

Yvonne Ford

Nursing English Essentials

2., überarbeitete und neu illustrierte Auflage



HUBER



Contents

Foreword	13
Preface to 2 nd Edition	15
Preface to 1 st Edition	16
1. Body Parts	17
1.1 Head	17
1.2 Torso	20
1.3 Extremities	22
1.4 Internal Organs and Structures	24
1.5 Reproductive System	30
1.5.1 Female	30
1.5.2 Male	31
2. Common Words Used to Describe Body Parts and Functions	33
2.1 General State of Health	33
2.2 General Appearance	34
2.3 Face, Head and Mental Functions	34
2.4 Eyes	36
2.5 Ear, Nose, Throat	36
2.6 Lungs	38
2.7 Heart and Circulation	39
2.8 Digestive System	39
2.9 Kidneys and Bladder	40
2.10 Reproductive Organs	40
2.11 Musculo-skeletal System	41
2.12 Skin and Nerves	42
2.13 Birth and Death	43
2.14 Sleep and Rest	44
3. Common Words to Describe Health Problems and Symptoms	45
3.1 General State of Health	45
3.2 General Appearance	46
3.3 Head and Mental Functions (<i>also Mood</i>)	46

3.4	Eyes	47
3.5	Ears, Nose, Throat	48
3.6	Lungs	48
3.7	Heart and Circulation	49
3.8	Digestive System	50
3.9	Kidneys and Bladder	51
3.10	Reproductive Organs	52
3.10.1	Male	52
3.10.2	Female	52
3.11	Musculo-skeletal System	53
3.12	Skin and Nerves	54
3.13	Birth and Death	55
3.14	Sleep and Rest	55
4. Talking about Pain (<i>including Questions for Pain Assessment</i>) ..		57
5. Questions for Patient Assessment ..		59
5.1	Asking for Personal Details	61
5.2	Questions for Accident and Emergency	63
5.3	Hospital Admission of an Adult	65
5.3.1	Introduction	65
5.3.2	Safety in the Home Environment and in the Hospital	66
5.3.3	Communication	66
5.3.4	Breathing, Body Temperature and Heart Function	66
5.3.5	Eating and Drinking, Urination and Bowel Movement (Elimination)	67
5.3.6	Body Care and Dressing	67
5.3.7	Mobility	67
5.3.8	Rest and Sleep	68
5.3.9	Daily Routines (Work, Recreation, Significant Practices)	68
5.3.10	Privacy and Sexuality	68
5.3.11	Experience with Serious or Terminal Illness	69
5.3.12	Closing	69
5.4	Hospital Admission of a Child	70
5.4.1	Introduction	70
5.4.2	Birth and Early Development	71
5.4.3	Childhood Illnesses and Infections	71
5.4.4	Eating and Drinking	72
5.4.5	Communication	72
5.4.6	Elimination	72
5.4.7	Body Care	73
5.4.8	Daily Routine	73
5.4.9	Sleep and Rest	73
5.4.10	Family Environment	73
5.4.11	Closing	74
5.5	Extra Questions for Psychiatric Patients	75
5.6	Extra Questions for Elderly Patients	77
5.6.1	General Health	77

5.6.2	Health History	77
5.6.3	Health Behaviour	77
5.6.4	Vision	78
5.6.5	Hearing	78
5.6.6	Mobility and Self-care	78
5.6.7	Family and Friends, Activities	78
5.6.8	Eating and Drinking, Elimination	79
5.6.9	Mental Activity	79
5.7	Extra Questions for Palliative Care Patients	80
5.8	Extra Questions for Patients at home	82
5.9	Extra Questions for Patients from another Culture	83
5.10	Extra Questions for Homeless Patients	85
5.11	Extra Questions for Pregnant Patients	86
5.12	Extra Questions on Suspicion of Domestic Abuse	88
6.1	General Nursing Communication	89
6.1.1	Care Goals	89
6.1.2	Discharge Planning	91
6.1.3	Emotional Support	92
6.1.4	Family Support	92
6.1.5	Giving Bad News	93
6.1.6	Children and Stress	93
6.2	Explaining Specific Interventions	95
6.2.1	Bandage Change	95
6.2.2	Bed Bath	95
6.2.3	Bedpan Use	96
6.2.4	Blood Sugar	97
6.2.5	Catheterization	97
6.2.6	Cast Instructions	98
6.2.7	Clean-catch Urine Specimen	98
6.2.8	Decubitus Prevention	99
6.2.9	Drain Removal	99
6.2.10	Enema	99
6.2.11	Fluid Balance	100
6.2.12	Hand-washing	100
6.2.13	Infection Control – Isolation	101
6.2.14	Injection – Intra-muscular	101
6.2.15	Injection – Sub-cutaneous	102
6.2.16	Mouth Care	102
6.2.17	Oxygen Therapy	103
6.2.18	Mobilization	104
6.2.19	Naso-gastric Tube	104
6.2.20	Operation Prep	104
6.2.21	Intravenous Medication	105
6.2.22	Pneumonia Prevention	105
6.2.23	Stitch Removal	106
6.2.24	Suctioning	106

6.2.25	Thrombosis Prevention	107
6.2.26	Vital Signs	107
6.3	Supporting New Parents	108
6.3.1	Newborn Jaundice Therapy	108
6.3.2	Bathing a Baby – Teaching Session for the Parents	109
6.3.3	Breastfeeding – Teaching Mothers	109
6.3.4	Nipple Care – Breastfeeding Mothers	110
6.3.5	Introducing Solid Foods	110
7.	Essential Language for Common Situations	113
7.1	Giving Directions	113
7.2	Saying Hello	114
7.3	Saying Goodbye	114
7.4	Introductions	114
7.5	Answering the Phone	115
7.6	Breaking Bad News	116
7.7	Offering Sympathy when Someone Has Died	117
7.8	Apologizing when You Have Made a Mistake	118
7.9	Offering Encouragement and Assistance	118
7.10	Correcting when Someone Is Wrong	119
7.11	Complaining	120
7.12	Warning Someone about Negative Consequences	120
7.13	Congratulating	120
7.14	Giving Someone Advice or Making Suggestions	121
7.15	Agreeing	121
7.16	Disagreeing	121
7.17	Requesting Information	122
7.18	Asking for and Giving Permission	122
7.19	Accepting an Invitation	122
7.20	Refusing an Invitation	123
7.21	Expressing Anger	123
7.22	Checking Your Understanding	123
7.23	Asking about Time	124
8.	Medication	125
8.1	Taking the History of Medication Use	125
8.2	Forms of Medication	125
8.3	How to Take Medication	126
8.4	Desired Effect of Medication	127
8.5	Possible Negative Side-effects	128
9.	Nursing Instruments and Supplies Used on the Ward	129
10.	Health Aids Used by Patients	133
11.	What Patients Should Bring to Hospital	135

12. Talking about the Hospital	137
12.1 Hospital Departments and Services	137
12.2 Patient's Room	138
12.3 On the Ward	139
13. Health Care Facilities in the Community	141
14. Professionals in Health Care	143
14.1 Titles for Nurses and Explanations	143
14.1.1 In the United Kingdom	143
14.1.2 In the United States	144
14.2 Medical Doctors (Specialities)	145
14.3 Other Professionals in Health Care	146
15. How to Develop a Teaching Plan for a Patient	147
15.1 Your Patient	147
15.2 Your Goal	148
15.3 Your Materials and the Setting	148
15.4 The Plan	148
16. Sample Letters	151
16.1 Asking for a Placement	151
16.2 Asking for a Job	153
16.3 Sample Curriculum Vitae	154
16.4 Letter of Thanks	156
16.4.1 Personal Note of Thanks	156
16.4.2 Formal Letter of Appreciation	158
17. Help with Speaking English	159
17.1 Common Problems in Speaking English	159
17.2 Phonetic Symbols Used in Dictionaries	160
18. Vocabulary	163
18.1 Glossary English – Deutsch	164
18.2 Glossary Deutsch – English	197
18.3 False Friends	231
18.4 Confusing Words	235
19. Essential Abbreviations	239
19.1 Academic and Professional Abbreviations Related to Nursing	239
19.2 Abbreviations Used in Hospital Documentation	241

20. Essential Measurements	245
20.1 Temperature	245
20.2 Length (Height)	246
20.3 Weight	246
20.4 Volume	247
20.5 Numbers	247
20.6 Telling Time	248
 21. Essential Grammar	249
21.1 Using the Present Simple Tense	249
21.2 Using the Present Continuous Tense (Present Progressive)	250
21.3 Using the Past Simple Tense	251
21.4 Using the Past Continuous	251
21.5 Using the Present Perfect	252
21.6 Using the Past Perfect	253
21.7 Using the Conditional Tenses	253
21.7.1 First Conditional	254
21.7.2 Second Conditional	254
21.7.3 Third Conditional	254
21.8 Using the Future Tenses	255
21.9 Phrasal Verbs	256
21.10 Irregular Verbs	260
 22. Test Yourself	265
22.1 Present Simple or Present Continuous?	265
22.2 Past Tenses	266
22.2.1 Past Simple or Present Perfect?	266
22.2.2 Since or for?	267
22.2.3 Right or wrong?	267
22.2.4 Using the Past Continuous Tense	268
22.2.5 Using the Past Perfect in Combination with the Past Simple	268
22.3 Using the Conditional Tenses	269
22.4 Future Tenses	269
22.5 Phrasal Verbs	270
22.6 Which Professional Can Help?	271
22.7 Mysterious Complaints	272
22.8 What's Wrong Here?	272
 23. Test yourself – Answers	275
23.1 Present Simple or Present Continuous?	275
23.2 Past Tenses	275
23.2.1 Past Simple or Present Perfect	275
23.2.2 Since or for?	275
23.2.3 Right or wrong?	276
23.2.4 Using the Past Continuous Tense	276
23.2.5 Using the Past Perfect in Combination with the Past Simple	276

23.3 Using the Conditional Tenses	276
23.4 Future Tenses	276
23.5 Phrasal Verbs	276
23.6 Which Professional Can Help?	277
23.7 Mysterious Complaints	277
23.8 What's Wrong Here? – Explanations	277
Appendix	281
Essential Addresses and Websites	281
Book Lists	282
Preparation for American Nursing Exams	282
Working in the UK	283
Communication with Patients	283
Patient Teaching	284
Dictionaries and Reference Books	284
English Practice Books	285
Books for Learning Medical and Nursing Vocabulary	285
Illustration Index	287
Photos and Illustrations	287
Illustrations with permission of	287

1 Body Parts

1.1 Head

Illustration 1-1a: front view of face.

- 1 ear (Ohr)
- 2 temple (Schläfe)
- 3 eye (Auge)
- 4 hair (Haar)
- 5 forehead (Stirn)
- 6 brain (Hirn)
- 7 scalp (Kopfhaut)
- 8 cheek (Wange)
- 9 moustache (Schnurrbart)
- 10 chin (Kinn)
- 11 nose (Nase)
- 12 nostril (Nasenloch)
- 13 mouth (Mund)
- 14 jaw (Kiefer)
- 15 bridge of the nose (Nasenbein)

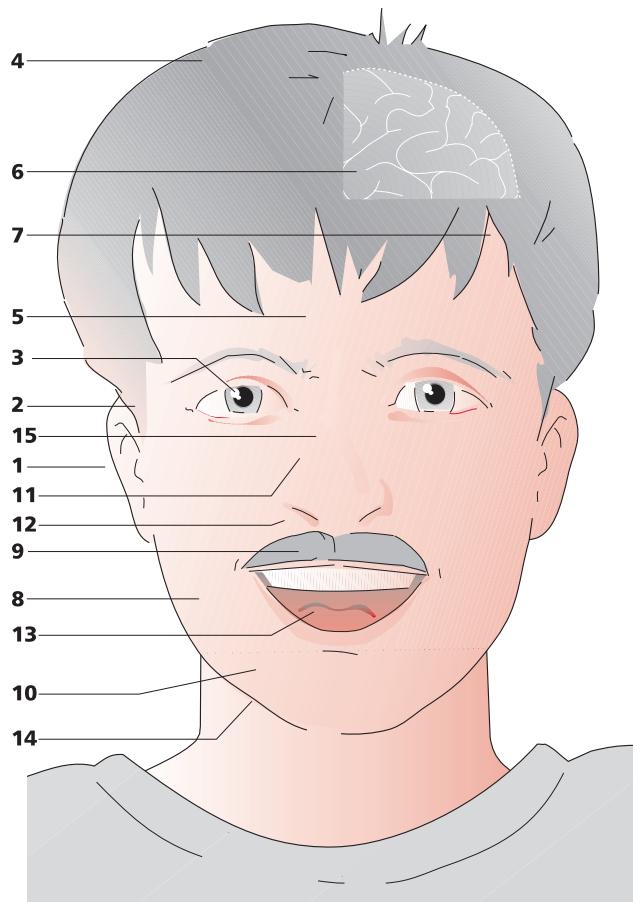


Illustration 1-1b: Side view of nose and cheek.

- 1 frontal sinus (Stirnhöhle)
- 2 nasal cavity (Nasenhöhle)
- 3 upper jaw (Oberkiefer)
- 4 lower jaw or mandible (Unterkiefer)
- 5 tongue (Zunge)
- 6 epiglottis (Kehldeckel)
- 7 windpipe or trachea (Luftröhre)
- 8 esophagus or gullet (Speiseröhre)
- 9 spinal cord (Rückenmark)
- 10 spinal column or spine (Wirbelsäule)
- 11 medulla oblongata (verlängertes Mark)
- 12 occipital bone or base of the skull (Hinterhauptbein, Schädelbasis)
- 13 thyroid cartilage (Schildknorpel)

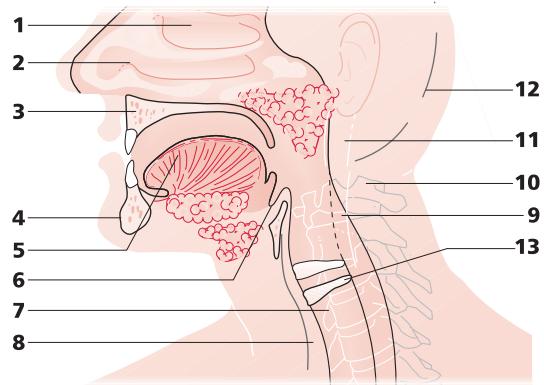


Illustration 1-1c: Ear.

- 1 outer ear or pinna (Ohrmuschel)
- 2 earlobe (Ohrläppchen)
- 3 ear canal (Gehörgang)
- 4 tympanic membrane or eardrum (Trommelfell)
- 5 tympanic cavity or tympanum (Paukenhöhle)
- 6 Eustachian tube (Eustachische Röhre)
- 7 cochlea (Schnecke)
- 8 auditory nerve (Gehörnerv)
- 9 labyrinth (Labyrinth)
- 10 auditory ossicles: malleus, incus, stapes (Gehörknöchelchen: Hammer, Amboss, Steigbügel)

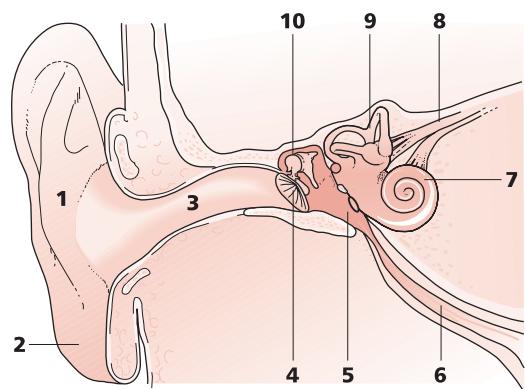
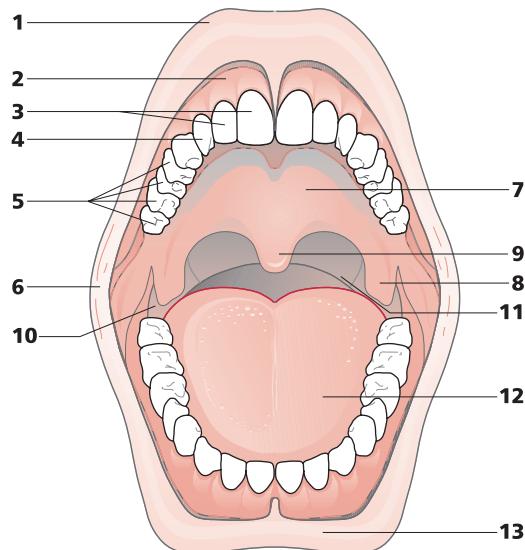
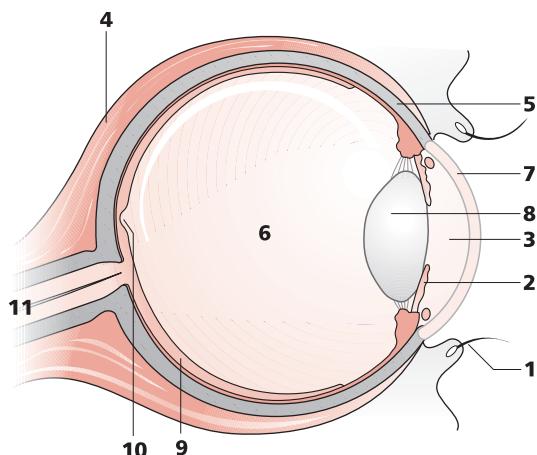


Illustration 1-1d: Open mouth.

- 1 upper lip (Oberlippe)
- 2 gums or gingiva (Zahnfleisch)
- 3 incisor (Schneidezahn)
- 4 cuspid or canine tooth (Eckzahn)
- 5 molar (Backenzahn)
- 6 corner of the mouth (Mundwinkel)
- 7 hard palate (harter Gaumen)
- 8 soft palate (weicher Gaumen [Gaumensegel])
- 9 uvula (Zäpfchen)
- 10 tonsil (Mandel)
- 11 throat or pharynx (Rachenhöhle)
- 12 tongue (Zunge)
- 13 lower lip (Unterlippe)

**Illustration 1-1e:** Eye.

- 1 eyelash (Wimper)
- 2 iris (Iris)
- 3 pupil (Pupille)
- 4 eye muscles (Augenmuskeln)
- 5 eyeball (Augapfel)
- 6 vitreous humour (Glaskörper)
- 7 cornea (Hornhaut)
- 8 lens (Linse)
- 9 retina (Netzhaut)
- 10 blind spot (blinder Fleck)
- 11 optic nerve (Sehnerv)



1.2 Torso

Illustration 1-2a: Front view of torso.

- 1 neck (Hals)
- 2 collarbone (Schlüsselbein)
- 3 chest (Brust)
- 4 breastbone (Brustbein)
- 5 underarm or armpit (Axilla, Achsel)
- 6 nipple (Mamilla, Brustwarze)
- 7 ribcage (Brustkorb)
- 8 diaphragm (Zwerchfell)
- 9 waist (Taille)
- 10 navel (Bauchnabel)
- 11 abdomen or belly (Abdomen, Bauch)
- 12 groin (Leiste)
- 13 pelvis (Becken)

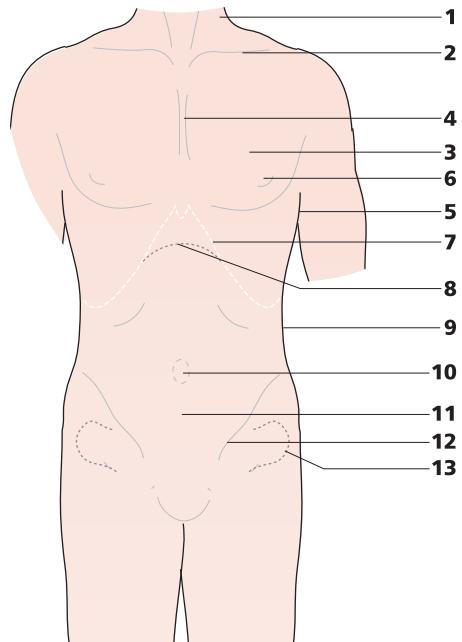


Illustration 1-2b: Back view of torso.

- 1 nape, back of the neck (Nacken)
- 2 spine, spinal column (Wirbelsäule)
- 2a vertebra, -ae (Wirbel, pl.)
- 3 shoulder (Schulter)
- 4 shoulder blade or scapula (Schulterblatt)
- 5 upper arm or brachium (Oberarm)
- 6 underarm or armpit (Axilla, Achsel)
- 7 small of the back (Kreuz)
- 8 hip (Hüfte)
- 9 buttocks (Gesäß)

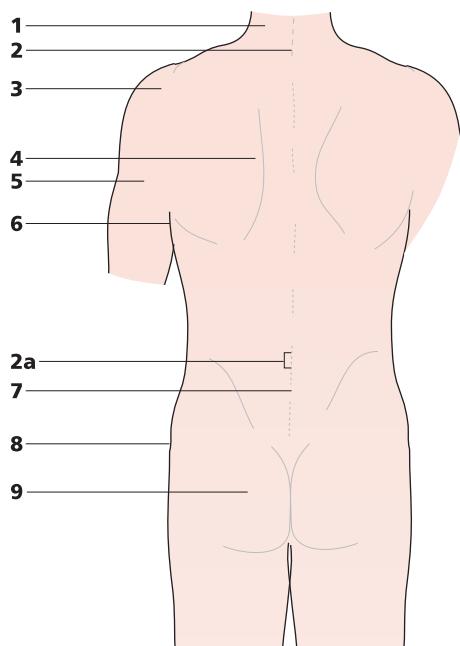
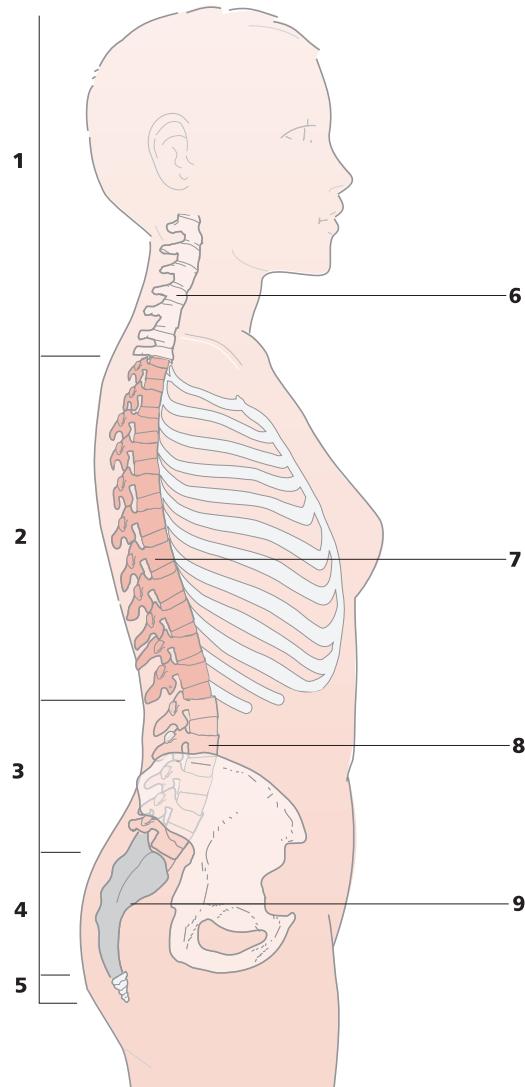


Illustration 1-2c: The spine.

- 1 **7 cervical vertebrae** (7 Halswirbel [Halswirbelsäule, HWS])
- 2 **12 thoracic vertebrae** (12 Brustwirbel [Brustwirbelsäule, BWS])
- 3 **5 lumbar vertebrae** (5 Lendenwirbel [Lendenwirbelsäule, LWS])
- 4 **5 sacral vertebrae** (fused) (5 Kreuzwirbel [verknöchert])
- 5 **4 coccygeal vertebrae** (fused) (4 Steißwirbel [verknöchert])
- 6 **cervical curve** (Krümmung der Halswirbelsäule)
- 7 **thoracic curve** (Krümmung der Brustwirbelsäule)
- 8 **lumbar curve** (Krümmung der Lendenwirbelsäule)
- 9 **pelvic curve** (Beckenkrümmung)



CENTRE FOR COMMUNICATION IN HEALTH CARE

Medical English and more ...

- intensive courses for nurses
- weekend courses for doctors
- preparation for job interviews
- private lessons
- distance learning
- website resources



WWW.CCHC.DE

Centre for Communication in Health Care

Darmstädter Landstr. 109 · 60598 Frankfurt/M

T 069 618753 · E info@cchc.de



Gegen Vorlage dieses Original-Coupons erstatten
wir Ihnen

20 EUR der Teilnahmegebühren

für den Kurs

„Communications with Patients“

in bar.

Gültig bis 31.07.2009

