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Key Notes for the Student

The following features are highlighted within the text for your easy reference:

Keys for Learning. Each chapter begins with features to help you study information in the chapter. These include **Learning Objectives**, **Key Terms**, **Keys to Understanding This Chapter**, **Key Points**, **Key Topics Outline**, and **Key Learning Activities**.

- ◆ **Learning Objectives.** Objectives help you set goals for learning the material in the chapter.
- ◆ **Key Terms.** This list of important terms is defined in the chapter and in the Glossary.
- ◆ **Keys to Understanding This Chapter.** Chapters and units that will provide background information guide you in preparatory study.
- ◆ **Key Points.** This list highlights important information in the chapter.
- ◆ **Key Topics Outline.** This outline gives you an overview of the development of the chapter.
- ◆ **Key Learning Activities.** You may be assigned these experiential activities or pursue them on your own.

Keys for Review. Each chapter ends with features to help you review the information you learned. These aids include **Key Questions for Critical Thinking**, **Key Readings**, **Enrichment Keys**, **Keys to Learning More**, **Key Resources**.

- ◆ **Key Questions for Critical Thinking.** These statements help you think independently and apply your knowledge to situations you may encounter.
- ◆ **Key Readings.** This list contains books and journals the author used to supply facts for the chapter.
- ◆ **Enrichment Keys.** This list provides other reference materials for further knowledge.
- ◆ **Keys to Learning More.** These chapters or units later in the book relate to subject matter in this chapter.
- ◆ **Key Resources.** A list of agencies for your reference when working with individuals and families.

Key Concepts. Many of these little boxes occur throughout the text to review or summarize important information.

Nursing Alert. These boxes highlight vital information in patient care and will help you practice safe nursing.

Keys to Patient and Family Teaching. This boxed material lists key information you should teach to patients and families and will help you with this important nursing responsibility.

Special Considerations in Children and **Special Considerations in Aging.** These boxes help you adapt nursing care information in specific situations across the lifespan.

Sample Nursing Care Plans and **Nursing Process Overviews.** These boxes show nursing process in action, give you examples of how nursing process is used in a clinical setting, and outline information you may see on a Nursing Care Plan.

Keys to Nursing Assessment. These boxes summarize factors in nursing assessment for different body systems throughout the book.

Nursing Procedures. These highlighted boxes with illustrations outline common step-by-step procedures with rationale you will need to learn to provide patient care.

Nursing Skills. These other step-by-step skills with rationale are set off within the text.

Nursing Skill Guidelines. These boxed guidelines give general nursing information that will strengthen your knowledge and skills.

Key English-to-Spanish Healthcare Phrases. Phrases in Appendix A will help you communicate with your Spanish-speaking patients.

Key Abbreviations and Acronyms Used in Healthcare. This special glossary of abbreviations and acronyms appears in Appendix B and is in addition to charting abbreviations presented in the text.

Glossary. This Glossary, which helps you define important words used in the text, will become part of your nursing vocabulary.

Nursing Diagnoses. This list of NANDA-approved nursing diagnoses, which appears facing the back cover, will play a prominent part in your coordination of care with coworkers.

Universal Precautions. These precautions are vital to your nursing career. They are presented on the inside back cover. Following these precautions is critical for your safety, the safety of those with whom you work, and your patients' safety.

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