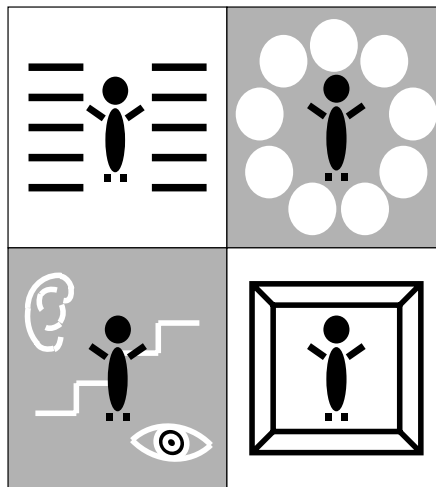


Northamptonshire Single Assessment Process



GLOSSARY OF TERMS

APRIL 2004



Single assessment process – glossary.

This glossary explains some of the words, terms, symbols and abbreviations we use when we assess the needs of people in Northamptonshire. However, we recommend that you do not use symbols and abbreviations in documents we share with other organisations as they could cause confusion.

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| ↑ | Upstairs or increase |
| ↓ | Downstairs or decrease |
| ↔ | Level |
| > | More than |
| < | Less than |
| # | Fracture |
| /12 | Months |
| /52 | Weeks |
| /7 | Days |
| 6/12 | Six months |
| 6/52 | Six weeks |
| 100% NHS-funded continuing care | A package of care totally arranged and funded by the NHS. It does not include any social services provided by local councils. |
| A&E | The Accident and Emergency department |
| Access team | The contact point for information about and services from our Social Care and Health Department. Can also direct you to other services. |
| Activities of daily living | The everyday things people do including the things people do to look after themselves and their home, carry out their work, and leisure activities. |
| Adaptive equipment | Special devices that help people to perform or get around (such as ramps, bars, lower furniture, and wheelchair accessories). |
| ADL | Activities of daily living (see above) |
| Advocate | A person who speaks for or represents another. |
| AF | Atrial fibrillation – rapid irregular beating of the heart. |
| AIDS | Acquired immune deficiency syndrome – a virus that results in reduced immunity. |
| AK | Above the knee |
| AKA | Either leg amputated above the knee or also known as. |
| Assessment | The process of identifying a person's needs and how they affect their ability, independence and quality of life. |
| Assessment summary | A brief statement containing the main points from an assessment. |
| Associate nurse | A nurse who is responsible for meeting a patient's care plans on behalf of the named nurse. |
| ASW | Approved social worker – a trained social worker with an extra qualification in mental health. |
| AX | Assessment (see above) |
| BD | Twice a day |
| BK | Below the knee |
| BKA | Leg amputated below the knee |

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| BNO | The person has not opened his or her bowels. |
| BO | The person has opened his or her bowels. |
| BP | Blood pressure |
| C/O | Complained of |
| C1 | Cervical (of spine) – the neck section of the backbone. |
| Ca | Cancer – malignant tumour caused by abnormal and uncontrolled division of cells which then invade and destroy the surrounding tissues. |
| CABG | Coronary artery bypass graft – an operation to improve blood flow to the heart and so reduce the risk of heart attack. |
| CAH | Care provided at home. |
| Care agreement | A contract setting out how a person's assessed needs will be met and what this will achieve. |
| Care co-ordinator | A person who carries out a range of care-management tasks. |
| Care management | A process which assesses a person's needs, decides which services they are eligible for, produces and introduces care plans, and monitors and re-assesses needs. |
| Care manager | A person who co-ordinates assessments carried out by different departments for different types of need, decides which services a person is eligible for, brings the care agreement into effect by arranging services, and monitors and reviews both a person's needs and services. |
| Care package | Clearly defined and agreed services to meet a person's needs. |
| Care pathway | The agreed route a person takes through health and social care services. |
| Care plan | A plan providing the information staff need in order to meet a person's needs. |
| Care plan summary | A brief statement containing the main points from a care plan. |
| Carer | A person who provides personal care and support to another person. |
| Cascade training | Information that is passed down from one person to others. |
| CCF | Congestive cardiac failure – a condition in which the pumping action of the heart is inadequate, leading to a build-up of fluid in the lungs. |
| CEM | The Centre for Elderly Medicine (NGH) – a centre specialising in caring for the elderly. |
| Centralised training | Learning is provided at a specified place. |
| CEWLS | Community equipment and wheelchair loans service |
| Challenging behaviour | Behaviour that puts the physical safety of the person or others at risk, or behaviour that is likely to seriously affect a person's ability to use ordinary community facilities. |
| Client | A person who receives health, social care, or voluntary services. |
| CM | Care manager (see above) |
| CMC | Carpometacarpal – bones of the wrist |
| CMHT | The Community Mental Health Team |
| CMT | The Care Management Team |
| CNS | The central nervous system – the brain and spinal cord |

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| CONS | A consultant – a fully trained specialist in a particular branch of medicine who accepts total responsibility for a patient's care. |
| Consent | Permission for a course of action. |
| Contact assessment | The first contact between a person and a health or social-care professional, where information is gathered to discover the person's problem. |
| Continuing care | A term used to describe the care that people need over a long period, as the result of a disability, accident or illness, to meet both their physical and mental health needs. This may involve services from the NHS or social-care providers or both. Continuing care can be provided in a range of settings such as hospitals, nursing or residential care homes, or people's own homes. |
| Continuing health and social care | A package of care that involves services from both the NHS and social-care providers. |
| COPD | Chronic obstructive pulmonary disease – a disorder of the lungs. |
| CP | Cerebral palsy – a disorder of movement resulting from damage to the brain before, during or immediately after birth. There can also be an associated learning disability. |
| CPN | A community psychiatric nurse – a nurse providing specialist psychiatric care in people's homes. |
| CRT | Community Rehabilitation Teams made up of people from different fields and who provide a range of intermediate-care services for up to six weeks through a single point of contact. |
| CSH | Cynthia Spencer Hospice |
| CT | Computerised tomography- a specialised form of x-ray examination. |
| CVA | Cerebral vascular accident – rupture of a diseased blood vessel or a clot in the brain causing a stroke. |
| CVS | Cardiovascular system – the circulation of blood around the body. |
| D | A person is, or has been, addicted to drugs. |
| D & V | Diarrhoea and vomiting |
| DADL | Domestic activities of daily living – the everyday tasks of looking after a home. |
| Daily living tasks | See 'Activities of daily living'. |
| Day centre | A place where a person has the opportunity to take part in supervised social activities. |
| Day hospital | A place a person goes to for a limited period for medical assessment and treatment. |
| DCH | Discharge (see next page) |
| DDC | Daventry District Council |
| DEO | A disablement employment officer – a person employed to help people with a disability find work. |
| DH | Day hospital (see above) |
| DHS | Dynamic-hip screw – a screw used to repair a fractured or damaged femur (leg bone). |
| DIP | Distal interphalangeal – a finger joint. |
| DipCOT | Diploma of College of Occupational Therapists |
| Direct payments | Cash payments the Social Care and Health Department makes instead of providing community-care services |

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| Discharge | Releasing a person from hospital, clinic or a programme of treatment. |
| DM | Diabetes mellitus – a disease characterised by high levels of blood sugar. |
| DN | District nurse – a nurse providing care in the community. |
| DNA | Did not attend (when a patient misses an appointment). |
| DOA | Date of admission - the date a person is added to a medical professional's caseload. |
| DOB | Date of birth |
| DP | Day patient - a person attending a day facility for treatment or care and returning to their own home afterwards. |
| DPA | Data Protection Act |
| Dr | Doctor – a qualified medical practitioner who has been registered with the General Medical Council. |
| DSC | Disablement Services Centre |
| DSS | Department of Social Security |
| DU | Duodenal ulcer – an ulcer of the small intestine. |
| DVT | Deep vein thrombosis – obstruction of a vein by a blood clot. |
| DXT | Deep x-ray treatment – electromagnetic radiation. |
| EBJCU | Ecton Brook Joint Care Unit |
| ECG | Electrocardiogram – a recording of the electrical activity of the heart. |
| ECT | Electroconvulsive therapy – a treatment for severe depression. |
| EEG | Electroencephalogram – a recording of the electrical activity of the brain. |
| EH | Environmental Health |
| EMH | Elderly Mental Health – the person is elderly and has mental-health problems. |
| EMI | Elderly mentally ill – the person is elderly and is mentally ill. |
| Ethnic origin | A person's racial, religious and cultural background. |
| Expert-patient programme | A programme that helps people with long-term medical conditions to manage their own health, with specialised support from healthcare professionals and other agencies. |
| F/up | Follow up |
| Fast response | Short-term personal care and support to meet urgent needs arising throughout the day or night. The service is free of charge. |
| FBC | Full blood count – the number of blood cells in a known volume of blood. |
| FCA | Footcare assistant (see below) |
| Fem POP | Femoro-popliteal – an artery that runs down the leg. |
| FH | Family history |
| Footcare assistant | A person who provides toenail care. |
| Formal carer | A person whose job is to provide personal care and support to a service user. |
| FR | Fast response |
| FRT | Fast response team – a team that provides a fast response. |
| FSTF | Freestanding toilet frame – an item of equipment to help people get on and off the toilet. |
| Full-cost client | A person who pays the full cost of services which are arranged through the Social Care and Health Department. |

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| FWB | Fully weight-bearing – a person able to bear all their weight on a joint or limb. |
| GCS | Glasgow coma scale – a scale used to estimate a patient's level of consciousness after a head injury. |
| GI | Gastrointestinal – relating to the stomach and intestine. |
| GU | Genito-urinary – relating to the reproductive and urinary systems. |
| H.hand | Helping hand – an item of equipment used to help pick things up without bending down. |
| Hb | Haemoglobin |
| HC | Home carer – someone who looks after a person in that person's home. |
| HCA | Healthcare assistant |
| Hemi | Hemiplegia – paralysis of one side of the body. |
| HH | Home help – a carer who provides support in people's homes. |
| HI | Head injury |
| HIV | Human immune deficiency virus |
| HNPU | Has not passed urine. |
| HO | House officer (a hospital based doctor) or history of. |
| HPC | History of presenting conditions – a record of current symptoms. |
| HAV | Home assessment visit, where a professional visits a person at home to assess their needs. |
| HV | Health visitor – a trained nurse with specialist qualifications in promoting health. |
| Hx | History |
| Hyperglycaemia | Raised levels of sugar in the blood, as in diabetes. |
| ICP | Integrated care pathway (see below) |
| ICU | Intensive care unit |
| IDDM | Insulin-dependent diabetes mellitus – type I diabetes where a person needs regular injections of insulin. |
| IM | Intramuscular – within a muscle. |
| Independent sector | Private organisations which provide care services. |
| Informal carer | A person such as a friend or relative who provides personal care and support to a person. |
| Integrated care pathway | An outline of the care a person with a specific condition or set of symptoms should receive, within a set time, to move through a programme of care. |
| Intermediate care | A short period of intensive rehabilitation and treatment to help people return home after being in hospital, or to stay in their home instead of going into long-term residential care. It can also be intensive care provided at a person's home to prevent them from going into hospital. |
| IP | Inpatient |
| IRW | Industrial rehabilitation workshop – a place providing rehabilitation for people with mental health problems and learning disabilities. |
| ISQ | In status quo – condition unaltered. |
| IT | Information technology |
| ITU | Intensive therapy unit |
| Iv | Intravenous – into or within a vein. |
| Jt | Joint |

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| KA | Known as (preferred name) |
| Key holder | A person authorised to keep another person's key. |
| Key safe | A secure device, with a combination lock, which stores keys outside a person's home, so authorised visitors can get inside. |
| Key worker | The person who co-ordinates a person's care. |
| KEYDOC | Kettering emergency doctors on call |
| KGH | Kettering General Hospital |
| L | Left |
| L1 | Lumbar (of spine) – the section of the spine that forms the lower back. |
| LA | Local authority |
| LBP | Lower-back pain |
| LD | Learning disability |
| Learning disability | Having a significantly reduced ability to understand new or complex information, learn new skills, or cope independently, which started before adulthood and has a lasting effect on the person's development. |
| LHS | Left-hand side |
| Liaison | Communication and contact between groups and individuals. |
| Lifeline system | An emergency telephone alarm system. |
| LL | Lower limb (leg) |
| LPC | Lifting pole and chain |
| LVF | Left ventricular failure – the left ventricle of the heart is not pumping blood efficiently. |
| Manual handling | The various approved techniques used to help a person to move. |
| MAU | A medical admissions unit |
| MCP | Metacarpal phalangeal – bones of the finger. |
| MD | Muscular dystrophy – a disease where muscles become weak and wasted. |
| MDT | A multi-disciplinary team – a team made up of people from various fields. |
| ME | Myalgic encephalomyelopathy – a condition characterised by extreme disabling fatigue. |
| MHA | The Mental Health Act |
| MHC | Manfield Health Campus |
| MI | Myocardial infarction – death of a segment of heart muscles which causes a heart attack. |
| MND | Motor neurone disease – a progressively worsening disease affecting movement. |
| Monitoring | Ongoing evaluation of a situation. |
| MOW | Meals on wheels |
| MPE | The person has, or has had, mental health problems. |
| MRI scan | Magnetic resonance imaging scan – a diagnostic technique used to produce images of the body's tissues. |
| MRSA | Methicillin-resistant staphylococcus aureus – a type of infection which cannot be treated by antibiotics. |
| MS | Multiple sclerosis – a chronic disease of the nervous system which affects the movement of sufferers. |
| Multi-agency team | A team made up of people from different agencies. |
| NAD | No abnormalities detected |

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| NAI | Non-accidental injury |
| Named nurse | A qualified nurse, midwife or health visitor who the client knows the name of and is responsible for co-ordinating their care. |
| NBC | Northampton Borough Council |
| NFA | No further action or appointment is needed. |
| NG | Nasogastric – a tube passed through the nose into the stomach. |
| NGH | Northampton General Hospital |
| NHS | National Health Service |
| NHT | Northamptonshire Health Trust |
| NIDDM | Non-insulin-dependent diabetes mellitus – type II diabetes, usually occurring in older age and controlled by an appropriate diet. |
| Nocte | At night |
| NOF | Neck of femur – the section of thigh bone which is most commonly fractured. |
| NOK | Next of kin |
| NORMED | Northampton Medical, for out-of-hours GPs. |
| NWB | Non-weight-bearing – unable to stand or place weight on the joint. |
| O/A | On admission, when a person goes into care. |
| O/E | On examination, when a person is examined. |
| OA | Osteoarthritis – progressively worsening disease of the joints due to wear and tear. |
| Occupational therapist | A specially trained professional who assesses a person's ability to work, look after themselves and perform leisure activities, and then introduces programmes designed to restore, develop and maintain the person's ability. |
| OD | Once a day or overdose |
| Off their legs | Temporarily unable to walk. |
| ON | Once a night |
| OP | Outpatient |
| Osteoporosis | A condition where bones become more fragile so that a minor bump or fall can cause a fracture. |
| OT | Occupational therapist (see above) |
| OTA | Occupational therapy assistant – an unqualified assistant who works alongside an occupational therapist. |
| OTTI | Occupational therapy technical instructor – a trained occupational therapy assistant. |
| Outcomes | The end results |
| PAC | Pressure area care – assessing, preventing and treating the whole of the body to maintain the health of the skin and to prevent pressure sores. |
| Personal activities of daily living | The everyday tasks a person must perform to look after themselves. |
| PALPA | A psycholinguistic assessment of language processing in aphasia – assessment of a person's ability to understand, produce, read and write a single word. |
| Patient | A person who receives health or social-care services. |
| PCT | Primary Care Trust – a local organisation. |
| PD | Physical disability or Parkinson's disease – a progressively worsening disease affecting mobility. |

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| PE | Pulmonary embolism – obstruction of the pulmonary artery or one of its branches, usually by a blood clot. |
| PEG | Percutaneous endoscopic gastrostomy – a feeding tube placed directly into the stomach, through the wall of the abdomen, for regular liquid feeds. |
| PET | Personal emergency telephone |
| Physio | Physiotherapist – a specialist trained to use exercise and physical activities to improve a person's activity level. |
| PIP | Proximal interphalangeal – joint of the finger. |
| Plaster of Paris | A plaster cast. |
| PMH | Princess Marina Hospital or past medical history |
| PMLD | Profound and multiple learning disabilities (see below) |
| PN | Practice nurse – a qualified nurse based in a GP's practice. |
| POD | Podiatrist (see below) |
| Podiatrist | A specialist in managing problems of the foot and leg (including providing footcare, fitting appliances such as callipers, and adapting footwear). |
| POP | Plaster of Paris (see above) |
| Postural hypotension | A fall in blood pressure when rising from a lying to a sitting position, or from a sitting to a standing position. |
| PR | Per rectum – through the rectum. |
| Pressure sore | Also known as pressure ulcer, decubitus ulcer or bed sore. This is an area of damage to the skin and underlying tissue due to pressure or friction. |
| Prioritise | To arrange in order of importance. |
| PRN | As or when necessary |
| Profound and multiple learning disabilities | Severe or wide-ranging learning disability plus sensory and physical disabilities. |
| Providers | Teams or organisations that provide healthcare or social-care services. |
| Psychol | Psychologist – a person involved in the scientific study of the mind. |
| PT | Physiotherapist (see above) |
| PTA | Physiotherapy assistant – a person employed to help a physiotherapist. |
| PU | Passed urine - a person has passed urine |
| PVD | Peripheral vascular disease – a disease of the blood vessels in the lower legs and feet. |
| PWB | Partial weight-bearing – a person able to bear some weight on a joint or limb, possibly with aids or adaptations. |
| QDS | Four times a day |
| R | Right |
| RA | Rheumatoid arthritis – a disease affecting the lining of the joints causing them to be painful, swollen and stiff. |
| Referral | A formal request for an assessment of a person's needs. |
| Referrer | A person contacting agencies about carrying out an assessment. |
| REG | Registrar – a senior house officer in a hospital. |
| Registered mental nurse | A nurse who has completed a three-year training course on all aspects of providing nursing care to people with mental health problems. |

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| Rehabilitation | Using a combination of medical, social, educational and work-related measures to help people recovering from a disease or injury to get back to normal health or prevent their condition from getting worse. |
| Relative | A person who is related to another by blood or by law. |
| Residential care | Around-the-clock care in a nursing home or residential care home for adults who can no longer live in their own homes. |
| Respite care | Care to provide a temporary break for a service user or an informal carer. |
| Review | An evaluation of whether services are achieving the goal identified on a care agreement. |
| RHS | Right-hand side |
| Risk assessment | Identifying activities that could injure a person or carer. |
| RMN | Registered mental nurse (see the previous page) |
| RMO | Responsible medical officer – a doctor in charge of a patient’s treatment. |
| RN | A registered nurse |
| RNMH | Registered nurse mental handicaps – a nurse who has completed a three-year training course on all aspects of providing nursing care to people with learning disabilities. |
| ROM | Range of movement – how far a person’s joints can move. |
| Routine equipment | Equipment that is used so regularly that it is not practical to offer it to outpatients. |
| RTA | Road traffic accident |
| RTS | Raised toilet seat |
| Rx | Treatment |
| Safe-haven fax | A contact point where incoming faxes containing information that could identify a person are received in a secure environment. |
| Safe-haven procedures | Procedures to be used if no safe-haven fax is available. Under these procedures, all details that could identify a person are removed from the document and the person it was sent to is phoned to confirm the patient’s details. |
| SAH | Subarachnoid haemorrhage – sudden bleeding into the space surrounding the brain. |
| SALT | Speech and language therapist – a person trained to help patients to restore their speech, communication and swallowing functions. |
| SALTA | Speech and language therapy assistant – an assistant who works in speech and language therapy. |
| SALTI | Speech and language technical instructor – an experienced assistant, with more responsibility, who works in speech and language therapy. |
| SAP | Single assessment process – a procedure that makes sure that people receive appropriate and effective responses to their health and social-care needs in good time. |
| S/B | Seen by |
| SC&H | Social care and health |
| Self-funding | When a person has enough funds and can make arrangements for and pay for their care services. |
| SEN REG | Senior registrar – a senior house officer specialising in a particular field of medicine. |
| Service user | A person who receives health, social care, or voluntary |

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| | services. |
| SH | Social history – a record of a person's life events. |
| SHO | Senior house officer – a registered doctor who has continued in hospital service. |
| Short-term community care | Home-care services provided for a limited period. |
| SLR | Straight leg raise – an exercise used in physiotherapy. |
| S/N | Staff Nurse – a nurse who holds a current registration with the Nursing and Midwifery Council (NMC). |
| SNDC | South Northamptonshire District Council |
| SNOWDOC | South Northamptonshire with Daventry doctors on call |
| SOB | Short of breath |
| SOBOE | Short of breath on exertion (when active). |
| Specialist care centres | Four units, each with 48 beds, to be developed in Northamptonshire in 2004 to provide rehabilitation, respite care and day care for people. |
| Specialist registrar | A senior house officer with continued experience in a chosen speciality within a hospital. |
| Special needs | The educational needs of children with physical or learning disabilities or difficulties. |
| SR | Specialist registrar (see above) |
| SRD | State Registered Dietician – an expert in diet and nutrition, trained to graduate level and registered with the Health Professions Council. |
| SROT | State Registered Occupational Therapist – an occupational therapist who is registered with their national governing body. |
| SS | Social Services |
| SSAFA | Soldiers', Sailors' and Airmen's Families Association – the national charity helping current and ex-servicemen, women and their families in need. |
| START | Short-term assessment and rehabilitation services -a free service providing care for up to six weeks to people who need service for the first time or whose needs have substantially changed. |
| STC | Short-term care |
| Step-down unit | A residential unit which provides rehabilitation services. |
| STM | Short-term memory |
| SW | Social worker |
| Syncope | Unexplained loss of consciousness |
| T/c | Telephone call |
| T1 | Thoracic (of spine) – the bones of the back which the ribs are attached to. |
| TB | Tuberculosis – an infectious disease affecting the lungs and the lymphatic system. |
| TCA | To come again – the person needs to come back. |
| TCM | Commode (tubular) – a standard commode with tubular metal arms and legs. |
| TDS | Three times a day |
| THR | Total hip replacement |
| TIA | Transient ischaemic attack – a temporary disruption of the blood flow to the brain. It causes symptoms similar to a stroke but patients recover within 24 hours. |
| TKR | Total knee replacement |

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| TLC | Tender loving care |
| Transitional care | Care provided in a temporary setting. |
| Triage | A service to prioritise care. |
| TURP | Transurethral resection of the prostate – surgery through the urethra to remove an enlarged prostate gland. |
| UL | Upper limb (arm) |
| UTI | Urinary tract infection |
| Volunteer | A person who volunteers to give a service or help free of charge. |
| W stick | Walking stick |
| W/ch | Wheelchair |
| Warden | A person whose job is to visit people on particular housing schemes to check on their wellbeing, act as a good neighbour and respond to emergencies. |
| WC | Toilet |
| Welfare rights benefits | Financial help and support given to people in need. |
| Wf | Walking frame |
| WR | Ward round |
| Wwf | Wheeled walking frame |
| XR | X-ray |
| Zf | Zimmer frame |

To be reviewed by the Glossary of Terms Group in April 2005.

Any comments should be given to:

**Wendy Houlton
Project Officer
Northamptonshire County Council
Community Services
Oxford House
West Villa Road
Wellingborough
Northants
NN8 4JR**