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Notice to Readers

Though the guidelines and procedures contained in this text are based on consultations with healthcare professionals, they should not be considered absolute recommendations. The instructor and readers should follow employer, local, state, and federal guidelines concerning healthcare practices. These guidelines change, and it is the reader's responsibility to be aware of these changes and of the policies and procedures of her or his healthcare facility.

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Preface

Welcome to the *Workbook for Nursing Assistant Care: Long-Term Care*! This workbook is designed to help you review what you have learned from reading your textbook. For this reason, the workbook is organized around learning objectives, just like the textbook and even your instructor's teaching material.

These learning objectives work as a built-in study guide. After completing the exercises for each learning objective in the workbook, ask yourself if you can DO what that learning objective describes.

If you can, move on to the next learning objective. If you cannot, just go back to the textbook, reread that learning objective, and try again.

We have provided procedure checklists close to the end of the workbook. The answers to the workbook exercises are in your instructor's teaching guide.

Happy Learning!

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Understanding Healthcare Settings

1. Discuss the structure of the healthcare system and describe ways it is changing

Multiple Choice

Circle the letter of the answer that best completes the statement or answers the question.

- 1. Another name for a long-term care facility (LTCF) is
 - (A) Nursing home
 - (B) Home health care
 - (C) Assisted living facility
 - (D) Adult daycare facility
- 2. Assisted living facilities are initially for
 - (A) People who need around-the-clock intensive care
 - (B) People who need some help with daily care
 - (C) People who will die within six months
 - (D) People who need to be in an acute care facility
- 3. Which of the following statements is true of adult daycare?
 - (A) It takes place in the person's home.
 - (B) It takes place in a facility during daytime working hours.
 - (C) Most people in adult daycare are seriously ill or disabled.
 - (D) Most serious surgeries are performed at adult daycare centers.
- 4. Care given by specialists to restore or improve function after an illness or injury is called
 - (A) Acute care
 - (B) Subacute care
 - (C) Rehabilitation
 - (D) Hospice care

- 5. Care given to people who have six months or less to live is called
 - (A) Acute care
 - (B) Subacute care
 - (C) Rehabilitation
 - (D) Hospice care
- 6. Home health aides
 - (A) May clean or shop for groceries along with giving care
 - (B) Have no contact with the client's family and/or friends
 - (C) Do not have any supervision
 - (D) Do not provide personal care
- People who live in LTC facilities are usually called _____ because it is where they live for the duration of their stay.
 - (A) Patients
 - (B) Healthcare providers
 - (C) Regulators
 - (D) Residents

Matching

For each of the following terms, write the letter of the correct definition from the list below.

- 8. _____ HMOs (health maintenance organizations)
- 9. _____ Facilities
- 10. _____ Managed care
- 11. _____ Payers
- 12. _____ PPOs (preferred provider organizations)
- 13. _____ Providers

- (A) Cost-control strategies that are replacing traditional insurance companies
- (B) People or organizations that provide health care
- (C) Places where care is delivered or administered
- (D) A health plan that states that clients must use a particular doctor or group of doctors
- (E) People or organizations paying for healthcare services
- (F) A network of providers that contract to provide health services to a group of people

2. Describe a typical long-term care facility

True or False

Mark each statement with either a "T" for true or an "F" for false.

- 1. ____ Long-term care facilities may offer assisted living, subacute care, or specialized care.
- 2. ____ Facilities that offer specialized care must have specially trained employees.
- 3. ____ Nonprofit organizations cannot own long-term care facilities.

3. Describe residents who live in long-term care facilities

Multiple Choice

- 1. What is the most important thing for a nursing assistant to know about the residents in her care?
 - (A) Whether or not residents have family close by
 - (B) How long residents have been in the facility
 - (C) That each resident is an individual with his or her own abilities and needs
 - (D) When residents normally have visitors

- 2. More than half of residents in long-term care facilities (LTCF) are
 - (A) Younger than 50 years old
 - (B) Caucasian females
 - (C) Black males
 - (D) Developmentally disabled children
- 3. In general, residents who stay at a facility for more than six months
 - (A) Need 24-hour care
 - (B) Have caregivers available to them in the community
 - (C) Are suffering from a terminal illness
 - (D) Are likely to return to live in the community
- 4. Which of the following statements is true of dementia?
 - (A) It is defined as the loss of an extremity, such as the loss of a leg.
 - (B) It is not present in the majority of residents in long-term care facilities.
 - (C) It has no effect on thinking, reasoning, and communicating.
 - (D) It affects approximately 50 to 90 percent of residents in long-term care facilities.

Short Answer

5. Why do you think it is important to care for each resident as a whole person instead of treating only his or her disorders and disabilities?

4. Explain policies and procedures

True or False

- 1. _____ A policy is a course of action to be followed. For example, all healthcare information must remain confidential.
- 2. ____ Facilities will have procedures for reporting information about residents.
- 3. ____ It is all right to do tasks not listed in the job description if they are very simple.
- 4. ____ Changes in residents should be reported to the nurse.
- 5. ____ It is all right for nursing assistants to discuss their personal lives with residents.
- 6. ____ Each step in a written procedure is important and must be strictly followed.

5. Describe the long-term care survey process

Multiple Choice

- 1. What is the purpose of surveys in long-term care facilities?
 - (A) To count the number of residents
 - (B) To refine the care-planning process
 - (C) To study how well residents are cared for
 - (D) To help the facility decide appropriate visiting hours
- 2. If a surveyor asks you a question you do not know the answer to, how should you respond?
 - (A) Guess.
 - (B) Offer information on another topic.
 - (C) Tell the surveyor what you think he or she wants to hear.
 - (D) Admit that you do not know, and find out the answer.

- 3. Which of the following statements is true of the Joint Commission?
 - (A) Facilities are required to participate in the Joint Commission's surveys.
 - (B) State surveys are the same as the Joint Commission's surveys.
 - (C) The goal of the Joint Commission's survey process is to improve safety and quality of care.
 - (D) The survey process does not check on performance relating to patient rights.

6. Explain Medicare and Medicaid

Short Answer

1. List two groups of people who qualify for Medicare.

2. List the two parts of Medicare and what each helps pay for.

3. How is eligibility for Medicaid determined?

7. Discuss the term "culture change" and describe Pioneer Network and The Eden Alternative

Short Answer

1. Define the term "culture change." List four examples of how you think elderly people can benefit from culture change.

