

Academy for Caregiving Excellence

Vocabulary List

Taken from AZ Assisted Living Facility
Caregiver Candidate Handbook

Version 4.0

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Module 1: Overview of AL & Care Plans

ADLs	daily personal care tasks, such as bathing; caring for skin, nails, hair, and teeth; dressing; toileting; eating and drinking; walking; and transferring.
admission	
care plan	
caregiver's role	
charge nurse	a nurse responsible for a team of healthcare workers
competency evaluation	
dependability	
empathy	entering into the feelings of others.
health-care team	
Policy	a course of action that should be taken every time a certain situation occurs.
Procedure	a method, or way, of doing something.
professional boundaries	
quality of life	
regulation	
resident independence	
residents	
responsibilities	
role	
role & responsibility	
state survey	State Inspection, usually performed annually
state tested	
survey	
terminology	

Module 2: Legal and Ethics

respectful treatment	
treating residents with respect	
abandonment	desertion of an elderly person
abuse	purposeful mistreatment that causes physical, mental, or emotional pain or injury to someone.
advance directives	legal documents that allow people to choose what medical care they wish to have if they are unable to make those decisions themselves.
assault	
battery	
confidentiality	
conflict	
defamation	
disrespect	
DNR	a type of advance directive that instructs medical professionals not to perform CPR if a person's heartbeat or breathing stops.
documentation	
emotional abuse	
ethics	the knowledge of right and wrong.
false imprisonment	
financial abuse	
fraud	
HIPAA	Health Insurance portability and accountability act
Laws	rules set by the government to help people live peacefully together and to ensure order and safety.
liability	
misappropriation of missing property	
negligence	actions, or the failure to act or provide the proper care, that result in unintended injuries to a person
official records	
ombudsman	the legal advocate for residents; person or persons who help resolve disputes and settle conflicts

resident abuse

resident rights

resident treatment

Resident's Bill of Rights

numerous rights identified in the OBRA law that relate to how residents must be treated while living in a facility; they provide an ethical code of conduct for healthcare workers.

restraints

resuscitation

rights

seclusion

sexual abuse

sexual harassment

sharing information

slander

stealing

suspected abuse

threatening resident

workplace violence

passive

Module 3: Communication

aphasia	loss of ability to understand or express speech, caused by brain damage
body language	
communication	the process of exchanging information with others
gestures	
hearing	
hearing impaired	
hearing loss	
incident report	
interpersonal skills	
nonverbal communication	communicating without using words
objective	information based on what a person sees, hears, touches, or smells
objective data	
objective information	
observation	
open-ended questions	Questions that focus on obtaining more information other than just a yes or no answer
reporting	
resident trust	
subjective	information that a person cannot or did not observe, but is based on something reported to the person that may or may not be true
telephone etiquette	
patience	

Module 4: Infection Control

communicable diseases	
bacteria	
biohazard	Material that is potentially infectious
bodily fluids	
chemical disinfection	the application of a liquid chemical agent to eliminate the majority of pathogenic
cleaning	
contamination	soiled, unclean, having disease-causing organisms or infectious material on it
Direct Contact	touching an infected person or his secretions.
disinfection	process that kills pathogens, but not all pathogens; it reduces the pathogen count
disposal	
Droplets	
germ transmission	
gloves	
hand washing	
hepatitis A	
Indirect contact	touching something contaminated by an infected person
infection	
infection control	A set of methods practiced in healthcare facilities to prevent and control the spread
isolation	to keep something separate, or by itself.
isolation precautions	
mask	
medical asepsis	practices such as handwashing that reduce, remove, and control the spread of
microorganism	a living thing or organism that is so small that it can be seen only through a
MSDS	Material safety data sheet
needle piercing	
nosocomial	A healthcare associated infection, an infection acquired in a healthcare setting

Module 4: Infection Control - Continued

pathogen	microorganisms that are capable of causing infection and disease
PPE	Personal Protective Equipment
precautions	
protection	
protective equipment	
safety	
sanitizer	
sharps container	
standard precautions	a method of infection control in which all blood, body fluids, non-intact skin, and mucous membranes are treated as if they were infected with an infectious disease.
sterilization	a method used to decrease the spread of pathogens and disease by destroying all microorganisms, including those that form spores.
Transmission based precautions	method of infection prevention used when caring for persons who are infected or suspected of being infected with a disease. They are used in addition to Standard precautions
transporting linens	
pathogen	microorganisms that are capable of causing infection and disease
PPE	Personal Protective Equipment
precautions	
protection	
protective equipment	
safety	
sanitizer	
sharps container	
standard precautions	a method of infection control in which all blood, body fluids, non-intact skin are treated as if they were infected with an infectious disease.
sterilization	a method used to decrease the spread of pathogens and disease by destroying all microorganisms, including those that form spores.
Transmission based precautions	method of infection prevention used when caring for persons who are infected or suspected of being infected with a disease. They are used in addition to Standard precautions
transporting linens	
wearing gloves	

Module 5: Fire, Safety and Emergencies

abdominal thrust	a method of attempting to remove an object from the airway of someone who is choking.
accidents	
ambulance	
appropriate response	
bleeding	
breathing	
burns	
catastrophic reactions	
chest pain	
choking	
CVA	
dehydration	an excessive loss of water from the body; a condition that occurs when fluid loss is greater than fluid intake
evacuation	
falls	
fire	
first aid	
HCP visit (Doctor's visit)	
heart attack	
Heimlich maneuver	a method of attempting to remove an object from the airway of someone who is choking, also known as abdominal thrust
ice bag	
initial observations	
RACE (acronym)	Stands for Rescue, Alarm, Contain, Extinguish
seizure	
symptoms	
Syncope	Occurs as a result of decreased blood flow to the brain, causing a loss of consciousness. Also known as fainting

Module 6: Human Needs and the Body System

emotional needs

emotional support

aging process

basic needs

These are needs a human being has, includes need for food, shelter, sleep, and comfort.

beliefs

body systems

cancer

cardiovascular system

central nervous system

circulatory system

culture

digestive system

hormones

integumentary system

This system includes the skin, hair and nails

Maslow's Hierarchy of needs

musculoskeletal

psychological needs

psychosocial needs

human needs that have to do with social interaction, emotions, intellect, and spirituality.

religious service

sexual expression

urinary tract

masturbation

self-esteem

sexual needs

sexuality

social needs

spiritual needs

Module 7: Positioning and transfers

affected side	a weakened side from a stroke or injury; also called the weaker or involved side
ambulation	walking
atrophy	
bed position	
body alignment	
body mechanics	the way the parts of the body work together whenever a person moves
contracture	
decubitus ulcer	technical term for bedsore
Draw sheet	an extra sheet placed on top of the bottom sheet; used for moving residents
foot drop	a weakness of muscles in the feet and ankles that causes difficulty with the ability to flex the ankles and walk normally.
Fowlers	body position in which a person is in a semi-sitting position (45 to 60 degrees).
gait belt	
gangrene	
lift/draw sheet	an extra sheet placed on top of the bottom sheet; used for moving residents.
log roll	method of moving a person as a unit, without disturbing the alignment of the body.
moving	
positioning	
postural supports	
pressure ulcers	a serious wound resulting from skin breakdown; also known as a pressure sore, bed sore, or decubitus ulcer.
preventing injury	
quadriplegia	
reposition	the act of helping people into positions that promote comfort and health.
rotation	
semi fowlers	

Module 7: Positioning and transfers

shearing of skin	rubbing or friction that results from the skin moving one way and the bone underneath it remaining fixed or moving in the opposite direction.
transfer belt	a belt made of canvas or other heavy material that is used to help people who are weak, unsteady, or uncoordinated to transfer
transfers	
transporting	
walker	
weakness	
wheelchair safety	
Bed height	
rigidity	
elevate head	
shearing of skin	rubbing or friction that results from the skin moving one way and the bone underneath it remaining fixed or moving in the opposite direction.
transfer belt	
hemiplegia	Paralysis on one side of the body
immobility	
mechanical lift	
mobility	
paralysis	
partial assistance	
Dangling	to sit up with the legs hanging over the side of the bed in order to regain balance and stabilize blood pressure

Module 8: Home Environment & maintenance

transfers

transporting

walker

weakness

wheelchair safety

Bed height

rigidity

elevate head

missing documentation

discharging resident

dirty linen

bed making

linen

occupied bed

a bed made while a person is in the bed

quality control

resident belongings

resident unit

resident's environment

If this is kept comfortable and clean, it can help a resident feel better physically and psychosocially

water pitcher

Chemical safety

Circadian Rhythm

the 24-hour day-night cycle

Module 9: Basic Caregiving skills

abnormal vital signs	Vital signs outside of the normal range
adequate drop of blood	
afebrile	Without fever
AIDS	Auto Immune Deficiency Syndrome
anemia	
angina	Chest pain, pressure or discomfort
antibiotics	
antiembolic stockings	specialized hosiery designed to help prevent the occurrence of, and guard against further progression of, venous disorders such as edema, phlebitis and thrombosis. Also known as elastic stockings or ted hose
apical pulse	the pulse located on the left side of the chest, just below the nipple
apnea	the absence of breathing
axillary temperature	is when your under arm is used to check temperature
bath water temperature	95-105 degrees Fahrenheit (depends on resident's preference)
bathing	
bedpan	
bedrest	
blood in urine	
blood pressure	the pressure of the blood in the circulatory system, often measured for diagnosis since it is closely related to the force and rate of the heartbeat and the diameter and elasticity of the arterial walls
blood sample	
body temperature	
bowel program	a program that helps people who have chronic constipation or a frequent loss of bowel control. The program involves trying to go to the bathroom at the same time every day in an attempt to help train your body to have regular bowel movements
BP	
cast	
cataracts	
catheter	
cc's in an ounce	30 = 1oz
chronic	
circulation	

Module 9: (Continued)

Closed bed	a bed completely made with the bedspread and blankets in place
cold application	
colostomy	surgically-created opening through the abdominal wall into the large intestine to allow feces to be expelled
colostomy bag	
congestive heart failure	a condition in which the heart muscle is damaged and fails to pump effectively
constipation	the inability to eliminate stool, or the infrequent, difficult and often painful elimination of a hard, dry stool
converting measures	
COPD	a chronic, progressive, and incurable lung disease that causes difficulty breathing (chronic Obstructive pulmonary disease)
dangling	to sit up with the legs hanging over the side of the bed in order to regain balance and stabilize blood pressure
Defecation	the act of passing feces from the large intestine out of the body through the anus
denture care	
dentures	
diastolic	phase when the heart relaxes or rests
dilate	
discoloration	
disease	
disease process	
dizziness	
dysphagia	difficulty swallowing
dyspnea	difficulty breathing
edema	swelling in body tissues caused by excess fluid
elastic stockings	specialized hosiery designed to help prevent the occurrence of, and guard against further progression of, venous disorders such as edema, phlebitis and thrombosis. Also known as Antiembolic stockings
elimination	the process of expelling wastes
emesis	the act of vomiting, or ejecting stomach contents through mouth or and nose.
emesis basin	is a shallow basin with a kidney-shaped footprint and sloping walls used to receive soiled dressings and other medical waste
enema	a specific amount of water, with or without an additive, introduced into the colon to eliminate stool

Module 9: (Continued)

epilepsy	
eye glasses	
fasting	a period of time during which food is given up voluntarily usually for 12 hours
fecal impaction	a hard stool that is stuck in the rectum and cannot be expelled.
feces	
feeding	
flatus	Intestinal gas
Fluid balance	taking in and eliminating equal amounts of fluid
Foley catheter	
foot care	
frayed cord	
frequent urination	
FSBS	Finger stick blood sugar
G-tube	a tube inserted in an surgically-created opening into the stomach in order to feed a person, also known as Gastronomy Tube
geriatrics	the study of health, wellness, and disease later in life
hand care	
hearing aid	
height	
holistic care	a type of care that involves caring for the whole person—the mind as well as the body.
Homeostasis	the condition in which all of the body's systems are working at their best.
hypertension	high blood pressure, measuring 140/90 or higher
hyperventilation	
I&O	Intake & output
incontinence	the inability to control the bladder or bowel, which leads to an involuntary loss of urine or feces.
indwelling catheter	a type of catheter that remains inside the bladder for a period of time; urine drains into a bag.
intake	The amount a person eats and drinks throughout the day
loose teeth	
making occupied bed	a bed made while a person is in the bed

Module 9: (Continued)

male perineal care	
mealtime	
measuring height	
measuring temperature	
mouth care	
MSDS	Material safety data sheet
naris	The nose
nasal cannula	a piece of plastic tubing that fits around the face and is secured by a strap that goes over the ears.
nausea	a feeling of sickness with an inclination to vomit.
observation types	
Open bed	a bed made with the linen folded down to the foot of the bed
oral care	care of the mouth, teeth, and gums
oral hygiene	
oral temperature	Temperature reading taken in the mouth
orthopedic	
osteoporosis	
output	
overbed table	a narrow rectangular table designed especially for hospital patients that spans the bed and is typically fitted with casters and a crank for adjusting the height and tilting the top
oxygen	
oxygen use	
Parkinson's	
partial bath	a bath that includes washing the face, hands, underarms, and perineum; is given on days when a complete bed bath, tub bath, or shower is not done
perineal care	care of the genitals and anal area.
peripheral vascular disease	A disease of blood vessels outside the heart affecting circulation in the extremities
personal care	
personal items	
podiatrist	
privacy	

Module 9: (Continued)

providing privacy

pulse

radial pulse

the pulse located on the inside of the wrist, where the radial artery runs just beneath the skin.

recalling observations

rectal

resident pain

resident's chart

respiration

respiratory symptoms

scale

shaving

Sitz Bath

a warm soak of the perineal area

skin

skin integrity

Skin health, refers to whether the skin is broken or not

skin observation

skin rashes

smoking

soiled linen

specimen

a sample that is used for analysis in order to try to make a diagnosis

spilled food

sputum

stethoscope

stroke

supplemental feedings

swelling

systolic

phase where the heart is at work, contracting and pushing blood out of the left ventricle

temperature

tub bath

tubing

Module 9: (Continued)

Tympanic temperature	Temperature reading taken in the ear
unaffected	The side that has not been affected, weakened or injured, also known as “strong side”
unconscious	
unsteady	
urethral	
urinary catheter bag	
urinary elimination	
urinary problems	
urinary system	
urination	The act of passing urine from the bladder through the urethra and out of the body
urine	
UTI	urinary tract infection- inflammation of the bladder and the ureters that results in a painful burning during urination and the frequent feeling of needing to urinate; also called cystitis.
vision change	
vital signs	measurements—temperature, pulse, respirations, blood pressure, pain level— that monitor the functioning of the vital organs of the body
vomitus	Vomit
water intake	How much water is drank throughout the day
weak side	Affected or involved side
weighing	

Module 10: Nutrition

aspiration	the inhalation of food, fluid, or foreign material into the lungs
carbohydrates	These supply the body with energy and extra protein to help the body use fat efficiently
clear liquid diet	A diet in which the resident is only fed clear liquids
diet	
digestion	
minerals	These help maintain body functions. They provide energy and regulate body processes; these include zinc, iron, calcium, magnesium, etc.
nutrition	how the body uses food to maintain health.
pureed diet	to chop, blend, or grind food into a thick paste of baby food consistency.
thick fluids	When a resident has swallowing problems they may be prescribed these. Consistencies include Nectar, honey, and pudding.
transporting food	

Module 11: Cognitive Impairment

agitation	The state of being excited, restless or troubled
Alzheimer's Disease	a progressive, degenerative, and irreversible disease that is a form of dementia; there is no cure
anxiety	Uneasiness, worry, or fear, often about a situation or condition
attitudes	A persons response toward certain situations
behavior	
blindness	Vision impaired
bone loss	
brittle bones	
cognitively impaired	when a person has trouble remembering, learning new things, concentrating, or making decisions that affect their everyday life

Module 11: Cognitive Impairment

combative resident	
confused resident	
de-escalation	
delusions	Persistent false beliefs.
dementia	the serious loss of mental abilities, such as thinking, remembering, reasoning, and communicating.
dialysis	An artificial means of removing the body's waste products when the kidneys are no longer able function properly.
disoriented	
disrupting behavior	
hoarding	collecting and putting things away in a guarded way
impaired	
impairment	a loss of function or ability.
limping resident	
memory loss	
mental health	
metastasis	
paranoia	
perseveration	The repetition of words, phrases, questions, or actions.
pet therapy	
progressive	something that continually gets worse or deteriorates
reality orientation	
reminiscence therapy	
reminiscing	
responding to resident behavior	
Rummaging	going through drawers, closets, or personal items that belong to oneself or others

Module 11: Cognitive Impairment

sensory system	
sundowning	becoming restless and agitated in the late afternoon, evening or night.
validation	giving value to or approving
validation therapy	
violent behavior	
wandering	walking aimlessly around the facility or facility grounds

Module 12: Mental Health

antipsychotic	
Apathy	lack of interest in activities.
behavioral care plan	
bipolar disorder	Causes a person to have mood swings and changes in energy levels and the ability to function.
defense mechanism	unconscious behaviors used to release tension or cope with stress.
Denial	
depression	a type of mood disorder that causes pain, fatigue, apathy, sadness, irritability, anxiety, sleeplessness, and loss of appetite, as well as other symptoms; also called <i>major depressive disorder</i>
Displacement	
insomnia	
obsessive compulsive	(OCD): an anxiety disorder characterized by obsessive behavior or thoughts, which may cause the person to repeatedly perform a behavior or routine
projection	
PTSD	Anxiety disorder brought on by experiencing or witnessing a traumatic event.
Rationalization	
Regression	
Repression	
suicide	

Module 13: Restorative skills

activities	
adaptive devices	special equipment that helps a person who is ill or disabled perform ADLs; also called assistive devices
adaptive equipment	
assistive devices	special equipment that helps a person who is ill or disabled perform ADLs; also called adaptive devices
contributing factors	
Extension	straightening a body part
flexed	
Flexion	bending a body part
group settings	
physical therapist	
pronation	turning downward
prosthesis	
ramps	
range of motion	Exercises that put a joint through its full arc of motion also known as ROM
rehabilitation	care given by specialists to help restore or improve function after an illness or injury
resident's families	
restorative care	care given after rehabilitation to maintain a person's function, improve his quality of life, and increase his independence.

Module 14: End of life care

death and dying

dying

grieving process

hospice

hospice care

palliative care

post mortem care

rigor mortis

terminal illness

Module 15: Diabetes

blood glucose

The blood glucose level is the amount of glucose in the blood

diabetes

a condition in which the pancreas does not produce insulin or does not produce enough insulin; cause problems with circulation and can damage vital organs

diabetic

A person who has been diagnosed with Diabetes Mellitus

drawing insulin

fingerstick

the blood glucose reading (also known as FSBS- Finger stick blood sugar)

glucagon

glucometer

glucose levels

glucose management

Glucotrol

high incidence of diabetes

hyperglycemia

hypoglycemia

injections

insulin

insulin administration

insulin classification

Module 15: Diabetes (Continued)

insulin dosage

insulin injection

insulin manufacture

insulin measurement

insulin potency

insulin syringe

lancet

mixing

mixing insulin

normal blood glucose

NPH reactions

open insulin

sliding scale

syringe units

syringes

Type I diabetes

Type II diabetes

Most common form of diabetes in which either the body does not produce enough insulin or the body fails to use it

blood sugar

Module 16: Medication Management

allergic reactions

physician's authority

administration

preparing, giving and evaluating the effectiveness of prescription and non-prescription drugs

countable medication

cross checking

to make certain that information, a calculation, etc. is correct

dose

drug loss

drug tolerance

effects

expiration date

faxed order

five rights

HCP order (Physicians orders)

identifying residents

indication

inhaler

interactions

liquid administration

medical record

medication administration

medication categories

medication effect

medication interaction

medication label

medication occurrence

Module 16: (Continued)

medication sheet	
medication storage	
mistakes	
needles	
NPO	medical order to withhold all food and fluids taken orally
obtaining medications	
ointment	
ophthalmic	
OTC	Over the Counter
pharmacy label	
prescription	
PRN	As needed
QID	Four times a day
recreational drugs	
refusal	
resident identification	
resident information	
resident pictures	
right dose	
self-medication	
side effect	
twice daily	
verification	
vitamins	
wrong dose	

Module 17: Job Management skills

orientation

in-service programs

burnout

A state of mental and physical exhaustion caused by unmanaged stress

job application

A required form an employer will have an applicant complete which includes applicants name, address, work experience, etc.

stress

the state of being frightened, excited, confused, in danger, or irritated.