comforting skills
- \_\_\_\_\_ 3. Counseling skills
- \_\_\_\_\_ 4. Caring skills

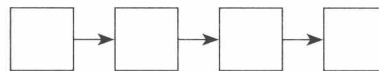
#### Column B

- a. A nurse assists an elderly client with grooming
- b. A nurse takes the vital signs of clients in an acute care facility
- c. A nurse listens to the concerns of a new mother whose baby was born with a cleft palate
- d. A nurse helps a client diagnosed with anorexia to devise a nutritious meal plan

### Activity D Write the correct sequence of the line of authority and delegation of work in a nursing unit in the boxes provided.

#### Question 1

1. Registered nurse
2. Unlicensed assistive personnel
3. Licensed practical nurse (LPN)
4. Physician



The following are accomplishments of Florence Nightingale. Arrange the events in chronologic order in the boxes provided.

#### Question 2

1. Florence Nightingale establishes a training school for nurses in England.
2. Florence Nightingale works with the Institution for the Care of Sick Gentlewomen in Distressed Circumstances.
3. Florence Nightingale works with nursing deaconesses, a Protestant order of women.
4. Florence Nightingale provides nursing care to soldiers during the Crimean War.



**Activity E** Briefly answer the following questions.

1. What selection criteria were established by Dorothea Lynde Dix for recruitment of nurses?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What is the definition of nursing according to Virginia Henderson?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. According to the ANA, what are the six essential features that characterize nursing?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What are the factors that influence the choice of a nursing program?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What are the guidelines to be kept in mind while delegating nursing tasks to staff members?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION II: APPLYING YOUR KNOWLEDGE

**Activity F** *Nursing skills are activities that are unique to the practice of nursing. One of these skills is the counseling skill that the nurse implements during exchanges of information, offering pertinent health teaching and providing emotional support to the clients. Answer the following questions, which involve implementation of nursing skills.*

*An 8-year-old boy with a tapeworm infection visits his primary care doctor along with his mother. The mother is worried that her child seems to be weak and is not gaining weight.*

1. What nursing skills should the nurse use to provide effective nursing care to this client?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What are the advantages of active listening in communicating with a client?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION III: PRACTICING FOR NCLEX

**Activity G** Answer the following questions.

1. Florence Nightingale was instrumental in changing the negative image of nursing to a positive one. What was the most important nursing contribution of Florence Nightingale and her team of nurses during the Crimean War?
  - a. The death rate of soldiers decreased from 60% to 1%
  - b. Sanitary conditions for the sick and injured were improved
  - c. The soldiers were given hygienic food to eat
  - d. Infection and gangrene in the soldiers were controlled
2. A client reports to the primary health-care center for his regular checkup. Which nursing action demonstrates the use of assessment skills?
  - a. Telling the client to exercise daily
  - b. Palpating the abdomen for liver enlargement
  - c. Educating the client about the hepatitis B vaccination program
  - d. Ensuring that the client is taking his medication regularly

3. A mother is informed by the oncologist that her son has been diagnosed with terminal cancer. What nursing skills should the nurse use to help the mother cope with this news?
  - a. Assessment skills
  - b. Caring skills
  - c. Comforting skills
  - d. Counseling skills
4. As a result of diabetic complications, a client has had a leg amputated. The nurse uses empathy to perceive the client's emotional state and need for support. How would empathy help the nurse in dealing with this client?
  - a. It helps to avoid hurting the client's emotions and feelings unknowingly
  - b. It helps to provide effective care while remaining compassionately detached
  - c. It helps to provide emotional support to the emotionally unstable client
  - d. It helps to counsel the client effectively by suggesting available rehabilitation options
5. A 50-year-old client is admitted to nursing care in an unconscious state. What nursing skills does the nurse demonstrate by interviewing the client's wife?
  - a. Counseling skill
  - b. Comforting skill
  - c. Caring skill
  - d. Assessment skill
6. The nurse, after assessing the client's needs, delegates nursing tasks to the nursing staff. Which factor should the nurse keep in mind while delegating the work?
  - a. Knowing the unique competencies of the caregiver
  - b. Ensuring that care is given to the right client
  - c. Confirming that the caregiver is sincere in his or her work
  - d. Ensuring that the client deserves the care
7. A nurse delegates the task of changing the colostomy bag of a client to the LPN. The LPN informs the nurse that she has never done the procedure on a client. What is the appropriate action of the nurse delegator?
  - a. Perform the procedure with the LPN and teach her
  - b. Request that the LPN refer to the procedure manual
  - c. Request that the LPN take the manual along and do the procedure
  - d. Request that the LPN observe another LPN who knows the procedure
8. A nurse assigns an LPN to change the position of a comatose client. Which statement demonstrates the correct direction guideline while delegating the nursing task?
  - a. "Change the position of the comatose client and report back to me"
  - b. "Change the position of the client in cubicle number 3 and give him a back rub"
  - c. "Change the position of the client, give him a back rub, and report back to me"
  - d. "Change the position of the comatose client in cubicle number 3 and give him a back rub"
9. The nurse is caring for a client who is experiencing pain at the surgical incision site during the postoperative period. Which statement would indicate assessment?
  - a. "Please take this analgesic medication; it will reduce the pain"
  - b. "Can you rate the pain on the pain scale, from 1 to 10?"
  - c. "Don't worry; it is the result of surgery; it will subside after some time"
  - d. "Guard the incision site with your palm during movements"
10. A client is scheduled to undergo arthroplasty of the knee. On the day of surgery, the client expresses his anxiety, because he is undergoing surgery for the first time. What statement should the nurse use to comfort the client and alleviate his anxiety?
  - a. "The operating team is very competent and the surgery has had good outcomes"
  - b. "You should not worry; there is always a first time for everything"
  - c. "Don't worry; even I underwent the same surgery a few months back"
  - d. "There are many people who undergo this surgery without any problem"
11. Several types of programs prepare graduates in registered nursing. Each educational track provides the knowledge and skills for a particular entry level of practice. Which factors affect a student's choice of a nursing program? Select all that apply.
  - a. Career goals
  - b. Type of training
  - c. Length of program
  - d. Job availability
  - e. Cost involved
12. Nurses use active listening to facilitate therapeutic interactions. By active listening, the nurses demonstrate full attention to what is being said, hearing both the content being

communicated and the unspoken message. Which actions are examples of active listening? Select all that apply.

- The nurse nods her head when the client speaks
  - The nurse repeats what the client has said
  - The nurse expresses her own emotions.
  - The nurse observes the client's body language
  - The nurse relates what he or she is hearing to an incident that happened with her
13. A client reports to the emergency department with pain in the leg as a result of a fall in the garden. The nurse tells the client to describe the incident. What nursing skill is the nurse using?
- Assessment skills
  - Comforting skills
  - Counseling skills
  - Caring skills
14. Shortage of nurses is a major issue today. Which factors have contributed to the nursing shortage? Select all that apply.
- Increased aging population requiring health care
  - Limited scope for educational growth
  - Policies regarding mandatory overtime
  - Heavier workloads and sicker clients
  - Rigorous training and difficult life
15. A student wishes to pursue a career in nursing. Which nursing program offers the shortest course in registered nursing?
- Graduate nursing programs
  - Baccalaureate programs
  - Associate degree programs
  - Hospital-based diploma programs

## SECTION IV: REVIEWING WHAT YOU HAVE LEARNED

**Activity H** Fill in the blanks by choosing the correct word from the options given in parentheses.

- A \_\_\_\_\_ develops from observing and studying the relationship of one phenomenon to another. (science, skill, theory)
- \_\_\_\_\_ defined nursing as "putting individuals in the best possible condition for nature to restore and preserve health." (Henderson, Herbert, Nightingale)

**Activity I** Mark the statement as either *T (True)* or *F (False)*. Correct any false statements.

- T F* Advanced practice nurses fill roles as clinical specialists, nurse practitioners, certified nurse anesthetists, certified midwives, administrators, and collegiate educators.

**Activity J** Match the nursing skills in Column A with their descriptions in Column B.

### Column A

- Assessment skills
- Caring skills
- Counseling skills
- Comforting skills

### Column B

- Assisting with activities of daily living
- Offering pertinent health teaching
- Providing interventions that allow for stability and security during a health-related crisis
- Interviewing, observing, and examining the client

**Activity K** Answer the following questions.

- How did Florence Nightingale improve the image of nursing?

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- How did Virginia Henderson define nursing?

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**Activity L** Give a rationale for the following question.

- Why is the use of empathy so important when nurses care for clients?

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**Activity M** Answer the following questions focusing on nursing roles and responsibilities.

*A family member brings an elderly client with severe back pain following a fall to the health-care facility.*

1. What should the nurse do before determining the nursing care that the client requires?

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2. What skills must the nurse possess to perform the previous intervention?

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**Activity N** *Consider the following question. Discuss it with your instructor or peers.*

A client with lung cancer is undergoing chemotherapy. Recently, he has been losing hair, looks pale and tired, and has significantly reduced his activities. His family members are worried about the drastic changes in his appearance and health. In the beginning, the client was eager to comply with the treatment, but now he tells the nurse that he would rather suffer the consequences of the disease than the side effects of the treatment. How might the nurse approach this situation using assessment, caring, counseling, and comforting skills?

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## SECTION V: GETTING READY FOR NCLEX

**Activity O** *Answer the following questions.*

1. Several factors contributed to the demise of nursing in England prior to the contributions of Florence Nightingale. Which factor had the greatest negative impact on nursing?
  - a. Use of untrained workers, some of whom lacked good character, as nurses
  - b. Recruitment of lay people by monasteries to assist in physical care
  - c. Engagement of religious groups in many of the roles of nursing
  - d. Lack of resources during periods of plague and pestilence
2. A nursing student wishes to take the National Council Licensure Examination-Registered Nurse (NCLEX-RN) upon graduation. Which programs would qualify the nurse for this type of licensing? Select all that apply.
  - a. A practical nurse program
  - b. A hospital-based diploma program
  - c. A licensed practical nursing (LPN) program
  - d. An associate degree in nursing
  - e. A baccalaureate nursing program

# Nursing Process

## Learning Objectives

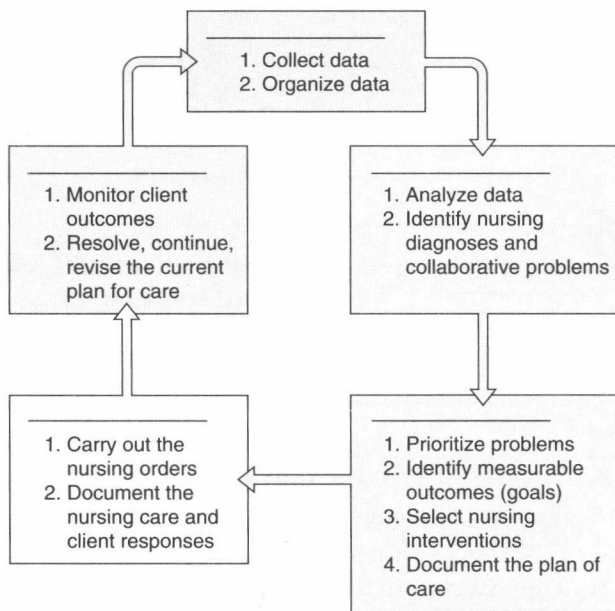
- Define the term *nursing process*.
  - Describe seven characteristics of the nursing process.
  - List five steps in the nursing process.
  - Identify four sources of assessment data.
  - Differentiate between database, focus, and functional assessment.
  - Distinguish between a nursing diagnosis and a collaborative problem.
  - List three parts of a nursing diagnostic statement.
  - Describe the rationale for setting priorities.
  - Discuss appropriate circumstances for short- and long-term goals.
  - Identify four ways to document a plan of care.
  - Describe the information that is documented in a plan of care.
  - Discuss three outcomes that result from evaluation.
  - Identify two learning strategies educators use to help students implement the nursing process.
2. The first step in the nursing process, known as \_\_\_\_\_, is the systematic collection of facts or data.
  3. The assessment of pitting edema in a client's leg is an example of \_\_\_\_\_ data.
  4. When performing an assessment, the \_\_\_\_\_ is the primary source for information.
  5. A nurse who administers medications according to the plan of care is carrying out the \_\_\_\_\_ step of the nursing process.
  6. A(n) \_\_\_\_\_ assessment contains information that provides more details about specific problems and expands the original database.
  7. A(n) \_\_\_\_\_ results from analyzing the collected data and determining whether they suggest normal or abnormal findings.
  8. A client complaint of stomach pain is considered \_\_\_\_\_ data.
  9. Problems interfering with the \_\_\_\_\_ needs of a client have priority over those affecting other levels of needs.
  10. \_\_\_\_\_ problems are physiologic complications that require both nurse- and physician-prescribed interventions.

## SECTION I: ASSESSING YOUR UNDERSTANDING

### Activity A FILL IN THE BLANKS

1. The \_\_\_\_\_ is an organized sequence of problem-solving steps used by nurses to identify and manage the health problems of clients.

### Activity B CONSIDER THE FOLLOWING FIGURES



1. List the steps of the nursing process.

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2. What are the types of data collected during assessment?

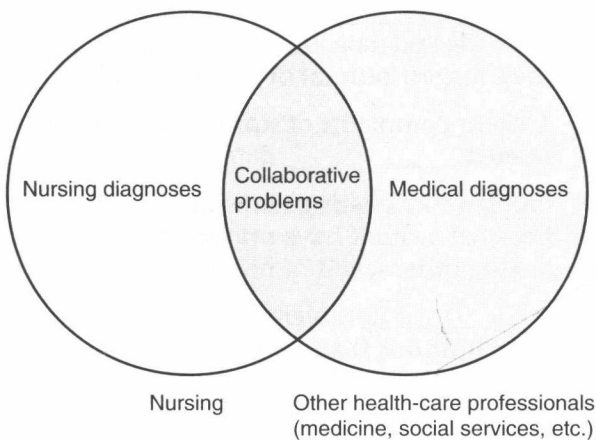
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3. What are collaborative problems?

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4. What is the role of nurses in managing collaborative problems?

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### Activity C Match the steps of the nursing process in Column A with their descriptions in Column B.

#### Column A

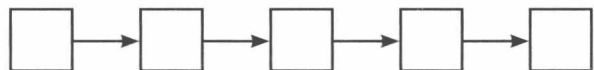
- \_\_\_ 1. Assessment
- \_\_\_ 2. Diagnosis
- \_\_\_ 3. Planning
- \_\_\_ 4. Implementation

#### Column B

- a. Process of carrying out the plan of care
- b. Process of prioritizing nursing diagnoses and collaborative problems
- c. Systematic collection of facts or data
- d. Identification of health-related problems

### Activity D Presented here, in random order, are the steps of the nursing process. Write the correct sequence in the boxes provided below.

- 1. Implementation
- 2. Planning
- 3. Evaluation
- 4. Assessment
- 5. Diagnosis



### Activity E Briefly answer the following questions.

1. What is meant by the nursing process?

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2. What are the characteristics of the nursing process?

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3. What are the three types of assessments?

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4. What is concept mapping?

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5. What are the characteristics of short-term goals?

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## SECTION II: APPLYING YOUR KNOWLEDGE

**Activity F** During assessment, the nurse collects information to determine areas of abnormal function, risk factors that contribute to health problems, and client strengths. Read the scenario and answer the questions that follow.

A client reports to the emergency room with chest pain. The medical file shows that the client has a history of hospitalization for chest pain. The family members inform the nurse that the client is a chain smoker. The nurse performs an initial assessment to plan the care.

1. What are the sources of data in this case?

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2. What types of assessment data should be obtained in this case? Group them into subjective and objective data.

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## SECTION III: PRACTICING FOR NCLEX

**Activity G** Answer the following questions.

- A client is admitted to a health care facility with cramping pain in the abdomen. The nurse interviews the client, performs the initial assessment, and records the vital signs. Which data collected by the nurse can be classified as objective data?
  - Pain in the abdomen
  - High blood pressure
  - Tingling sensation
  - Itching in the nose
- A client with Cushing's disease is admitted to the emergency department after falling on the road. He has an open leg wound. Which nursing diagnosis should be given the highest priority?
  - Risk for infection
  - Impaired physical mobility
  - Disturbed body image
  - Risk for delayed recovery
- When caring for a client who has had a stroke, which action should the nurse perform first?
  - Implement nursing care
  - Plan nursing action
  - Perform physical assessment
  - Ascertain nursing goals
- Of the following nursing diagnosis entered in a client's plan of care, which one would be of least priority?
  - Altered breathing pattern
  - Ineffective coping
  - Altered elimination needs
  - Risk for body image disturbance
- A nurse is caring for a client who receives anticoagulant therapy after mitral valve replacement. The nurse understands that the nursing diagnosis of highest priority would be:
  - Risk for physical injury
  - Risk for infection
  - Risk for imbalanced fluid volume
  - Ineffective health maintenance