



**Certified Caregiver / Personal Health
Support Worker**

Student Manual Part Two Module Three Ages and Stages of the Whole Person



Table of Contents

PART 2 MODULE 3 - AGES AND STAGES OF THE WHOLE PERSON TO INCLUDE COMMUNICATION AND ANATOMY AND PHYSIOLOGY	4
PART A - INTERPERSONAL SKILLS	4
QUOTE	4
KEY TERMINOLOGY	4
MODULE CONTENT	5
<i>FIGURE 2-3.1 COMMUNICATION.....</i>	<i>5</i>
COMMUNICATION AND RELATIONSHIPS WITH OTHERS	6
THE UNDERSTANDING AND SIGNIFICANCE OF GESTURES AND NON-VERBAL SIGNALS IN DIFFERENT CULTURES.	7
VERBAL COMMUNICATION	8
<i>FIGURE 2-3.2 TELEPHONE PROTOCOL.....</i>	<i>9</i>
<i>FIGURE 2-2.3 WOMAN/OLD WOMAN.....</i>	<i>11</i>
BARRIERS TO EFFECTIVE COMMUNICATION ARE LISTED BELOW	11
<i>FIGURE 2-3.4 ANYONE LISTENING.....</i>	<i>12</i>
ANYONE LISTENING.....	12
<i>LISTENING.....</i>	<i>12</i>
ACTIVE LISTENING	13
<i>FIGURE 2-3.5 FEEDBACK AND LISTENING EXERCISE.....</i>	<i>13</i>
VERBAL LISTENING	14
BLOCKS TO COMMUNICATION	14
GUIDELINES FOR CONFLICT RESOLUTION.....	15
<i>FIGURE 2-3.6 GUIDELINES FOR EFFECTIVE PROBLEM SOLVING.....</i>	<i>16</i>
PROBLEM SOLVING TECHNIQUES.....	16
ASSERTIVENESS	16
WRITTEN COMMUNICATION.....	17
COMMUNICATING GUIDELINES FOR CLIENT	18
TABLE 2-3.1 COMMUNICATING GUIDELINES	18
SENDING MESSAGES.....	18
SPECIAL NEEDS	18
HEARING IMPAIRMENT	18
BODY LANGUAGE	19
VISION IMPAIRMENT.....	19
BRAILLE.....	20
MOON.....	21
APHASIA	21
DEMENTIA.....	21
TIPS FOR PENETRATING CONFUSION	22
SUMMARY PART A - INTERPERSONAL SKILLS	23
PART B - ANATOMY AND PHYSIOLOGY.....	25
KEY TERMINOLOGY	25
MODULE CONTENT	26
STRATEGIES FOR LEARNING MEDICAL LANGUAGE AND EXPANDING YOUR VOCABULARY ...	26
WORD PARTS	27
ROOT WORDS	27
SUFFIXES.....	27
COMMON SUFFIXES	28
COMMON SUFFIXES RELATED TO CONDITIONS.....	29
SYMPTOMS OR DIAGNOSES.....	29
SUFFIXES RELATED TO PROCEDURES	30
ADDITIONAL ROOTS.....	30
COMMON ROOT WORDS AND COMBINING FORMS.....	31
DIRECTIONAL TERMS	35
ABBREVIATIONS	35
SYSTEMS OF THE BODY	38
BODY STRUCTURES AND FUNCTIONS.....	40
THE HUMAN BODY - TOTAL SYSTEM.....	41
THE BODY AS A WHOLE.....	41

CONTENTS OF CELLS	41
<i>PARTS OF A CELL</i>	42
<i>CELL MEMBRANE</i>	42
ACTIVE TRANSPORT	43
<i>CENTRIOLE</i>	44
CYTOPLASM	44
MEIOSIS.....	45
MITOSIS.....	46
NUCLEAR MEMBRANE.....	46
<i>NUCLEOPLASM & CHROMOSOME</i>	47
NUCLEUS.....	48
TYPES OF TISSUES	48
ORGANS	51
THE SKIN AND THE INTEGUMENTARY SYSTEM	51
<i>EPIDERMIS</i>	52
<i>DERMIS</i>	52
<i>REGULATION OF BODY TEMPERATURE</i>	53
SKELETAL SYSTEM.....	54
BONE DEVELOPMENT AND GROWTH	55
<i>FUNCTIONS OF BONES</i>	56
<i>A Vertebra</i>	56
MUSCULAR SYSTEM.....	58
SMOOTH MUSCLES.....	59
CARDIAC MUSCLE	60
<i>Nerve/Muscle Connections</i>	60
THE NERVOUS SYSTEM: NERVOUS SYSTEM	60
<i>Brain</i>	61
<i>THE PERIPHERAL NERVOUS SYSTEM</i>	62
AUTONOMIC NERVOUS SYSTEM	62
SENSORY ORGANS.....	64
EYE	65
EAR	65
NOSE	66
TONGUE	67
SKIN & HAIR	67
NAILS	67
SENSE OF TOUCH.....	67
TASTE.....	68
CARDIOVASCULAR SYSTEM:.....	69
PULMONARY VEIN.....	71
<i>ATRIUM (LEFT)</i>	71
<i>ATRIUM (RIGHT)</i>	71
<i>CORONARY ARTERY (LEFT)(RIGHT)</i>	72
AORTA	72
INFERIOR VENA CAVA	73
BLOOD CELLS AND STRUCTURE	73
BLOOD PLASMA	73
<i>PLATELETS</i>	74
WHITE BLOOD CELLS CONTAIN LYMPHOCYTES AND LEUKOCYTES.....	75
LYMPHOCYTES	75
<i>LEUKOCYTES (GRANULAR)</i>	75
RED BLOOD CELLS, ERYTHROCYTES	75
THE RESPIRATORY SYSTEM.....	78
RESPIRATORY SYSTEM SUMMARY	78
DIGESTIVE SYSTEM (GASTROINTESTINAL SYSTEM)	79
LARGE & SMALL INTESTINES.....	80
GENITOURINARY SYSTEM.....	82
BLADDER	82

THE REPRODUCTIVE SYSTEM	83
MALE REPRODUCTIVE SYSTEM.....	84
FEMALE REPRODUCTIVE SYSTEM (OVERVIEW)	84
<i>Vagina</i>	85
ENDOCRINE SYSTEM	86
ADRENAL GLANDS.....	87
HYPOTHALAMUS.....	87
PITUITARY GLAND.....	88
THYROID GLAND	88
PANCREAS	89
BODY TEMPERATURE.....	90
<i>SUMMARY PART B - INTRODUCTION OF BODY SYSTEMS</i>	91
PART C - GROWTH AND DEVELOPMENT / AGES AND STAGES OF LIVING	93
CONCEPTION TO BIRTH	93
<i>TABLE 2-3.3 MILESTONES IN FETAL DEVELOPMENT</i>	95
AGES & STAGES - NEWBORN TO 1 YEAR	98
TODDLER STAGE 1 TO 3 YEARS.....	102
PRESCHOOL 3 TO 6 YEARS.....	103
MIDDLE CHILDHOOD 6 THROUGH 8-YEAR-OLDS.....	105
THE MIDDLE YEARS OF 9 TO 12.....	107
ADOLESCENCE 12 TO 18.....	108
MIDDLE ADOLESCENCE AGES 14 - 16 YEARS.....	108
LATE ADOLESCENCE AGES 17-20 YEARS.....	109
YOUNG ADULTHOOD 18-40 YEARS.....	110
MIDDLE ADULTHOOD 40 - 65 YEARS.....	111
LATE ADULTHOOD 65 YEARS AND OLDER.....	113
<i>FIGURE 2-3.25 THE SUNSET YEARS</i>	114
MODULE SUMMARY OF AGES AND STAGES	116
STUDY GUIDE	116
ANATOMY AND PHYSIOLOGY - DAY ONE	117
ANATOMY AND PHYSIOLOGY - DAY TWO	117
ANATOMY AND PHYSIOLOGY - DAY THREE	117
ANATOMY AND PHYSIOLOGY - DAY FOUR	118
HUMAN DEVELOPMENT	118