MOSBY'S NURSING SKILLS

The best in skills and procedures reference as well as learning and competency management.

Learner Guide

November 2011

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About Mosby's Nursing Skills

Mosby's Nursing Skills gives you convenient access to evidence-based skills and procedures from any computer in your organization. The content has been adapted from the most authoritative nursing resources, fused with insight from leading nursing societies, and is continuously updated to reflect the latest evidence-based practice.

Mosby's Nursing Skills…

- Is a skills and procedure reference system

- Includes over 1,100 interactive skills from leading nursing references

- Features customizable step-by-step procedures with illustrations and multimedia demonstrations

- Includes supplementary material such as searchable patient handouts

- Offers interactive testing with instant feedback

- Features an announcement section so you can keep up with hospital news and alerts.

- Is accessible 24 hours a day

Record Your Login Information:

URL: www.MosbysNursingSkills.com/_____

User Name: _____

Password: _____

This Learner Guide will help you get started using **Mosby's Nursing Skills** so you can prepare for expert care.

Using Mosby's Nursing Skills

Accessing Mosby's Nursing Skills

Generic Access

Generic Access gives you the ability to access the content of Mosby's Nursing Skills without the need for logging in. This access method still gives you complete access to all skill content but you will not see any personal task assignments or announcements that are assigned to you and you will not be able to take any tests. This access method is an institutional choice so if you only see a login box when you come to the site they your institution has chosen not to utilize this feature.

Logged In Access

Your institution may provide you with a username and password to access Mosby's Nursing Skills. With this login you will have access to some functionality that you would not have with generic access. You will have the ability to see announcements that were sent specifically to you, you can check assignments and take tests. This guide covers several features that are specific to being a logged in user, so if you do not see a particular area discussed in this document you may need to be logged in to see them.

My Account

If your institution provides a **Username** and **Password** to access the system, you can modify your password and email address by clicking on the My Account link at the top center of the page. If you have not been provided with an account you will not have access to the **My Account** seaction. Click **My Account**, located at the top of the screen to change your password. Enter a password in the New Password field, and re-enter it in the Verify Password field. Passwords can contain up to 20 alphanumeric characters and no spaces. To change your Email address, enter a new address in the Email address field. Click **Save** to save any changes. Note that it is necessary to include an email address when changing a password.

Mosby's Nursing Skills Home Page

Mosby's Nursing Skills home page allows you to access all the communications, search tools, and Learner tools you need to master vital nursing skills.

Announcements

The **Current Announcements** section lists items that have been sent to you by someone at your institution.

Pending Tasks

The **Pending Tasks** section displays tasks assigned to you. You will only see **Pending Tasks** if your institution assigns Skills through the system. You can click on a task names in the list to get started on that task. From within the task you will see a list of the Skills that have been assigned with this task. Each skill in the list is a link that will take you to the content of the skill to get started.

Searching for Skills

You can search for Skills using one of four methods:

- By using the search box to type in a keyword
- Browse using the alphabetical index
- Browse for the Skill within a specialty
- Browse for the Skill within a category

The Search Box

Enter a keyword or phrase and click the Go button. The application displays a list of skills related to the entered keyword(s). Each skill in the list is a link that will take you to that skill's content.

Advanced Search

Click the Advanced Search link to search keywords within selected specialties. The drop-down list allows the selection of the appropriate specialty to search within.
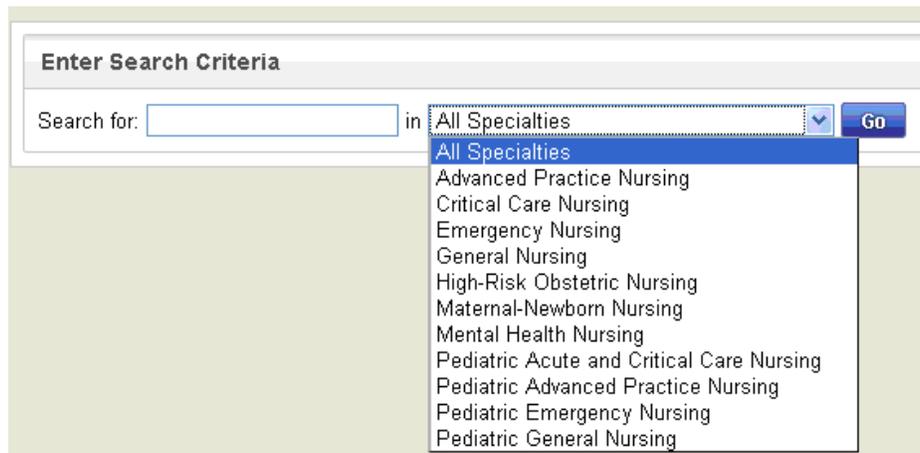
Browse By:

Alphabetical Index

The alphabetical index provides the ability to display a list of skills whose title begins with the selected letter. To view a list of skills that start with a particular letter, simply click on the letter and the list of results will be displayed.

Specialty

Each skill is associated with one or more of a list of available specialties. To display a list of skills by specialty simply click on a particular specialty link and the appropriate list of skills will display.

Category

Each skill is associated with one or more of a list of available categories. To display a list of skills by category simply click on a particular category link and the appropriate list of skills will display.

Patient Education

Mosby's Nursing Skills also contains **Patient Education** that can be printed and provided to patients. Patient handouts available on the product are searchable by using the keyword search box located at the top center of the page. To search for handouts simply click on the down arrow to the right of the search box to switch the search to Patient Education. Enter the necessary search term and click Go to get a list of all related Patient Education handouts.

Tools

The **Tools** section on the left side of the screen makes it easy to find Skills and manage tasks assigned to you. You must be logged in to see the **Tools** section.

Skills History

Skills History shows tests that you have attempted and/or completed, as well as any checklist grade you received, if they were assigned. Clicking on the grade for a completed checklist allows you to see the checklist as it was graded and any comments made by the preceptor.

To further narrow down the displayed list, enter a date range in the View Skills "from" and "to" fields located above the results list.

Tasks

Tasks are assignments that have been created by your manager and can contain any number of skills that have been assigned to you. Tasks can consist of an assigned test as well as a checklist that would need to be filled out by a preceptor.

The task list can be sorted by Task Name, Start Date and Due Date by clicking on column headers. To access a particular task assignment, click on the Task name to be taken to the list of Skills that are assigned within that task. The list of Skills that display will be links that will take you to each Skill's content.

Saved Skills

Saved Skills lists the skills you have chosen to save by clicking **Add to my Saved Skills** at the top right corner of every Skill. The list displays alphabetically; click the "Skill Name" column header to toggle between displaying the list in ascending or descending order. To access a skill in the list simply click on the skill title to be taken to that skill's content.

To remove Skills from the list, mark the check box next to the Skill to be removed and click the Delete button. To delete all saved Skills, click the Select All link and click Delete.

Recent Searches

Recent Searches automatically saves the most recent keyword searches for quick access later. The list displays the most recent keyword search by default; click Search Text to toggle the list display between ascending and descending alphabetical order. Recent search terms are saved for 30 days.

To remove searches from the list at any time, mark the check box next to the search to be removed and click the Delete button. To delete all searches, click the Select All link and click Delete.

Transcript

The Transcript shows skill assignments that you have completed. If a task was assigned to you and there was a test and checklist required, both will have to be completed for the skill to show up in the Transcript section. Remember that only a preceptor can complete the checklist portion of a skill.

You may sort the list by Skill Name, Task, or Date Completed. Click on the column heading to switch sorting options.

In addition, you may print a certificate listing your name, the completed skill and the date you completed the skill. Click the PDF icon in the Certificate column to open a print preview window containing the certificate. You can save or print the PDF Certificate.
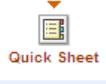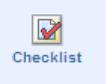
Skill Details

Once you click on the skill you'd like to learn or review, you can access that skill's quick sheet checklist, a supplies list, a test, demonstrations, illustrations, and the full text of the skill. You'll find everything you need to master the skill.

Quick Sheet

The **Quick Sheet** section is a short step-by-step summary of the skill.

Anesthesia Bag Ventilation
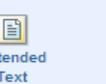
| Quick Sheet | Checklist | Supplies | Test | Demos | Illustrations | Extended Text |

Quick Sheet

1. Perform hand hygiene and apply clean gloves.
2. Assess the patient's airway and adequacy of respiration.
3. Assess vital signs, including pulse oximetry, if time permits.
4. Secure an open airway, and position the patient's head and neck properly.
5. Suction any foreign matter out of the airway.
6. Connect the oxygen tubing to the oxygen flowmeter and the gas inlet on the anesthesia bag. If less than 100% oxygen is indicated, an air or oxygen blender is needed.
7. Turn on the oxygen flowmeter to allow the bag to fill halfway. Adjust the flow-control valve to keep the bag approximately half full.
8. If the patient is not intubated, choose a mask that covers the patient's nose, mouth, and the groove between the base of the lower teeth and the chin. Attach the mask or the endotracheal tube to the anesthesia bag.
9. Test the unit by placing the mask against your hand and squeezing the bag to feel the flow. Observe the cycle of inflation, gas delivery, and reinflation.

Check List

The **Check List** can be used for checking competency of a particular skill. They can by printed and used to review during the actual procedure to insure that all steps of the procedure are followed accordingly.

Anesthesia Bag Ventilation
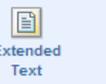
| Quick Sheet | Checklist | Supplies | Test | Demos | Illustrations | Extended Text |

Checklist

S = Satisfactory | U = Unsatisfactory | NP = Not Performed

	S	U	NP	Comments
Performed hand hygiene and applied clean gloves.	☐	☐	☐	
Assessed the patient's airway, respirations, and vital signs, including pulse oximetry.	☐	☐	☐	
Secured an open airway and positioned the head and neck properly.	☐	☐	☐	
Suctioned the airway.	☐	☐	☐	
Connected oxygen tubing to the oxygen flowmeter and anesthesia bag.	☐	☐	☐	
Adjusted flow-control valve to keep the bag half full.	☐	☐	☐	

MOSBY'S NURSING SKILLS

Supplies

The **Supplies** section includes a list of all the supplies you will need to perform the skill.

Anesthesia Bag Ventilation

Quick Sheet	Checklist	Supplies	Test	Demos	Illustrations	Extended Text

Supplies

- Anesthesia bag
- Oxygen or air flowmeter
- Oxygen-connecting tubing
- Suction equipment
- Mask (if patient is not intubated)
- Pressure gauge or manometer (This is highly desirable if the anesthesia bag has a pressure gauge port; essential with infants and neonates. If no manometer is used, the port should be capped.)
- Compressed oxygen continuous flow or compressed room air continuous flow

Excerpted and adapted from *Emergency Nursing Procedures, Fourth Edition*, by Jean A. Proehl, RN, MN, CEN, CCRN, FAEN, St. Louis: Saunders, 2009.

Test

Each Skill includes a **Test**. The test is an interactive online test that offers immediate feedback and reporting. The test can be assigned to you by your manager or you have the ability to take the test to evaluate your knowledge on a particular skill. You must be logged in to record test scores.

Anesthesia Bag Ventilation

Quick Sheet	Checklist	Supplies	Test	Demos	Illustrations	Extended Text

Test

(Please select only one answer for each of the following questions)

1. The most serious complication related to the use of an anesthesia bag is:

- A. ○ Hypoxia
- B. ○ Gastric inflation
- C. ○ Eye damage
- D. ○ Fatigue

Demonstrations

The **Demonstrations** offer narrated and closed captioned animations and/or videos of how to perform a Skill. An easy-to-use player presents the demonstrations and allows you to pause, replay a step, skip to previous and next steps or jump to a specific step in the available drop down menu

Illustrations

The Illustrations section provides you with images, charts, graphs and tables relevant to each skill. The Extended Text section contains hyperlinks to illustrations on this section at the relevant point in the text.

Figure 1
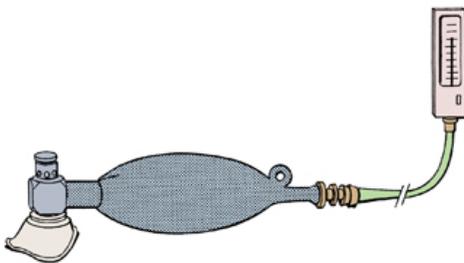
An anesthesia bag requires a constant gas flow to inflate. (From Walsh-Sukys, M. C. [1997]. Bag and mask ventilation [p. 29]. In M. C. Walsh-Sukys & S. E. Krug [Eds.], *Procedures in infants and children*. Philadelphia: Saunders, with permission.)

Extended Text

The Extended Text section gives you access to comprehensive information about the skill. It contains an overview, assessment and preparation, in-depth information about each step of the procedure, and post procedure info with expected outcomes as well as those that might not be expected. It includes patient teaching information as well as documentation items. It contains everything you should need to know to be able to master the skill.

Anesthesia Bag Ventilation

| Quick Sheet | Checklist | Supplies | Test | Demos | Illustrations | Extended Text |

Extended Text

ALERT

Specific training is required for nurses who perform this procedure.

Anesthesia bags cannot be operated on uncompressed room air; thus a self-filling bag-mask device should always be available in case of failure of compressed gas sources.

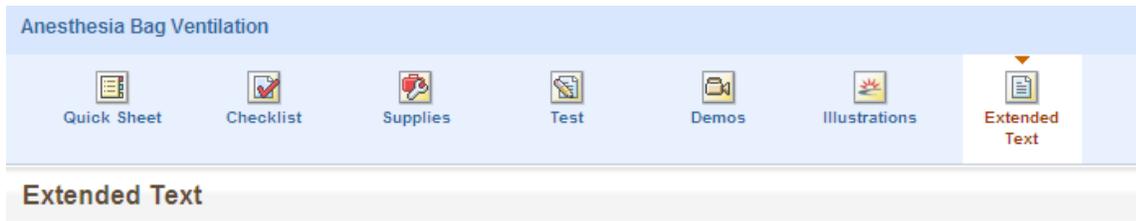Anesthesia bags are difficult to use in mask-ventilated patients. In difficult airway situations, two or three hands may be needed to manipulate the mask and airway, and an additional person may be needed to squeeze the bag. A self-filling bag-mask may be preferable in this situation.

OVERVIEW

An anesthesia bag is also known as flow-inflating bag, Ayre's bag, A-bag, Jackson-Rees circuit, Mapleson-F circuit, bellows, manual resuscitator, and balloon bag. This type of resuscitation bag relies on a continuous source of compressed oxygen or mixed gases to deliver ventilations. No valves are in the circuit, so no additional work is imposed on the patient taking some spontaneous breaths. Occasionally, an outlet valve is present at the tail of the bag suitable for exhausting/scavenging anesthetic gases. At lower flows, some gas can be conserved; but in emergency practice, the valve is primarily used to adjust the amount of continuous positive airway pressure (CPAP) at a given flow rate.

Also of Interest

The **Also of Interest** section to the left of each skill contains other helpful resources related to each specific skill.

Also of Interest

RELATED SKILLS
- Airway Positioning (Pediatric)
- Endotracheal Intubation: Assisting
- more.....

REFERENCES
- References

RELATED BOOK CHAPTER
Get Adobe Reader
- Anesthesia Bag Ventilation

- **Related Skills** provides links to other procedures that go along with the current skill or may need to be performed on the patient as well.

- **References:** a list of the references used by the authors to create the skill.

- **Related Book Chapter provides** a printable PDF version of the Skill exactly as it appears in the published book used as a source for this product. Note: Not all Skills have a PDF book chapter.

Printing

The content and information located on Mosby's Nursing Skills is printable. There is a print icon in the upper right hand corner of the screen that can be used to print the information of the current page.

Mosby's Nursing Consult

Your facility may have a license to Mosby's Nursing Consult as well. If so you will see a Search Mosby's Nursing Consult link in the top right-hand corner of the page, clicking this link will open a new window, and you will be taken to Mosby's Nursing Consult automatically.

Search Mosby's Nursing Consult

Mosby's Nursing Consult is a reference service containing clinical information, including:

- Latest Drug Information
- Patient Education
- Professional Journals
- Reference Books
- Current News
- Clinical Practice
- Evidence-based Content

Technical Support

For customer support, e-mail us at nursingcs@elsevier.com or call 1-888-526-8466.

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