

2008



A Division of Diversified Healthcare Consulting

Staff Development Tools



Specializing In

Healthcare staff development programs for orientation, inservice and continuing education for:

- Acute and sub-acute care settings
- Behavioral Health
- Long-term care
- Ambulatory
- And, other health care delivery facilities

Table of Contents

Index	2
Self-study Packets [modules]	3
More Self-study Packets	4
Instructor Slides in PowerPoint® Format	5
Instruction Kits—Orientation Topics	6
Instruction Kits—Inservice Topics	7
Economical Mini-Kits for Instructors	8
More Instruction Mini-Kits	9
Just For Educators—Nursing Word Games	10
Just For Educators—Curriculum Development	11
Human Resource Tools for Healthcare Agencies	12
Shipping and Handling Information	13
Convenient Order Form	14

Self-study Packets

Advance Directives—Understanding the Basics	Price: \$40 Order #: SSP-034
Adverse Drug Reactions in Behavioral Disorders	Price: \$ 40 Order #: SSP- 001
Back Safety Basics	Price: \$ 30 Order #: SSP-036
Blood-borne Pathogens and Universal Precautions	Price: \$ 30 Order #: SSP- 035
Building Therapeutic Communication Skills	Price: \$ 30 Order #: SSP- 003
Critical Thinking—Building Your Skills	Price: \$ 50 Order #: SSP- 030
Documenting Clinical Care	Price: \$ 50 Order #: SSP- 005AC
Documenting Care in Behavioral Health Settings	Price: \$ 50 Order #: SSP- 005MH
Hazardous Material in the Healthcare Worksite	Price: \$ 40 Order #: SSP- 038
Latex Allergy: Information for Healthcare Workers	Price: \$30 Order #: SSP-033
Managing Patients with Impaired Impulse Control	Price: \$ 35 Order #: SSP- 009
The Prevention and Nursing Management of Pressure Ulcers	Price: \$40 Order #: SSP-028
Processing Medical Orders—Reducing Medical Errors	Price: \$40 Order #: SSP-010

More topics . . .

Reducing The Risk Of Elopement	Price: \$40 Order #: SSP-016
Reducing the Risk of Patient Falls	Price: \$40 Order #: SSP-012
Reducing Restraint Use in Acute and Long-term Care	Price: \$50 Order #: SSP-017AC
Restraint Use—Challenges in Behavioral Health Settings	Price: \$50 Order #: SSP-017MH
Safe Management of Psychotic Patients	Price: \$30 Order #: SSP-015
Safe Medication Practices	Price: \$50 Order #: SSP-032
Safe Management of Seizure Disorders	Price: \$40 Order #: SSP-019MH
Recognition and Safe Management of Suicidal Patients	Price: \$40 Order #: SSP-020MH

All self-study modules are bound with heavy-duty plastic covers to withstand multiple use by many staff. Modules are copyright protected and may not be reproduced without permission of Diversified Healthcare Consulting. Testing materials and scoring guidelines are provided at no additional cost. Tests may be reproduced for in-house use.

Volume pricing for printed and bound modules is as low as \$7 per booklet. For information and pricing call Diversified Healthcare Consulting at 405-745-2908 (M-F 9AM—5PM CT).

Products Designed to Help Staff Development Educators

Instructor Slides

Supplement your classroom teaching or use with self-study programs to enhance learning. All slides are available in either PowerPoint® on 3.5" diskette, or on CD-ROM. Slides are also available in Astound® format on CD-ROM. (Specify desired format on order form.)

All 3.5" diskettes are \$10 each.—order "a" - (e.g. ISL-001a)

All CD-ROM's are \$12 each— order "b" - (e.g. ISL-001b)

- *Advance Directives—Understanding The Basics* (ISL-015)
 - *Adverse Drug Reactions in Behavioral Health* (ISL-011)
 - *Back Safety Basics* (ISL-016)
 - *Bloodborne Pathogens & Universal Precautions* (ISL-017)
 - *Bloodborne Pathogens & Universal Precautions in Behavioral Health* (ISL-006)
 - *Documenting Clinical Care* (ISL-021)
 - *Environmental Safety for Healthcare Workers* (ISL-018)
 - *Hazardous Materials* (ISL-019)
 - *Latex Allergy—Information for Healthcare Workers* (ISL-014)
 - *Managing Psychotic Behavior* (ISL-002)
 - *Managing Poor Impulse Control* (ISL-007)
 - *The Prevention and Nursing Management of Pressure Ulcers* (ISL-005)
 - *Processing Medical Orders* (ISL-003)
 - *Recognition & Safe Management of the Suicidal Patient* (ISL-012)
 - *Reducing Restraint Use* (ISL-008)
 - *Restraint Use In Behavioral Health* (ISL-013)
 - *Reducing the Risk of Elopement* (ISL-006)
 - *Reducing The Risk of Patient Falls* (ISL-010)
 - *Safe Care of Patients With Seizure Disorders* (ISL-009)
 - *Safe Medication Practices* (ISL-020)
 - *Teaching Vital Signs* -\$15 -not available on 3.5" (ISL-023)
-



**Instruction
Kits for
Educators**

These kits can help educators prepare for and present either classroom or self-study instruction. Tools can even be used for developing fliers or poster presentations.

(Each kit includes -

- *one self-study packet with reproducible test and scoring guidelines,*
- *CD-ROM version for self-study,*
- *Instructor Slides and*
- *lesson plan for classroom presentation,*
- *Mind Map(s)*
- *suggested learning activities, and*
- *bonus word games useful for testing or learning reinforcement).*

Price for each kit \$75 unless otherwise marked.

Orientation Topics

Advance Directives— Understanding the Basics	[INST-001]
Back Safety Basics	[INST-003]- \$65.00
Blood-borne Pathogens & Universal Precautions	[INST-002] - \$65.00
Blood-borne Pathogens & Universal Precautions in Behavioral Health	[INST-017] \$65.00
Processing Medical Orders—Reducing Medical Error (INST-006)	
Hazardous Materials In The Healthcare Worksite (INST-004)	

Inservice Topics

Latex Allergy—Information for Healthcare Workers
(INST-016) **\$65.00**

Adverse Drug Reactions in Behavioral Health
(INST-007)

Documenting Clinical Care (INST-018)

Reducing The Risk Of Elopement (INST-012)

Reducing The Risk of Patient Falls (INST-005)

Managing Patient With Impaired Impulse Control
(INST-009) **\$60.00**

Prevention and Nursing Management of
Pressure Ulcers (INST-008)

Safe Management of Psychotic Patients
(INST-015) **\$65.00**

Reducing Restraint Use—Issues In Acute
and Long Term Care (INST-010)

Reducing Restraint Use—Issues in Behavioral Health
(INST-011)

Safe Management of Seizure Disorders (INST-013)

Safe Management of the Suicidal Patient (INST-014)

Safe Medication Practices (INST-017)

Try our
Economical
Mini-Kits

Our new **Mini-kits** provide an economical way to get all the same great instructional aids EXCEPT the self-study module. The instruction material comes on three CD's

- **One interactive CD-ROM** version for self-study containing the same information as the self-study module. [It can be used instead of the printed packet if your facility has the necessary computer hardware.]
- **One CD containing a set of instructor slides** useful for classroom presentations
- **A CD containing the lesson plan, test, scoring guide, bonus word games, and Mind Maps** to help develop learning activities. Included are suggested learning games and activities to enhance the presentation so your classroom preparation time is cut dramatically.



- Bonus word games can be used for testing, learning reinforcement or to validate completion of a self-study program.
- The Mind Maps are useful as an outline or hand-out for learning reinforcement and helps the instructor tap in to the visual learning styles of many participants.

**Each Mini-Kit is available
at the low price of \$35
[unless otherwise marked]**

Topics available in Mini-Kit Format

Advance Directives - Understanding The Basics	MK-001
Adverse Drug Reactions in Behavioral Disorders	MK-007
Back Safety Basics	MK-003

More topics . . .

Blood-borne Pathogens & Universal Precautions	MK-002
Blood-borne Pathogens and Universal Precautions In Behavioral Health	MK-002B
Documenting Clinical Care	MK-018
Hazardous Materials In The Healthcare Worksite	MK-004
Latex Allergy - Information for Healthcare Workers	MK-016
Managing Patients With Poor Impulse Control	MK-009
Prevention and Nursing Management of Pressure Ulcers	MK-008
Processing Medical Orders - Reducing Medical Error	MK-006
Reducing The Risk Of Elopement	MK-012
Reducing The Risk Of Patient Falls	MK-005
Reducing Restraint Use - Acute & Long-term Care	MK-010
Restraint Use - Issues in Behavioral Health	MK-011
Safe Management of Psychotic Patients	MK-015
Safe Management of Seizure Disorders	MK-013
Safe Management of the Suicidal Patient	MK-014
Safe Medication Practices	MK-017
Teaching Vital Signs	MK-019 [\$40]

Just for Educators

Making Learning Fun: Tips for Staff Development Educators

A tool to help anyone called upon to “teach co-workers. Whether you are a manager, supervisor, staff, or staff development educator, this packet can provide you with some basic tools to make learning effective and fun

CD-ROM

CD-007

Price: \$20



Nursing Word Games

More than 100 reproducible word games (crossword puzzles, word scrambles and word searches) including game answers in Word© Format on a CD. Refer to the list below for topics. Included on this CD are 5 bonus rebus puzzles and more than 50 **FREE** Mind Maps on nursing in-service topics.

Topics Include: Advance Directives, Adverse Drug Reactions, Age-specific Differences, Back Safety Basics, Behavioral Nursing, Blood-borne Pathogens, Critical Thinking, Diabetes, Nursing Documentation, Elopement Risks in Behavioral Health, Environmental Safety, Reducing Fall Risks, Hazardous Materials In Healthcare Worksites, Human Reproduction, Impaired Impulse Control, Latex Allergies, Safe Medication Practices, Nutrition, General Pharmacology, Nursing Management of Pressure Ulcers, Processing Medical Orders, Safe Management of Psychotic Patients, Reducing Restraint Use, Respiratory Assessment, Seizure Disorders, Sentinel and Adverse Patient Events, Managing Suicidal Patients, Pain Management, Urologic Nursing, and more . . .

Order CD-024 \$20

Curriculum Development

Whether you are a **new** or **experienced** nursing staff development educator these tools can help with creative teaching and training techniques. If you want to add **pizzazz** to your training or move training out of the classroom try our **FREE** online training program.

If you are a new educator trying to build or improve your staff development curriculum take a look at our interactive self-study CD's on "Assessing Learning Needs" and "Curriculum Planning".

*Each self-study CD is **ONLY \$20***

Curriculum Development for Healthcare Staff Educators—Unit #1

Assessing Learning Needs

CD-023

This self-study CD includes helpful information on how to conduct a needs assessment using a wide range of strategies and helps the educator determine what is and is not a learning need.

Curriculum Development for Healthcare Staff Educators—Unit #2

Curriculum Planning

CD-026

This self-study CD includes helpful information on how to create, organize and develop a complete education program to meet department and organization education goals and objectives.

Human Resource Tools for Healthcare Agencies

Need help with competency assessment and validation? Diversified Healthcare Consulting provides integrated job descriptions, initial competency validation, and ongoing performance and competency evaluation tools for a variety of health care job classifications.

Sets of human resource tools (job description, initial competency inventory, performance evaluation) available for the following health care settings: (NOTE: These tools are provided on a disk in Word format. If you require a different word processing format please contact us at 405-745-2908)

Acute Care (Includes RN-medical/surgical, Charge Nurse, LPN/LVN-medical/surgical, LPN/LVN-Emergency Department, Nurse Technician, Unit Secretary, Monitor Technician, Nursing Assistant.

Catalog Number: HR 004 Complete set—\$35

Ambulatory Clinic (Appropriate for primary care or specialty clinic or physician office settings. Includes RN, LPN, Medical Assistant, Medical Records, Billing, Switchboard, Transcription, Manager/Supervisor)

Catalog Number: HR 001 Complete set - \$50

Behavioral Health (Inpatient, Partial Hospital Program, Residential Treatment and Access Center Staff) - includes child, adolescent, adult and geriatric patient populations.

Catalog Number HR 002 Complete set - \$100

Endoscopy Center (RN, LPN, Endoscopy Technician/Assistant, Clerical/Receptionist, Manager/Supervisor)

Catalog Number HR 003 Complete set - \$50

Perioperative

Catalog Number HR 005 Complete set - \$15

Technical

(Laboratory Assistant, Diagnostic Radiology Technician, Cardiology Technician, Dialysis Technician, Pharmacist, Pharmacy Technician, Physical Therapist, Physical Therapy Aide)

Catalog Number HR 006 Complete set - \$35

Shipping and Handling

Shipping and handling charges are based on weight. For specific information contact Diversified Healthcare Consulting at 405-745-2908 (M-F, 9 AM—5 PM CT)

Purchases over \$500—Free Shipping

Priority Mail (2 to 3 days delivery—US only)

Up to 1#	\$4.95	Up to 5#	\$12.20
Up to 2#	\$6.50	Up to 6#	\$13.25
Up to 3#	\$9.25	Up to 7#	\$14.25
Up to 4#	\$10.50	Up to 8#	\$15.20
Otherwise charge \$17.00			

Ground (6 to 14 days delivery—US only)

Up to 1#	\$2.95	Up to 5#	\$9.95
Up to 2#	\$6.20	Up to 6#	\$10.40
Up to 3#	\$8.00	Up to 7#	\$11.00
Up to 4#	\$9.00	Up to 8#	\$11.85
Otherwise charge \$15.00			

Global Priority (4 to 6 days delivery—Canada, Australia and New Zealand only)

Up to 1#	\$16.00
Up to 2#	\$18.60
Up to 3#	\$19.90
Up to 4#	\$23.00
Up to 5#	\$27.00
Otherwise charge \$30.00	

Express Delivery available by special request only.

[call 405-745-2908 for information]

Order Form

SORRY! No Credit Cards accepted for mail orders. Credit card payments are accepted with online orders at www.nurselearn.com

Please make your check payable to:
Diversified Healthcare Consulting

Mailing address: PO Box 844
 Mustang, OK 73064

NOTE: Payment may be made by check, money order or cashier's check. Products purchased by personal check will be held for 5 business days before mailing. Products purchased by other payment methods will be shipped within 2 business days.

Please provide the following ordering information:

Catalog Number	DESCRIPTION (include format, if applicable)	Quantity	Cost
Subtotal			
Oklahoma Residents add sales tax (computed by city and county of residence)			
Shipping & Handling: (call for specific rates)			
Total			

Ship To:

Name:
 Address:
 City: State: Zip:
 Email:
 County [for Okla. Residents]:

Phone/Fax: 405-745-2908
 Email: lafferty@nurselearn.com

