Learner Resource

Facilitator: Please note this resource covers the gap to Certificate IV and the additional Diploma content for Topic Table 2 for the following Diploma units.

- HLTEN503A
- HLTEN504A
- HLTEN506A
- HLTEN510A
- HLTEN512A
- HLTEN515A

Version 1

Training and Education Support
Industry Skills Unit
Meadowbank

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Table of contents

Introduction 7

1. General introduction ................................................................. 7
2. Using this student package ......................................................... 7

Section 1 HLTEN401A Work in the nursing profession ...................... 9
1.1 Primary health care/levels of health care .................................. 9
1.2 Sources of employment and interview process .......................... 11
1.3 Professional and skills development strategies ......................... 13
1.4 Self-assessments .................................................................... 14

Section 2 HLTEN503A Contribute to client assessment and developing nursing care plans ....................................................... 17
2.1 Oxygen saturation .................................................................. 17
2.2 Blood glucose monitoring ....................................................... 18
2.3 Conduct a holistic health assessment reflecting on nursing philosophy/theory ................................................................. 19
2.4 Communication skills ............................................................ 23
2.5 Interpretation and analysis of client information ....................... 27
2.6 Apply documentation principles ............................................. 32

Section 3 HLTEN504A Implement and evaluate a plan of nursing care .................................................................................. 37
3.1 Bowel care procedures ............................................................ 37
3.2 Body Mass Index ................................................................... 39
3.3 Complementary therapies ....................................................... 40
3.4 Evaluate risk prevention strategies implemented in delivery of nursing care and evaluate own contribution in consultation ........... 42

Section 4 HLTEN506A Apply principles of wound management in the clinical environment .......................................................... 47
4.1 Complex wounds .................................................................. 47
4.2 Current products for wound management ................................. 49
4.3 Evidence based practice .......................................................... 56
4.4 Contemporary wound assessment tools .................................... 58
4.5 Evaluation ............................................................................ 61
4.6 Client education/health promotion on wound management strategies ........................................................................... 66
4.7 Complex or challenging wounds ............................................. 66

Section 5 HLTEN515A Implement and monitor nursing care for older clients ........................................................................... 77
5.1 Elder abuse .......................................................................... 77
5.2 Preventative health assessment ................................................. 80
5.3 Documentation - Funding, accreditation .................................. 85
5.4 Funding mechanisms that impact on aged care provision ......... 88
5.5 Current legal and ethical issues in aged care ................................. 91
5.6 Health promotion in the older person .............................................. 93
5.7 Impact of complex issues on the carer(s) ........................................ 94
5.8 Analyse a nursing care plan for the older person with complex needs and evaluate ................................................................. 103

Section 6 HLTEN502A Apply effective communication skills in nursing practice ................................................................. 105
6.1 Performance appraisals/self assessment ........................................ 105
6.2 Mentoring .................................................................................. 106
6.3 Meetings/documentation ............................................................... 108
6.4 Computers and information technology use in nursing ................ 109

Section 7 HLTEN520A Contribute to the care of mothers and babies .......... 111
7.1 Contraception/infertility issues ....................................................... 111

Section 8 HLTIN301A Comply with infection control policies and procedures in health work ............................................................. 121
8.1 Personal protective equipment ..................................................... 121
8.2 Sharps handling and disposal ....................................................... 124

Section 9 HLTOHS300A Contribute to OHS process ............................ 127
9.1 Personal and professional workplace hazards ................................ 127

Section 10 HLTEN510A Implement and monitor nursing care for consumers with mental health conditions ................................. 135
10.1 Community services ................................................................. 135
10.2 Communication ........................................................................ 141
10.3 Assessment .............................................................................. 148
10.4 Classification of medication ....................................................... 156
10.5 Therapeutic environment .......................................................... 163
10.6 Types of therapies .................................................................... 165

Section 11 HLTEN512A Implement and monitor nursing care for clients with acute health problems ................................................. 173
11.1 Shock .................................................................................... 173
11.2 Management of client receiving blood transfusion ....................... 175
11.3 Plastic/reconstructive surgery ...................................................... 177
11.4 Tropical/infectious diseases ...................................................... 182

Resource List .................................................................................... 185
Resource Evaluation Form ............................................................... 201
Section 1  HLTEN401A  Work in the nursing profession

In this section you will need to read the information provided and complete various activities.

1.1  Primary health care/levels of health care

The World Health Organization (WHO) is the United Nations specialised agency for health. It was established on 7 April 1948. WHO's objective, as set out in its Constitution, is the attainment by all peoples of the highest possible level of health. Health is defined in WHO's Constitution as 'a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity'.

Health promotion as defined by the World Health Organization is the process of enabling people to increase their present levels of health and encourage environmental modifications that make good health possible (Crisp, J and Taylor, C 2005). As a nurse your role in health promotion is to identify risk areas, be involved in health education and to design and implement illness prevention strategies such as immunisation (Crisp, J and Taylor, C 2005).

There are three (3) levels of health care provision in Australia: primary prevention, secondary and tertiary.
**Activity 1**

Assess a nursing text or use the following websites and any other relevant sources define and give a brief description of the three levels of health care provision.

**Suggested websites**
http://www.phcconnect.edu.au.defining_primary_health_care.htm

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### Activity 1 (continued)

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### 1.2 Sources of employment and interview process

The job application process consists of five steps:
- Create a resume
- Research job
- Complete application
- Write a cover letter
- Prepare for interview.

Possible resume sections include:
- personal details (including address and contact details)
- career/job objective/professional objective/career goal
- education - related coursework, significant courses, special projects, academic awards
- work experience
- skills, abilities or qualifications
- hobbies, interests and activities
- list of references.
Activity 2

Write a response

Create or update your own resume to show your teacher.

It is important that an application letter is well written and addresses the criteria in the advertisement. This letter is your first contact with an employer and seeks to gain an opportunity for interview.

Activity 3

Write a response

If your letter of application is successful describe what you would do to prepare for an interview.

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1.3 Professional and skills development strategies

When working as an enrolled nurse you are bound by the Code of Professional Conduct, Code of Ethics and the enrolled nurse competency standards. These are all available from the Australian Nursing and Midwifery Council (http://www.anmc.org.au).

Standard 5 of the enrolled nurse (EN) competency standards states that you must demonstrate critical thinking in the conduct of enrolled nursing practice (ANMC). It further develops this competency by stating in element 5.2 that as an enrolled nurse you need to:

- recognise the need for and participate in continuing self/professional development.
- seek additional knowledge/information when presented with unfamiliar situations
- identify learning needs through consideration of practice in consultation with colleagues
- participate in ongoing educational development.

The Professional Code of Conduct for Nurses supports the enrolled nurse competency standards. It states in conduct statement 1 that nurses are to practice in a safe competent manner. This includes maintaining competence by participating in “ongoing professional development to maintain and improve knowledge, skills and attitudes relevant to practice in a clinical, management, education or research setting”. (http://www.anmc.org.au retrieved 21 December 2009).

By continuing to enhance your skills and knowledge through professional and skills development you will be satisfying another conduct statement (10): the ability to practice reflectively and ethically by contributing to the professional development of students and colleagues (http://www.anmc.org.au retrieved 21 December 2009).

You are demonstrating support of professional and skill development by undertaking this skills gap course. There are many other opportunities for advancing your career. Access the following websites for some ideas.

http://www.virtualnursingeducation.com