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| **2.02 Terminology - KEY** |
| **Directions: Record key terms and definitions on this chart as they are encountered throughout this objective.** |
| **2.02 Understand nurse aide observations, recording, and reporting.** |
| **Term** | **Definition** |
| Reporting | The verbal sharing of resident/patient information. |
| Recording | The writing of resident/patient information. It also refers to entering resident data in an electronic charting system. Recording is often referred to as charting or documenting.  |
| Concise | Expressing much in few words.  |
| Military Time | 24-hour clock. The hours are numbered from 0000 or 2400 through 2300. 1:00pm = 1300, 2:00pm = 1400, 3:00pm = 1500, 4:00pm = 1600, 5:00pm = 1700, 6:00pm = 1800, 7:00pm = 1900, 8:00pm = 2000, 9:00pm = 2100, 10:00pm = 2200, 11:00pm = 2300.  |
| Incident Report | A concise objective report of an unexpected event. The purpose is to collect information about what happened. The purpose is not to assign blame.  |
| Body Language | This is one form of non-verbal communication and it sends messages just like words do.  |
| Resident Care Plan | An individualized plan for each resident. It is developed to help achieve goals of care. This plan list tasks that each member of the care team must perform. |
| Resident Medical Record | A permanent, confidential, and legal collection of medical information that includes assessments, implementations, evaluations, management plans, and progress notes. The purpose of the record is to organize the large amounts of resident data and offers a place where each discipline can see what other disciplines are doing. The information is only available to health care workers involved in the care of the resident.  |
| CareTracker | One example of a computer program designed to make it easy for nurse aides and other staff to accurately document resident care.  |
| ADL | Activities of Daily Living. ADLs include bathing, dressing, caring for teeth, skin, nails, and hair, walking, transferring, toileting, and eating and drinking.  |
| **Common Abbreviations** | **Meaning** |
| abd | abdomen |
| ac, AC | Before meals |
| ad lib | As desired |
| amb | Ambulatory, able to walk |
| bid | Two times a day |
| BM | Bowel Movement |
| BP, B/P | Blood Pressure |
| STAT | At once, immediately  |
| w/c | Wheelchair |
| c/o | Complains of  |
| CHF | Congestive heart failure |
| DNR | Do Not Resuscitate |
| Dx, dx | Diagnosis – what is wrong with the resident, what illness |
| FBS  | Fasting blood sugar |
| FWB | Full weight bearing |
| HS | Hour of sleep, bedtime |
| inc | Incontinent |
| NPO | Nothing by mouth |
| NWB | Non weight bearing |
| OOB | Out of bed |
| TID | Three times a day |
| pc | After meals |
| PRN, prn | As necessary |