

2018 STUDENT SKILLS CHECK LIST WITH NOTES

NOTES REGARDING SKILLS

NOTE: * denotes a skill you might be tested on during your State of WI Skills Exam

NOTE: Some skills require the Raising AND LOWERING of the bed however to prevent double jeopardy the lowering of the bed states “if raised”. This does NOT mean you should not raise the bed. It just means that if you do not raise the bed you will only lose 1 point instead of two. *NOTE:* If you forget to raise the bed and then make the correction, you need to lower it right away so you don’t lose the second point.

NOTE: Only demonstration of the toothette’s, rectal thermometer, Peri-care and Cath care can be performed on the manikin. Students MUST perform ALL of the other skills on a class member.

NOTE: Preparation steps and completion steps must be performed for each skill in both the lab and in clinicals. Students may perform the actual skill to perfection BUT tend to fail the overall skill just for missing multiple preparation and completion steps.

NOTE: Vitals, I & O and urinary output must be written on the provided piece of paper This can NOT be verbalized.

NOTE: Designated Storage Area: When testing supplies are centrally located on a table or counter, etc., and not in the drawers of the bedside stand. Students MUST put the supplies back where they found them.

NOTE: Used equipment (wash basins, emesis basins, etc.) should be emptied, rinsed and DRIED before placing in the “Designated Storage” area EXCEPT for supplies containing urine (bed pan, fracture pan and graduates). These are ONLY emptied & rinsed NOT dried.

NOTE: Remember that the bathroom/commode and the sink are technically IN THE CLIENT’S ROOM no matter which bed you are using. You are not leaving the room or the client to use the toilet or sink. NO glove change is necessary.

NOTE: Side rails and which side of the bed you stand on is going to depend on your resident’s ability to help you with the skill.

NOTE: Videos often have the CNA’s using paper towels to protect the over bed tables before placing the wash basin on it but you should use a hand towel.

NOTE: The videos typically have the CNA’s making a mitt out of the washcloths but both the 4 fold and open cloth are acceptable as well.

NOTE: Videos use bar soap but in WI we are required to use liquid soap

NOTE: Only the peri-care skill requires more than one washcloth but we will continue using 2 for cath-care also. All other skills only need ONE washcloth.

NOTE: With the exception of PPE, Bedpan/Fracture pan, Cath Care, Peri-Care the students should sanitize their hands before and after each skill.

Chapter 7.....

PREPARATION STEPS – These steps should be completed BEFORE EVERY Skill

- ___ 1 Gather your supplies
- ___ 2 Knock on the door, address client by preferred name AND introduce yourself
- ___ 3 Adjust bed height (*NOTE:* Now a REQUIREMENT for TED’s, Bed Bath, Dressing, Peri-Care, Side Lying and ROM’s)
- ___ 4 Explain procedure speaking clearly, slowly & directly, maintaining face-to-face contact when possible
- ___ 5 Wash or SANITIZE hands and put on gloves if needed (*NOTE:* Actual Handwashing is required for PPE, Bed Pan, Cath & Peri Care)
- ___ 6 Ensure brakes are locked on the bed and PULL privacy CURTAIN
- ___ 7 Maintain respectful, courteous interpersonal interactions at all times. TALK TO YOUR RESIDENT!!
- ___ 8 Ensure Resident Safety AT ALL TIMES

COMPLETION STEPS – These steps should be completed at the END of EVERY Skill

- ___ 1 Ensure resident is in a comfortable position with GOOD body alignment
- ___ 2 Place signaling device within reach
- ___ 3 Put away all supplies and ensure room is clean and tidy
- ___ 4 Lower side rails and push back privacy curtain
- ___ 5 Place bed in low position (*NOTE:* Now a REQUIREMENT for TED’s, Bed Bath, Dressing, Peri-Care, Side Lying and ROM’s)
- ___ 6 Properly remove & dispose of gloves into waste container without contaminating self & WASH YOUR HANDS OR HAND SANITIZE
- ___ 7 Ask the resident... “Is there anything else I can get for you before I leave?” Leave resident in a comfortable position
- ___ 8 Then Record and Report as needed

Chapter 8.....

CONSCIOUS CHOKING ADULT – page 101

- ___ 1 Preparation Steps Taught during CPR

* **HAND WASHING** – page 70 NOTE: Sanitizing is done at the start and completion of each skill unless otherwise noted.

HANDWASHING is only necessary upon completion of PPE, Bedpan/Fracture pan, Cath Care, Peri-Care

- ___ 1 Remove your watch, or push it up on your forearm, and roll up or push up your sleeves ensure uniform and hands do NOT touch sink
- ___ 2 Turn on the water at sink and adjust the temperature until it is comfortably warm.
- ___ 3 Put your hands under the running water to **COMPLETELY** wet your hands and wrists thoroughly keeping them lower than your elbows
- ___ 4 Apply antimicrobial soap from the dispenser to your hands
- ___ 5 Interlace fingers pointing downwards while rubbing your hands together vigorously to work up a lather
- ___ 6 Lather all surfaces of wrists, hands, fingers and nails producing friction for at least 20 (twenty) seconds,
- ___ 7 Grasp wrists and circle with your other hand, scrub palms, backs of hands, areas between fingers
- ___ 8 Clean fingernails by rubbing fingertips against palms of the opposite hand
- ___ 9 After lathering for at least 20 (twenty) seconds, rinse all surfaces of wrists, hands, and fingers keeping hands lower than the elbows and the fingertips down
- ___ 10 Use a clean, dry paper towel/towels to dry all surfaces of hands, wrists, and fingers then dispose of paper towel into waste container
- ___ 11 Use a **SECOND** clean, dry paper towel to turn off faucet then dispose of paper towel into waste container or uses knee/foot control to turn off faucet. Exit by opening the door with your hip or shoulder. If there is a handle use a clean paper towel to open the door.
- ___ **12 Do not touch inside of sink at any time DO NOT RE-CONTAMINATE HANDS AT ANY POINT DURING PROCEDURE!**
- ___ 13 Completion Steps NOTE: Under normal circumstances, I would use sanitizer **AFTER** good handwashing is completed.

Supplies Needed: _____

* **HAND SANITIZE / HAND HYGIENE** – page 70 Supplies Needed: _____

- ___ 1 Cover ALL surfaces of hands with hand sanitizer
- ___ 2 Rub hands together until hands are **COMPLETELY DRY!**

* **DONNING AND REMOVING PPE (GOWN AND GLOVES) Empty Urinary Bag and WASH HANDS** – page 72

- ___ 1 Pick-up gown and unfold and slide your arms through each sleeve; keeping opening of the gown in back
- ___ 2 **Securely** fasten the ties at the back of your neck and waist making sure the back of clothing is covered by gown (as much as possible)
- ___ 3 Put the mask over mouth and nose, and bend nose wire. Tie the top strings behind your head, then tie the bottom strings or place elastic loops around ears. Adjust for comfort **NOT WORN DURING TESTING**
- ___ 4 Place the earpieces of the glasses over your ears or the headband around your head and adjust. **NOT WORN DURING TESTING**
- ___ 5 Inspect both gloves carefully for tears. Put gloves on carefully so they do not tear and pull the gloves up over the cuffs of gown
- ___ 6 Enter room and complete the preparation steps
- ___ 7 Empty urinary drainage bag as taught in that skill & then complete the completion steps. RECORD output AFTER removing PPE
- ___ 8 **Before removing gown**, with one gloved hand, grasps the other glove at the palm, and slightly tug, pull or FOLD cuff so the cuff of the glove is located below the cuff of the gown to make it easy to slip your fingers from your opposite hand under the cuff of the glove without contaminating yourself.
- ___ 9 Using your fingertips from the gloved hand in step 10 grasp the opposite gloved hand at the heel of hand removing glove turning it inside out. Dispose of glove or roll into a ball in the palm of the gloved hand
- ___ 10 Slip fingers from the ungloved hand under the cuff of the remaining glove at the wrist touching only the clean inside of the glove and the bare wrist to ensure you do NOT contaminate yourself. Remove glove turning it inside out as it is removed.
- ___ 11 Dispose of gloves into designated waste container without contaminating yourself
- ___ 12 Touch only the earpieces or the head band. Remove glasses and place in appropriate container **NOT WORN DURING TESTING**
- ___ 13 Carefully remove the gown without touching the outside of the gown. Unfasten the gown at the neck and then at the waist
- ___ 14 Pull one sleeve off by slipping your fingers under the cuff at the wrist and pulling the sleeve just over your fingertips.
- ___ 15A Then grasp the other sleeve with covered hand and pull it over your fingertips and ROLL gown in forward motion into a ball
- ___ 16 Hold the gown away from body **without touching the floor.** Continue to bring the gown forward. Turn it inside out as you pull it off.
- ___ 17 Fold the outer contaminated surface inward, rolling up the gown, dispose of gown in designated container without contaminating self
- ___ 18 Remove mask by untying the bottom strings, then the top strings or pull elastic loop from around ear. Hold by strings and dispose in Garbage **NOT WORN DURING TESTING**
- ___ 19 RECORD output AFTER removing PPE & complete HAND WASHING as directed within that skill

Supplies Needed: _____

HANDLING A BIOHAZARDOUS PLASTIC TRASH BAG – page 75

Single Bag:

- ___ 1 Open trash bag and make a cuff around top edge by placing your hands several inches down on the outside of bag and pull outward
- ___ 2 Place bag within easy reach of work area
- ___ 3 When done, close by putting fingers under cuffed edge and pull edges together, touching on the outside of the bag and tie with knot

Double Bag:

- ___ 1 Arrange with a co-worker to assist
- ___ 2 Remove trash/linen bag and carry to door of room
- ___ 3 Outside the door, co-worker holds up a cuffed bag and you place your bag into clean bag without touching the clean bag.
- ___ 4 Co-worker closes bag and ties top edge in knot and carries to designated disposal area
- ___ 5 Co-worker washes hands and you remove PPE and dispose of it properly
- ___ 6 Completion Steps

Chapter 9.....

*** COUNT & RECORDS RADIAL PULSE AND RESPIRATIONS** page 116 Supplies Needed: _____

- ___ 1 Preparation Steps Set up: Patient is sitting upright in chair
- ___ 2 Make sure the person is in a comfortable, relaxed position with arm in resting position
- ___ 3 Locate the radial artery by gently pressing your first, second and third fingers on the inside of the wrist on the same side as the thumb.
- ___ 4 Using a second hand count beats for one full minute Cue Instructor/observer when you are going to start and again when you end.
- ___ 5 Note the rhythm and force of the pulse.
- ___ 6 **Record pulse rate within plus or minus 4 beats of evaluator’s reading**
- ___ 7 Count respirations for one full minute Cue Instructor/observer when you are going to start and again when you end.
- ___ 8 Note the rhythm and depth of the respirations and whether the client is having difficulty breathing.
- ___ 9 **Record respiration rate within plus or minus 2 breaths of evaluator’s reading**
- ___ 10 Completion Steps

COUNT & RECORDS Apical PULSE* – page 118 ___ 1 Preparation Steps Supplies Needed: _____

USING AN ORAL THERMOMETER – page 116 (Remember... RED is for RECTAL, BLUE is for ORAL)

- ___ 1 Preparation Steps
- ___ 2 Place client in Fowler’s position
- ___ 3 Inspect thermometer to ensure it is not broken or damaged in any way
- ___ 4 Apply proper thermometer sheath (NOTE: If using glass, first shake so mercury-like substance is below 94 degrees)
- ___ 5 Place thermometer bulb slightly to one side under tongue and ask person to close lips around thermometer
- ___ 6 While waiting, open an alcohol wipe pad to prepare for cleaning the thermometer when skill is complete.
- ___ 7 Wait 3 minutes then remove thermometer, discard sheath
- ___ 8 Read thermometer and clean with alcohol wipe
- ___ 9 Place thermometer on clean dry paper towel or back in the proper container.
- ___ 10 Completion Steps....THEN record and report if necessary

USING A TYMPANIC THERMOMETER – page 116 Supplies Needed: _____

- ___ 1 Preparation Steps
- ___ 2 Place client in Supine or Fowler’s Position
- ___ 3 Remove probe from machine
- ___ 4 Apply proper thermometer sheath and turn on thermometer
- ___ 5 Grasp top of client’s ear and pull up and back for an adult (down and back for a child)
- ___ 6 Insert probe into ear canal, pointing down and forward towards the person’s nose.
- ___ 7 When you hear the beep, remove thermometer, and read the screen.
- ___ 8 Eject probe cover into trash, wipe clean with alcohol wipe and place back into the proper container.
- ___ 9 Completion Steps....THEN record and report if necessary

USING AN RECTAL THERMOMETER – page 116 (Remember... RED is for RECTAL, BLUE is for ORAL)

- ___ 1 Preparation Steps
- ___ 2 Place client in Side Lying Position with top knee flexed
- ___ 3 Inspect thermometer to ensure it is not broken or damaged in any way
- ___ 4 Apply proper thermometer sheath (NOTE: If using glass, first shake so mercury-like substance is below 94 degrees)
- ___ 5 Lubricate the tip of the probe by placing a small amount of jelly on a tissue and dipping the tip of probe in it.
- ___ 6 Adjust covers to expose buttocks. Lift the client's upper buttock and insert the probe into the anus no more than 1 inch for an adult and ½ inch for a child. Stay with the client and hold the probe in place.
- ___ 7 Wait 3 minutes (if using a digital hold in place until it beeps) then remove thermometer, discard sheath using toilet paper
- ___ 8 Read thermometer and clean with alcohol wipe
- ___ 9 Place thermometer on clean dry paper towel or back in the proper container.
- ___ 10 Completion Steps... THEN record and report if necessary

MEASURE & RECORD HEIGHT OF AMBULATORY CLIENT – page 123 (NOTE: No paper towel is used)

- ___ 1 Preparation Steps
- ___ 2 Ensure client has nonskid footwear on, then walk with client to the scale
- ___ 3 Before client stands on scale, raise height bar to highest position
- ___ 4 Assist person to stand on scale
- ___ 5 Flip height rod up and slide down until it touches top of head.
- ___ 6 Assist client off scale
- ___ 7 Wash your hands ... THEN Record height based on indicator on scale

Note: If client cannot stand/walk, use tape measure to measure from top of head to bottom of feet while person is in supine position on bed.

*** MEASURE & RECORD WEIGHT OF AMBULATORY CLIENT** – page 123 (NOTE: No paper towel is used)

- ___ 1 Preparation Steps Note: When testing the client is sitting upright in a chair with nonskid footwear on
- ___ 2 Ensure client has nonskid footwear on, then assist client to a standing position by offering them an arm (NOTE: Client pulls on your arm/elbow, you should NOT pull on their arm or shoulder) and walk WITH client to the scale
- ___ 3 Balance the scale to zero and assist client onto the scale. Ensure client is centered with their arms at their side.
- ___ 4 Stand next to client and adjust scale to obtain client's weight
- ___ 5 Help client step off scale and return to the chair and assist them to sit in chair and provide call light
- ___ 6 **Record weight based on indicator on scale. Ensure weight is within plus or minus 2 lbs of evaluator**
- ___ 7 Completion steps

Chapter 10.....

MAKING AN UNOCCUPIED BED – page 135 Supplies Needed: _____

- ___ 1 Preparation Steps
- ___ 2 Raise the bed between mid-thigh and waist level and adjust the bed so it is in a flat position
- ___ 3 Put on clean gloves, remove personal client items including clean blankets and bedspread. Place them in a safe area
- ___ 4 Remove pillowcases, put dirty pillowcases in hamper and place pillows in a clean area
- ___ 5 Without contaminating your uniform, move around the bed to loosen and remove soiled linen by rolling it to towards the center of bed.
- ___ 6 Place removed linen in appropriate place (do not put dirty linen on the over-bed table or clean or dirty linen on the floor).
- ___ 7 Apply mattress pad (if used) and bottom fitted sheet, keeping them straight and centered.
- ___ 8 Make bottom sheet smooth and/or tight, free of wrinkles.
- ___ 9 Place draw sheet (if used) and clean top linen, blanket and/or bed spread on the bed.
- ___ 10 Together, tuck top sheet, blanket and/or bedspread at the foot of the bed.
- ___ 11 Make mitered corners at the foot of the bed to hold linens in place.
- ___ 12 Properly apply clean pillowcases with zippers and/or tags to inside of pillowcase. For presentation purposes, place open end of the pillowcase facing AWAY from the door so client and guests only see the clean seam when they enter the room.
- ___ 13 Completion Steps

MAKE AN OCCUPIED BED (CLIENT DOESN'T NEED ASSISTANCE TO TURN) – page 137

- ___ 1 Preparation Steps (NOTE: If client has catheter, IV, straps, etc. ensure they are safely secured in place)
- ___ 2 Raise the bed between mid-thigh and waist level and adjust the bed so it is in a flat position. Raise side rail on opposite side of bed
- ___ 3 Put on clean gloves, remove personal client items including clean blankets and bedspread. Place them in a safe area
- ___ 4 Cover client and dirty top sheet with a clean bath blanket making sure the client is unexposed at all times.
- ___ 5 Ask client to hold the blanket while you pull the soiled top sheet from the foot of the bed. Place soiled sheet in hamper.
- ___ 6 Ask client to roll onto their side towards the side rail. Provide assistance if necessary. DO NOT lay client on bare mattress at any time.
- ___ 7 Adjust pillow for comfort, ensure good body alignment, keep client covered at all times and if needed properly clean client's skin.
- ___ 8 Loosen bottom used linen on working side and roll or fan fold bottom used linen toward center of bed.
- ___ 9 If needed, clean and disinfect the mattress with disinfectant wipes. Remove and dispose of dirty gloves
- ___ 10 Place and tuck the clean mattress pad, fitted sheet and/or draw sheet on the exposed area and tuck under client. Secure fitted corners
- ___ 11 Raise the second side rail and assist client with rolling back onto the clean bottom linens, explain they will feel a bump in the center
- ___ 12 Adjust pillow for comfort, ensure good body alignment and ensure client remains covered at all times. PUT ON CLEAN GLOVES
- ___ 13 Go to the opposite side of the bed, lower the side rail. Safely remove dirty linens without shaking and place in soiled linen container
- ___ 14 If needed, clean client's skin AND clean and disinfect the mattress with disinfectant wipes. Remove and dispose of dirty gloves.
- ___ 15 Unroll the clean linens onto the remaining exposed area of the bed. Secure fitted corners and smooth out the wrinkles
- ___ 16 If needed help client roll onto their back to the center of the bed. Adjust pillow and ensure good body alignment.
- ___ 17 Place a clean top linen over the covered client and remove bath blanket making sure the client is unexposed at all times.
- ___ 18 Ask client to hold the top sheet while you remove the bath blanket from the foot of the bed. Place blanket in hamper.
- ___ 19 Ensure linen is centered and tucked at foot making mitered corners. Create a cusp along top of linens. Leave bed neatly made
- ___ 20 Gently lift the client's head while removing the pillowcase. Properly remove and dispose of soiled pillowcase.
- ___ 21 Replace pillowcase, gently lift the client's head to replace & adjust pillow for comfort. Ensure opening is facing away from the door.
- ___ 22 Replace blanket and bedspread. Tuck at the foot and make a toe pleat. Make mitered corners on both sides of the bed
- ___ 23 Lower the bed and return side rails to the lowered position, ensure client is comfortable
- ___ 24 Completion Steps – Note any reddened areas or sores and take appropriate action

Supplies Needed: _____

RESIDENT ROOM ORDER – page 126

- ___ 1 Treat client's personal items with same care as you give your own valued possessions
- ___ 2 Maintain neat appearance by disposing of disposables and putting non-disposables away in proper places
- ___ 3 Clean over-bed table when done with sanitizer wipes
- ___ 4 Change and remove all soiled linens as soon as possible
- ___ 5 Remove trash frequently
- ___ 6 Dispose of food items left in room
- ___ 7 Maintain neat appearance of bed
- ___ 8 Make sure equipment is in good working order

Chapter 11.....

WHEELCHAIR TRANSPORT GUIDANCE – page

- ___ 1 Have person's feet on footrests
- ___ 2 Walk on right side of hall
- ___ 3 Turn wheelchair around and walk down ramps backwards with person facing uphill
- ___ 4 Enter and exit elevators backwards
- ___ 5 Use caution when walking past doorways, around corners and at hallway intersections
- ___ 6 Take care not to bump arms and legs on doorframes when passing through doorways
- ___ 7 Ensure brakes are UNLOCKED before leaving client unattended

TRANSFER BELT PLACEMENT – page 146 Supplies Needed: _____

- ___ 1 Place belt over clothes at waist line – ensure breasts are not pinned between waist and belt.
- ___ 2 Slip belt end through part of buckle with teeth. Cinch belt against teeth and slide through other side of buckle
- ___ 3 Ensure belt is snug but not too tight. Should be able to slip 2 fingers between body and belt.
- ___ 4 Remove belt once transfer is complete.

*** ASSIST TO AMBULATE USING A GAIT OR TRANSFER BELT** – page 152 NOTE: 3A is done for testing purposes

- ___ 1 Preparation Steps plus...
 - Elevate the head of the bed to high fowlers position to **ASSIST** patient to the side of the bed.
 - Obtain gaitbelt of proper size
 - **Obtain wheelchair and position with brakes LOCKED so client can sit in it after ambulating**
- ___ 2 BEFORE assisting the client to a standing position
 - Ensure client is wearing non-skid footwear NOTE: I do this while they are still lying down in bed
 - Ensure bed is at a safe level
 - **Check and/or lock bed wheels AND wheelchair**
 - Assist client to a good sitting position with feet flat on the floor Ensure client is “steady” before applying gait belt
 - PROPERLY apply transfer belt securely at the waist over clothing/gown AND CHECK FOR TIGHTNESS
 - Provide instruction to enable client to assist in standing including prearranged signal to alert client to begin standing
- ___ 3A Ambulatory – No Assistive Devices, position yourself in front of the client. Bend your knees, have the client place their arms on your shoulders or if able, have the resident push off the bed with their arms. Grasp the gait belt on both sides of the waist with your palms up. Direct client to stand on the count of 3. Ensure client feel steady.
- ___ 3B If using a walker, position & stabilize the walker in front of the client. Grasp gaitbelt from the backside of the waist with your palms up. Direct client to stand on the count of 3. Assist client to standing position, stabilizing walker. Ensure client feels steady.
- ___ 3C If using a cane, the cane should be held in the hand that is on the opposite of the weak leg.
- ___ 4 Position yourself slightly behind the client on their weaker side and start on the same foot as the client.
- ___ 5 While holding the gaitbelt from the backside of waist with one hand, palm up. NOTE: Offer client second hand as a stabilizer Safely ambulate client at least 10 feet.
- ___ 6 After ambulation, assist client to wheelchair in a safe and controlled manner. Remove transfer belt.
- ___ 7 Completion Skills

Supplies Needed: _____

LIFTING CLIENT’S HEAD AND SHOULDERS OFF THE BED – page 169

- ___ 1 Preparation Steps

*** PERFORM MODIFIED PASSIVE RANGE OF MOTION (PROM) FOR ONE KNEE AND ONE ANKLE** – page 157

- ___ 1 Preparation Steps
- ___ 2 Raise the bed height and lay the bed in a flat position, assist client to a supine position
- ___ 3 Instruct the client to inform you if pain is experienced during exercise. Watch the client’s face and eyes for expression of pain.
- ___ 4 Hip & Knee Exercises: For steps 5 - 7 support the leg by placing one hand to under the knee & the other at the ankle. Move the joint gently, slowly & smoothly through range of motion, discontinuing exercise if client verbalizes pain. Do not force any joint beyond the point of free movement Repeat each 5 times
- ___ 3 **Do not cause discomfort/pain at any time during ROM and ask client at least once of there is any pain or discomfort.**
- ___ 5 **Extension/Flexion**: Bend the knee moving it toward the head to flex then straighten the client’s leg to the normal position.
- ___ 6 **Abduction/Adduction**: Gently move the leg out away from the body, then return it to the center of the bed towards the other.
- ___ 7 Hip Rotation: Keeping the client’s leg straight pivot the client’s leg inward and then outward to rotate the hip.
- ___ 8 Ankle Exercises: For steps 9 - 10 support the leg by placing one hand to under the ankle & grasp the foot with the other hand. Keep the foot close to the bed and move the joint gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain. Repeat each 5 times
- ___ 9 Dorsiflexion & Plantar Flexion: Push the foot toward head (dorsiflexion) & pull foot down towards mattress (plantar flexion)
- ___ 10 Inversion and eversion: Pivot the foot inward and then outward.
- ___ 11 Toe Exercises: For steps 9 - 10 support the foot with one hand. Gently move the toes with the other joint gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain. Repeat each 5 times
- ___ 12 Extension/Flexion: Place your hand on top of the toes. Curl the toes downward and then straighten them.
- ___ 13 Abduction/Adduction: Separate each toe from the one next to it moving them apart and then together again.
- ___ 14 Repeat with opposite leg THEN finish with the Completion Steps

*** PERFORM PASSIVE RANGE OF MOTION (PROM) ON ARM (for testing, only one shoulder needs PROM done) – page 153**

- ___ 1 Preparation Steps **NOTE: For active ROM neck exercises can also be done...up & down, side-to-side and ear to shoulder**
- ___ 2 Raise the bed height and lay the bed in a flat position, assist client to a supine position
- ___ 3 Instruct the client to inform you if pain is experienced during exercise. Watch the client's face and eyes for expression of pain. Do not force any joint beyond the point of free movement. **MUST** ask client at least 1X during skill if any pain or discomfort. Repeat each 5 times
- ___ **3 Do not cause discomfort/pain at any time during ROM and ask client at least once of there is any pain or discomfort.**
- ___ 4 **Shoulder Exercises:** For steps 5 - 8 support the limb by using one hand to hold the client's wrist and the other hand under the elbow moving the joint gently, slowly and smoothly through the range of motion.
- ___ 5 **Extension/Flexion:** Raise client's straightened arm (palm side down) from their side straight upward toward head to ear level then lower the arm down to side of body **REPEAT AT LEAST 5 TIMES (3 TIMES WHEN TESTING)**
- ___ 6 **Abduction/Adduction:** Move client's straightened arm out away from the side of body to shoulder level and return to side of body **REPEAT AT LEAST 5 TIMES (3 TIMES WHEN TESTING)**
- ___ 7 **Horizontal Abduction/Adduction:** Move client's straightened arm (palm side up) out away from the side of body to shoulder level. Bend the elbow, touching the clients hand to the opposite shoulder then straighten to original position. Repeat 5 times
- ___ 8 **Rotation:** With the arm out to the side at shoulder level, palm facing the foot of the bed, bend clients arm at the elbow. Move the hand towards the head of the bed and then down towards the side of the bed. Repeat 5 times
- ___ 9 **Elbow Exercises:** For steps 10 & 11 support the limb by using one hand to hold the client's wrist and the other hand under the elbow moving the joint gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.
- ___ 10 **Extension/Flexion:** With the client's arm by his side with the palm up, bend the clients arm at the elbow so that the hand moves towards the shoulder on the same side. Then straighten the arm back down to the hip. Repeat 5 times
- ___ 11 **Pronation/Supination:** Bend the client's elbow so that the forearm is at a right angle to the bed. Gently turn the client's hand so that the palm is facing the foot of the bed, Then turn the hand so the palm is facing the head of the bed. Repeat 5 times.
- ___ 12 **Wrist Exercises:** For steps 13 & 14 support the limb by using one hand to hold the client's wrist, palm facing down and the client's fingers with the other hand moving the joint gently, slowly and smoothly through the range of motion, discontinuing exercise if client verbalizes pain.
- ___ 13 **Extension/Flexion:** Bend the client's elbow so the forearm is at a right angle to the bed. Bend the wrist to move the client's hand forward and the straighten the wrist to move the hand backward. Repeat 5 times.
- ___ 14 **Radial and ulnar deviation:** With the client's hand still raised off the mattress, gently tilt the person' hand towards the thumb, then tilt the hand towards the little finger. Repeat 5 times
- ___ 15 **Finger/Thumb Exercises:** For steps 16 & 14 support the limb by using one hand to hold the client's wrist, and the client's fingers with the other hand move the joint gently, slowly and smoothly through the range of motion, discontinue exercise if client verbalizes pain.
- ___ 16 **Extension/Flexion:** Bend each of the client's fingers (one at a time) and the thumb to the palm of the hand. Then extend each finger (one at a time) and the thumb. Repeat 5 times
- ___ 17 **Abduction/Adduction:** Gently separate each finger from the finger next to it and then return together. Repeat 5 times
- ___ 18 **Thumb Extension/Flexion:** Bend the client's thumb towards the palm of the hand then return it to natural position. Repeat 5 times.
- ___ 19 **Thumb opposition:** Touch the tip of the thumb to each finger. Repeat 5 times
- ___ 20 Repeat with opposite arm THEN finish with the Completion Steps

Chapter 12.....

MOVING A CLIENT UP IN BED 1 CNA – page 170

- ___ 1 Preparation Steps
- ___ 2 Ensure head of bed is as low as person can tolerate, remove pillow and place against headboard. Adjust linens
- ___ 3 Face bed and position feet so one foot is about 12 inches in front of the other, bed hips and knees so upper back is straight.
- ___ 4 Ask person to bed knees and place feet firmly on bed and hands palm side down on bed. If client has trapeze, have them use it.
- ___ 5 Place one arm under client's shoulders and one under buttocks. Ask client to push against bed with hands and feet on count of three
- ___ 6 On count of three, shift weight to foot nearest headboard as person moves upward in bed
- ___ 7 Replace pillow and cover client
- ___ 8 Completion Steps.

MOVING A CLIENT TO THE SIDE OF THE BED WITHOUT A DRAWSHEET - 1 CNA – pages 174 – 175

- ___ 1 Preparation Steps
- ___ 2 Ensure head of bed is as low as person can tolerate, remove pillow and place against headboard. Adjust linens
- ___ 3 Place arms under client's shoulders and rock back on your feet to lift client upper body towards the side of the bed
- ___ 4 Place arms under client's lower back and buttocks, rock back on your feet to lift client towards the side of the bed
- ___ 5 Place arms under client's legs and rock back on your feet to lift client lower body towards the side of the bed

MOVING A CLIENT UP IN BED WITH A DRAW SHEET 2 CNA'S – page 172

- ___ 1 Preparation Steps and Ensure head of bed is as low as person can tolerate, remove pillow and place against headboard. Adjust linens
- ___ 2 If draw sheet is being used place under the client by rolling client side-to-side to properly place draw sheet
- ___ 3 Both CNA's face bed and position feet so one foot is about 12 inches in front of the other, bed hips and knees so upper back is straight.
- ___ 4 Ask person to bend knees and place feet firmly on bed and hands palm side down on bed. If client has trapeze, have them use it.
- ___ 5 Roll draw sheet inward towards persons shoulder and hip. Ask client to cross arms over chest, bend knees and place feet flat on bed.
- ___ 6 Instruct client to push up on the count of three.
- ___ 7 On the count of 3, both CNA's, keeping elbows closest to body, lift and shift weight to foot nearest headboard as person moves upward in bed without dragging client on the bed.
- ___ 8 Remove draw sheet or tuck under mattress, replace pillow and cover client. Finish with Completion Steps.

MOVING A CLIENT TO THE SIDE OF THE BED WITH A DRAWSHEET - 2 CNA'S – pages 174 – 175

- ___ 1 Preparation Steps and Ensure head of bed is as low as person can tolerate, remove pillow and place against headboard. Adjust linens
- ___ 2 Place draw sheet under the client by rolling client side-to-side to properly place draw-sheet
- ___ 3 Both CNA's face bed and position feet so one foot is about 12 inches in front of the other, bed hips and knees so upper back is straight.
- ___ 4 Ask person to bend knees and place feet firmly on bed and hands palm side down on bed. If client has trapeze, have them use it.
- ___ 5 Roll draw sheet inward towards persons shoulder and hip. Ask client to cross arms over chest, bend knees and place feet flat on bed.
- ___ 6 Instruct client to push up on the count of three.
- ___ 7 On the count of 3, both CNA's, keeping elbows closest to body, lift and shift weight to foot nearest headboard as person moves upward in bed without dragging client on the bed. Finish with Completion Steps.

LOGROLLING TECHNIQUE – page 178 Supplies: Lift sheet and 4 pillows or 3 pillows and bath blanket

- ___ 1 Move and roll client as one unit so upper and lower body are moved at same time using two CNA's
- ___ 2 Both CNA's are on the same side of the bed, one CNA places hands/arms under head and shoulders, other under hips and legs
- ___ 3 Bend hips and knees, keep back straight and on the count of 3 rock backwards, transferring weight from front to back foot
- ___ 4 Raise side rail and both CNA's move to the other side of bed
- ___ 5 Cross client's arms over chest with top arm indication direction client is to roll and place a pillow between the clients legs
- ___ 6 Place your hands over person's shoulders and upper hip and your partner places hands over lower hip and calf
- ___ 7 On your count of 3, roll client toward you with head, back and legs in straight line.
- ___ 8 Properly place pillows and make sure client is not laying on arm, position client to maintain straight alignment and cover
- ___ 9 Completion Steps

* POSITIONING A CLIENT ON THEIR SIDE Note: which side will be read to student by instructor/observer – 1 CNA – pg 176

- ___ 1 Preparation Steps
- ___ 2 Raise the bed and lay the bed in a flat position
- ___ 3 Ask client to lift their head or gently lift their head to remove the pillow NOTE: Pillow can remain but MUST be readjusted after rolled
- ___ 4 **Raise the side rail on the side of the bed to which the client will be rolling**
- ___ 5 Face the bed, position your feet so one foot is about 12" in front of the other, bend your hips and knees so your back remains straight.
- ___ 6 Ask client to cross their arms over their chest and ankles towards the direction that you are turning them. (**roll towards the side rail**)
- ___ 7 Place one arm under the client's neck and shoulders, the other arm under the person's upper back. On the count of 3, rock backward and lift the client's upper body towards you.
- ___ 8 Reposition your hands, Placing one hand under the client's waist and the other under the client's thighs. Using the same motion, count to 3 and rock backward, lifting the client's lower body toward you.
- ___ 9 Reposition your hands under the client's calves and feet and on the count of 3, move the clients lower legs towards you so that the person is in proper body alignment. **Raise second side rail to prevent client from falling out of bed.**
- ___ 10 Position yourself on the side of the bed to which the person is turning. Using proper body mechanics, place one hand on the person's far shoulder, the other on her upper thigh. Roll the person toward you **and the first side rail** by transferring your wt from your front foot to your back foot. If able, have the client reach across and grab the side rail to assist.
- ___ 11. Place a pillow or a rolled towel, or blanket alongside the client's back to stop them from rolling backwards, assist the client lift their head and replace the pillow to ensure their comfort or adjust for comfort if pillow was left in place. Place a third pillow lengthwise between the client's lower legs with the bottom leg straight and the top leg slightly bent, pillow should support for both the knee and the ankle and a forth pillow under the client's top arm. Ensure client is not lying on their lower arm.
- ___ 12 Completion Steps

POSITIONING A CLIENT ON THEIR SIDE – 2 CNA’s WITH A DRAW SHEET – page 176

- ___ 1 Preparation Steps
- ___ 2 Raise the bed to mid-thigh - waist level, lay the bed in a flat position and place a draw sheet under client
- ___ 3 With one CNA on each side of the bed ask the client to lift their head or if unable, gently lift their head to remove the pillow.
- ___ 4 Face the bed, position your feet so one foot is about 12” in front of the other, bend your hips and knees so your back remains straight.
- ___ 5 Both CNA’s should loosen the draw sheet and roll it towards the client. Ask client to cross their arms over their chest and their ankles towards the direction that you are turning them.
- ___ 6 Using proper body mechanics, both CNA’s should grasp the draw sheet with their palms up and close to the client’s body. On the count of 3, together move the client by lifting up and moving the draw sheet toward your co-workers side of the bed.
- ___ 7 After rolling client, unroll and retuck or remove the draw sheet. Client should be lying in the center of the bed on their side.
- ___ 8 Place a pillow or a rolled towel, or blanket alongside the client’s back to stop them from rolling backwards, assist the client lift their head and replace the pillow to ensure their comfort. Place a third pillow lengthwise between the client’s lower legs with the bottom leg straight and the top leg slightly bent and a fourth pillow under the client’s top arm. Ensure client is not lying on their lower arm.
- ___ 9 Completion Steps

*** PIVOT TRANSFER OF WEIGHT BEARING, NON-AMBULATORY RESIDENT BED TO W/C USING GAITBELT** – page 181

- ___ 1 Preparation Steps **NOTE: You MUST ASSIST client to a sitting position. You cannot ask them to sit up on the side of bed.**
- ___ 2 Remove footrest and position wheelchair next to the foot of the bed on the clients stronger side so client is pivoting on sturdier leg.
- ___ 3 **Lock the brakes on the wheelchair to ensure client safety**
- ___ 4 Position the bed at a safe level (even with the wheelchair) **and ensure the bed wheels are in the locked position**
- ___ 5 Raise head of bed so client is in high fowler’s position. **NOTE: I suggest putting client’s shoes while still in bed.**
- ___ 6 Use proper body mechanics to assist client to a sitting position with feet flat on floor (lower bed if needed) Ensure client is steady
- ___ 7 Pull W/C up so the front of arm rest is against client’s thigh and with wheelchair arm/wheel touching the side of the bed
- ___ 8 Properly apply gait belt securely at the waist over clothing/gown. Check gait belt by slipping 2 fingers between gait belt and client
- ___ 9 Provide verbal instructions to enable client to assist in transfer including prearranged signal to alert when to begin standing
- ___ 10 Using proper body mechanics, position yourself directly in front of the client. Grasp the gait belt with fingers in upwards position.
- ___ 11 Position yourself to ensure safety for both yourself and the client during transfer. Count to three to alert client to begin standing. Have the client push off the bed with their hands and then as they stand have them move their hands up to your shoulders.
- ___ 12 On signal, gradually assists client to standing position by grasping transfer belt on both sides and lift with an upward grasp (your hand should be placed in upward position) and maintaining stability of client’s legs **Ensure client is steady**
- ___ 13 Pivot with the client so they are standing in front of the wheelchair with back of client’s legs against wheelchair
Note: At NO time should the client be stepping backwards to the w/c. You need to make sure the w/c is close to them before standing
- ___ 14 Tell the client to feel for the arms of the chair and then lower the client into the wheelchair using proper body mechanics.
- ___ 15 Position client with hips touching back of wheelchair and remove transfer belt
- ___ 16 Position clients feet on footrests and ensure client is in a comfortable position with good body alignment
- ___ 17 UNLOCK wheelchair brakes and perform completion steps

REPOSITIONING A CLIENT IN A CHAIR – 1 CNA – page 180 (NEVER pull client back in chair by the seat of their pants)

- ___ Option 1: 1 CNA if client is able to stand, assist to standing position, pull wheelchair towards back of legs and assist to sit

REPOSITIONING A CLIENT IN A CHAIR – 2 CNA’s – page 180 (NEVER pull client back in chair by the seat of their pants)

- ___ Option 1: 2 CNA’s if client is able to stand, assist to standing position, pull wheelchair towards back of legs and assist to sit
- ___ Option 2: 2 CNA’s if client is UNABLE to stand, properly connect mechanical lift, raise client and replace to chair

USING A MECHANICAL LIFT FOR TRANSFERS – 2 CNA’s – page 185 Supplies: Lift, Sling, wheelchair or geri-chair

- ___ 1 Preparation Steps including gather lift, sling and chair to which client will be transferred
- ___ 2 To place sling, roll person side to side. Ensure top of sling is under shoulders and bottom is at the knees
- ___ 3 Wheel lift into place over client, spread legs of lift to widest position and lock brakes
- ___ 4 Attach sling to lift, have client cross arms over chest and using controls, lift person off bed, release brakes.
- ___ 5 Move lift to chair as co-worker guides client over chair, lock brakes
- ___ 6 Slowly lower client into chair making sure hips are against chair back.
- ___ 7 Remove sling from lift and move lift away, replace footrests and place client’s feet properly
- ___ 8 Remove or keep in place according to facility policy. *NOTE: If not removed, ensure sling is wrinkle free, not rubbing skin, loops tucked*
- ___ 9 Completion Steps

* **MOUTH CARE** – page 203 Supplies Needed: _____

- ___ 1 Preparation Steps NOTE: Client will be sitting up in a chair/wheelchair when testing and NOT lying in bed.
- ___ 2 Place a towel or papertowel on the over-bed table and arrange your supplies.
- ___ 3 Raise the head of the bed to a 75-90 degrees so client is in an upright sitting position
- ___ 4 Get a cup of water (or water/mouthwash solution).
- ___ 5 AFTER gathering supplies, put on clean gloves and place a towel across client's chest to protect their clothing.
- ___ 6 Moisten toothbrush by pouring water/mouthwash solution over it. NOTE: DO NOT DUNK THE TOOTHBRUSH IN THE CUP
- ___ 7 Apply toothpaste to moistened toothbrush
- ___ **8 Clean mouth by brushing upper teeth and gums, then lower teeth and gums**, then the tongue using gentle motions
- ___ 9 Maintain a clean technique with placement of toothbrush (you can place it on a paper towel)
- ___ 10 Hold the emesis basin to the client's chin while client rinses mouth with water/mouthwash solution. Wipe face with clothing protector
- ___ 11 Break off about 18 inches of dental floss and gently floss all teeth (Not necessary for testing)
- ___ 12 YOU must hold the emesis basin to the client's chin while client rinses mouth with remaining water/mouthwash solution.
- ___ 13 Wipe clients mouth and place the clothing protector in the hamper.
- ___ 14 Ask the client if they would like to put on lip balm (Not necessary for testing)
- ___ 15 Empty, rinse and dry the basin, then rinse toothbrush and place used toothbrush in the basin
- ___ 16 Place toothpaste, basin and toothbrush in designated storage area.
- ___ 17 Completion Steps

MOUTH CARE TOOTHETTE CLIENT – page 206 Supplies Needed: _____

- ___ 1 Preparation Steps and place a towel on the over-bed table and arrange your supplies. Prepare a water/mouthwash solution.
- ___ **2 Position client in Fowler's position (75-90 degrees) with their head turned well to one side or as appropriate to avoid choking or aspiration and place a towel across their chest & another under their head to protect the clothing.**
- ___ 3 Put on clean gloves and place emesis basin on the towel near the person's cheek.
- ___ 4 Dip mouth sponge into water/mouthwash cleaning solution (NO TOOTHPASTE), Press swab against side of cup to remove excess
- ___ 5 Tell client before gently touching swab to lips and circle the lips lightly. Gently open lips and swab inner lips, then move to inner cheeks, and front of gums and teeth. Without forcing, move swab to roof of mouth, then onto inside of teeth. Finish by using a rolling motion from back to front over tongue surface. Take a new swab and repeat as needed.
- ___ 6 Clean and dry client's face and apply lip balm
- ___ 7 Rinses dry and replace equipment; discard disposable items in waste can; discard towel and washcloth in linen hamper.
- ___ 8 Completion Steps

* **CLEAN UPPER OR LOWER DENTURE** – page 204 Supplies Needed: _____

- ___ 1 Preparation Steps (Note: When testing dentures will already be in denture cup and kept on residents night stand)
- ___ 2 Place a towel on the over-bed table and arrange your supplies. Prepare a water/mouthwash solution.
- ___ 3 Assist client to an upright sitting position (75-90 degrees) and place a towel across their chest to protect the clothing.
- ___ 4 Put on clean gloves before CAREFULLY handling dentures to avoid damage (through entire procedure)
- ___ 5 Have the client carefully remove their dentures and put them in the emesis basin. Provide assistance if needed.. Take them to the sink
- ___ 6 Line the bottom of the sink with a washcloth or several paper towels to prevent damage to the dentures. Use a clean paper towel to Turn on the cool water. Place a barrier on the side of the sink for placement of denture cup and dentures.
- ___ 7 Dampen toothbrush, apply DENTURE toothpaste, remove one denture from cup, IMMEDIATELY rinse denture cup in cool running water and fill with cool water. Place cup on paper towel. Then rinse denture in cool water.
- ___ 8 Thoroughly brush all denture surfaces including inner, outer and chewing surfaces using a circular motion
- ___ 9 Thoroughly rinse all surfaces of denture under cool water and place in pre-rinsed denture cup. Rinse lid of denture cup and cover cup.
- ___ 10 Rinse toothbrush, place in designated toothbrush basin maintaining a clean technique with placement of toothbrush and dentures. Return to designated area. (night stand or storage area)
- ___ **NOTE: If client IS putting dentures back in mouth** – Turn off water with a clean, dry paper towel, take dentures back to the bedside, give the client a mouthful of the mouthwash mixture to rinse their mouth. Hold the emesis basin under the clients chin to catch the liquid & dry the client's mouth. Help the client clean the roof of their mouth, cheeks gums and tongue with a sponge brush dipped in water/mouthwash solution. If they have natural teeth help her brush and floss them. Give the client another mouthful of water/mouthwash solution hold the emesis basin under the chin to catch the liquid and dry the mouth. Give the dentures to the client or place them back in the client's mouth
- ___ 12 Turn off water with a clean, dry paper towel, remove & properly dispose of sink liner. Clean up the remaining work area
- ___ 13 Completion Steps – Immediately report damaged or ill-fitting dentures or mouth sores

HAIR CARE – page 208 Supplies Needed: _____

- ___ 1 Preparation Steps
- ___ 2 Place a towel on the over-bed table and arrange your supplies.
- ___ **3 Position client in Fowler’s position (75-90 degrees)** or up in chair
- ___ 4 Place a towel over the clients shoulders and remove eye glasses if they are wearing them.
- ___ 5 Ask client how they would like their hair combed.
- ___ 6 Comb or brush hair gently and to the client’s liking. Give client a mirror so they can see.
- ___ 7 Leave hair neatly brushed, combed, or styled.
- ___ 8 Discard linen in appropriate container.
- ___ 9 Completion steps

SHAMPOOING A PERSON’S HAIR IN BED – page 209 Supplies Needed: garbage can, large plastic bag with bath blanket can be used if Shampoo Tray is not available. Paper towels, 2 towels, 1 wash cloth, bed protector, two wash basins (1 filled with hot water - 105-115 degrees), cup, shampoo and conditioner if used, comb, brush, gloves.

- ___ 1 Preparation Steps
- ___ 2 Cover table, arrange supplies, fill basin with warm water, have client check water temperature and place on table.
- ___ 3 Place empty basin on chair close to head of bed
- ___ 4 Place client in high fowlers and remove any hair pins, etc., Remove any hair tangles
- ___ 5 Lower head of bed to lowest tolerated position. Gently lifting person’s head, remove pillow from head and place bed protector
- ___ 6 Gently place shampoo tray under client’s head and lower head to rest on tray. Place folded towel under neck for comfort
- ___ 7 Make sure tray is directly aimed at basin in chair for runoff
- ___ 8 Place towel across chest and give client washcloth to hold over eyes
- ___ 9 Wet hair with cups of water until fully wet. Apply small amount of shampoo
- ___ 10 Massage scalp with fingertips moving from forehead to back of head until completely lathered
- ___ 11 Rinse completely with cups of water/ Apply conditioner, if used and rinse if needed
- ___ 12 While assisting client to raise head and shoulders off tray, wrap head with towel and remove tray.
- ___ 13 Replace pillow under bed protector until hair dry and replace any wet linens
- ___ 14 Proceed with Hair Care instructions
- ___ 15 Completion Steps

ASSISTING WITH SHAVING – page 211 Supplies: _____

- ___ 1 Preparation Steps
- ___ 2 Cover table with paper towel, arrange supplies, Fill wash basin with warm water, have client check water temp.
- ___ 3 Place client in High Fowlers position, place towel over chest. Put on gloves.
- ___ 4 Inspect skin for moles, birthmarks or sores. Assist the client to wash face with soap and warm water.
- ___ 5a Rinse safety razor, apply shaving cream, hold skin of one cheek tight with fingers of opposite hand and draw razor downward in short strokes in the direction hair grows. Repeat over other cheek, chin, lips and neck. Rinse razor often. Ask client to tilt head or puff cheeks as needed.
- ___ 5b If using electric razor, preshave lotion may be used. Hold skin tight while moving razor across client’s face according to manufacturer’s instructions, usually in a circular motion covering all shaving areas of face and neck. CLEAN razor head after use.
- ___ 6 Rinse face with warm water, dry and place cloth and towel into hamper
- ___ 7 Apply aftershave, if used. Provide client with a mirror to check shaved area and finish with completion steps

* **DRESS CLIENT WITH AFFECTED (WEAK) RIGHT ARM** – page 213

- ___ 1 Preparation Steps – Assist client to a sitting position on the side of the bed
- ___ 2 Ask the client what they would like to wear. Show them a couple options and dress client in the shirt of their choice
- ___ 3 Provide the client with a towel to avoid overexposure of chest area, remove gown from the unaffected side first, then remove gown from the affected side and immediately dispose of gown into soiled linen container
- ___ **4 Insert your hand through the sleeve of the clean shirt and grasp the client’s hand. Assist to put the right (affected/weak) arm through the right sleeve of the shirt before placing garment on left (unaffected) arm**
- ___ 5 While putting on client’s shirt, move client’s body gently and naturally, avoiding force and over-extension of limbs and joints
- ___ 6 Finish with clothing in place and dispose of towel.
- ___ 7 Completion Steps

* **COMPLETE CLOTHING CHANGE – BEDRIDDEN CLIENT – page 213** Supplies Needed: _____

- ___ 1 Preparation Steps NOTE: Observer will chose weak side when testing. Listen carefully. Practice with both.
- ___ 2 Ask the client what they would like to wear. Show them a couple options and dress client in the clothing of their choice
- ___ 3 Lay client flat in bed and cover client with a bath blanket to avoid overexposure.

UNDRESSING: Remove Nightgown

- ___ 4 Remove strong arm first then weaker side and dispose of gown into soiled linen container. Recover client with bath blanket.

DRESSING BOTTOM CLOTHING (NOTE: Underwear is not used when testing – Pants only)

- ___ 5 **Underwear & Pants** – Gathering leg openings to waist band, help person **place WEAK leg into opening FIRST**, then the other, repeat with pants. Inch up the legs as far as possible. Have client lift buttocks off bed if able or assist client with rolling side-to-side.
- ___ 6 **Socks & Shoes** – Gather opening of sock, place on toes and guide onto foot adjusting as needed. If shoes have laces, loosen and guide foot into shoe, adjust fit, secure laces/fasteners.

DRESSING TOP CLOTHING (NOTE: Bra and undershirt is not used when testing – shirt only)

- ___ 7 Elevate the head of bed and have client lean forward so you can easily adjust the clothing behind the clients back.
- ___ 8 **Bra** – Place arm through bra straps, adjust straps and cups of bra. **Undershirt** – gather hem of undershirt to neck opening. Place arms in armholes and slip over client’s head, then lift and pull down in back. **Shirt** – Put your hand through wrist of shirt, hold clients hand and **slip sleeve onto clients WEAK arm FIRST**. Assist client to sit forward so you can bring the top around back of shoulders, then assist with stronger arm. Adjust shirt as necessary and button it up.
- ___ 9 Completion Steps - Leaving client in a comfortable position

EYE GLASS CARE – page 195

- ___ 1 Handle carefully
- ___ 2 Clean with soap and water, dry with soft cloth OR use eyeglass cleaner and tissues OR eyeglass cleaner wipes
- ___ 3 Always store in case when not in use.
- ___ 4 Report any vision or eyeglass problems to the nurse immediately.

* **APPLIES ONE KNEE-HIGH ANTI-EMBOLIC STOCKING – page 216** Supplies needed: _____

- ___ 1 Preparation Steps RAISE AND LOWER BED
- ___ 2 Expose ONLY one leg. (Note: Evaluator will chose left or right leg. Listen Carefully)
- ___ 3 Roll, gather OR turn stocking inside-out to the heel.
- ___ 4 Hold the stocking so when you place it on the foot, the toe and heel will be in the correct position
- ___ 5 Move the foot and leg gently and naturally, avoiding force and over-extension of limb and joints during the entire procedure
- ___ 6 Slide the stocking over toes, foot, and heel AND roll or pull stocking up the leg. Ensure proper positioning.
- ___ 7 **Smooth out the stocking to be sure there are NO twists or wrinkles and heel of stocking (if present) is over heel and opening in toe are (if present) is either over or under the toe area**
- ___ 8 Check the client’s toes for proper circulation (cold or bluish color and ask if any numbness or tingling in feet)
- ___ 9 Move to the other side of the bed and repeat for the opposite leg when providing client care. (Not done during testing)
- ___ 10 Completion Steps (NOTE: You MUST HAND wash & hang the stocking to dry at the end of the skill. Do NOT send to laundry)

INSERTING AND REMOVING A HEARING AID – page 217

- ___ 1 Preparation Steps
- ___ 2 Help the client into a comfortable position that allows you to easily access their ear
- ___ 3 TO INSERT HEARING AID: Ensure the hearing aid is turned off and the volume is turned down.
- ___ 4 Inspect the clients ear canal for excessive wax or fluid. If necessary, gently wipe the ear canal with a warm, wet washcloth and dry
- ___ 5 Gently place the narrow end of the hearing aid in the clients ear canal and rotate the hearing aid so that it follows the curve of the ear. Use one hand to gently pull down on the client’s earlobe, use the other hand to gently push up and in to seat the hearing aid properly. Turn on hearing aid and adjust volume.
- ___ 6 TO REMOVE HEARING AID: Turn the hearing aid off
- ___ 7 Use one hand to gently pull the top of the client’s ear up, us the other hand to gently lift the hearing aid up and out of the ear canal
- ___ 8 Remove or open battery compartment and place the hearing aid in its case.

* **PROVIDE FOOT CARE** Page 218 Supplies Needed: _____

- ___ 1 Preparation Steps NOTE: Client is sitting up in a chair next to the bed. Observer chooses L or R foot. Listen Carefully
- ___ 2 Place a towel on the floor in front of client and arrange supplies,
- ___ 3 Fill basin with water and check water temp for safety & comfort. Ask client to verify water temp.
- ___ 5 Put on clean gloves, place towel on the floor and position the wash basin on the towel.
- ___ 6 Place client's bare foot into the water to soak for 5 - 20 minutes (This can be verbalized to save time)
- ___ 7 Apply soap to wet washcloth. Support the foot and ankle, lift foot from water and wash the foot including between the toes
- ___ 8 Push back the cuticles gently with the washcloth.
- ___ 9 Use a clean washcloth to rinse foot including between the toes (Note: Soapy foot can be placed back in basin but this doesn't count towards rinsing. You MUST rinse with the washcloth including between the toes
- ___ **10 Use a clean towel to dry the foot including between the toes**
- ___ 11 Inspect the condition of the skin including toe nails
- ___ 12 Apply lotion to your hands and rub it between hands to warm it, lotion the top and bottom of foot removing excess with a towel.
(NOTES: MUST be done for testing purposes, otherwise ask. Do NOT massage the client's leg area. Avoid getting lotion between toes.)
- ___ 13 Put on client's socks and replace shoe if it was on
- ___ 14 Empty, rinse, and dry the basin and place in designated storage area
- ___ 15 Dispose of used linen into soiled linen container
- ___ 16 Completion Steps

GIVING A BACK RUB - Page 227 Supplies: _____

- ___ 1 Preparation Steps
- ___ 2 Prepare table and basin as for bath. Rub lotion between hands to warm it. Lower head of bed, place bath blanket and fold down linens.
- ___ 3 Assist client with removing or adjusting top. Turn to side and adjust blanket to expose only back.
- ___ 4 Squeeze lotion into palm and rub palms together to warm lotion.
- ___ 5 Starting at the base of spine and using large circular motions, move up spine toward shoulders then down side of back. Repeat this technique for 3 - 5 minutes.
- ___ 6 Return client to supine position, assist with top, pull up linens and remove bath blanket.
- ___ 7 Completion Steps

PROVIDE HAND & FINGERNAIL CARE - Page 218 Supplies: _____

- ___ 1 Preparation Steps
- ___ 2 Place a towel on the over-bed table, arrange your supplies, check water temp for safety & comfort. Asks client to verify comfort also
- ___ **3 Position client in Fowler's position (75-90 degrees)**
- ___ 4 Put on clean gloves, place the wash basin on the towel.
- ___ 5 Place client's hand into the water to soak for 5 minutes (The 5 minutes can be verbalized while testing to save time)
- ___ 6 Apply soap to wet washcloth. Support the hand and wrist, lift hand from water and wash the hand including between the fingers
- ___ 7 Push back the cuticles gently with the washcloth.
- ___ 8 Use the orange stick to gently clean under the nails. Wipe the orange stick on the towel after each nail.
- ___ 9 Rinse hand including between the fingers
- ___ 10 Use a clean towel to dry the hand including between the fingers
- ___ 11 Inspect the condition of the skin. Trim nails straight across just beyond finger tips and file with an emery board if necessary
(Not done on Diabetic Clients AND NOT done while testing)
- ___ 12 Apply lotion to the hand removing excess with a towel (MUST be done for testing purposes, otherwise ask)
- ___ 13 Empty, rinse, and dry the basin and place in designated dirty supply area
- ___ 14 Dispose of used linen into soiled linen container
- ___ 15 Completion Steps

GIVE COMPLETE BED BATH - Page 222

- ___ 1 Preparation Steps

*** PROVIDE PERINEAL CARE (When testing, ONLY FEMALE peri-care is done on the manikin) - Page 220**

- ___ 1 Preparation Steps – NOTE: You need to verbally ASK the Observer to stand on the side to which client is turned. This is not assumed.
- ___ 2 Layout a clean towel on over-bed table. Fill wash basin with warm water (105 – 115 degrees).
- ___ 3 Place basin on the clean towel
- ___ 4 Raise side rail on the side of the bed resident will be rolling or ASK instructor/observer to stand on that side of the bed
- ___ 5 Lower the head of the bed as low as the client can tolerate and RAISE BED HEIGHT
- ___ 6 Put on clean gloves.
- ___ 7 Ask the client to bend their knees and spread their legs as much as possible
- ___ 8 Ask client to raise their buttocks to place pad/linen protector under perineal area before washing or have them roll over if needed
- ___ 9 Expose only perineal area by pulling the top sheet below hips avoiding overexposure of client. Upper body covered with gown
- ___ 10 Wet the washcloth and apply soap.
- ___ 11 Wash the pubic hair on lower abdomen area THEN the groin areas on each side using a clean area of the washcloth for each stroke.
- ___ 12 Use a clean washcloth to rinse the soap from the area using the same steps as you did when washing
- ___ 13 Towel dry the area using the same steps as you did when washing and rinsing. **Note: Steps 11-13 not done while testing**
- ___ 14 FOR TESTING PURPOSES: Verbalize & show separating the labia, otherwise physically separate the labia with one hand.
- ___ **15A FEMALE: Using a clean washcloth, wash one side of the labia using one gentle motion moving from front to back, then using a clean area of the cloth, wash the other side of the labia, then using a 3rd area of the washcloth gently wash down the center of the peri area.**
- ___ *15B - MALE: Retract the foreskin if uncircumcised. Wash around the urinary meatus in a circular motion using a clean surface of the wash cloth for each stroke, wash the head of the penis in the same fashion, wash the shaft of the penis towards the thighs, then wash scrotum and the groin area. Use same technique to rinse and dry. Replace the foreskin to natural position.*
- ___ **16 Use a clean washcloth to rinse soap from genital area using the same steps as you did when washing**
- ___ 17 With a clean area of the towel pat dry the genital area. Then cover client with bath blanket
- ___ **18 After cleaning the genital area, ask client to roll to the side (assist if needed), pivot the barrier to protect the linens under buttocks, wash both butt cheeks and then the rectal area moving from rectum towards tailbone using a clean area of the washcloth for each stroke. Then rinse the area and pat the area dry with towel from front to back.**
- ___ 19 Remove the linen protector and reposition client on back so they are comfortable using proper body mechanics
- ___ 20 Ensure client is covered with the top sheet. Properly dispose of used linens into soiled linen avoiding contact with your clothing
- ___ 21 Empty, rinse, and dry basin, place basin in designated storage area
- ___ 22 Remove and dispose of gloves AND complete hand washing as directed within that skill
- ___ 23 Completion Steps

Supplies Needed: _____

ASSISTING WITH A SHOWER OR BATH - Page 225

Supplies: 4 Washcloths, 4 towels, bath blanket, gloves, soap, shampoo & conditioner or shower cap, lotions, deodorant, clothing change

- ___ 1 Preparation Steps
- ___ 2 Prepare tub/shower room, turn on heater. Place folded towel on shower chair or tub seat. Place towel on seat where client will dry off.
- ___ 3 Return to client and assist to tub/shower room ensuring the client is fully covered
- ___ 4 Undress and transfer to shower/tub chair. Cover with bath blanket. Place shower cap of client if they would like one.
- ___ 5 Allow water to warm up, let client check temp before placing directly under running water OR put client in tub, use hand held shower faucet to let client check water temp and shampoo clients hair while waiting for the rest of the tub to fill. Provide washcloth for eyes.
- ___ 6 Encourage client to do as much as possible and assist as need washing from cleanest areas to dirtiest parts of body as with bed bath.
- ___ 7 Open drain to tub while using hand held shower to rinse well OR rinse well, then shut off shower. Put dry towel over wet hair. Put towels or bath blanket over body. Roll shower chair or transfer client from tub to thoroughly dry all surfaces of skin.
- ___ 8 Apply body products per client's preference.
- ___ 9 Assist with dressing & complete hair care
- ___ 10 Assist client to chosen location
- ___ 11 Return to shower room, clean and sanitize per facility protocol
- ___ 12 Completion Steps

- ___ 1 Preparation Steps RAISE BED HEIGHT
- ___ 2 Fill a wash basin with water, have the client check water temperature for safety and comfort and ask client to verify comfort of water
- ___ 3 Adjust the bed the bed level and lower the head of the bed as low as the client can tolerate and put on clean gloves
- ___ 4 Cover client with a bath blanket and remove top sheet by fan folding it at least the waist. Place towel across clients chest to protect bedding. Remove client's gown and place it in the soiled linen container.
- ___ 5 Wash BOTH of the clients eyes with wet washcloth (NO SOAP), using a different area of the washcloth for each stroke, wash from the inner aspect of the eye to the outer aspect, then proceed to wash the ENTIRE face.
- ___ 6 Pat dry client's eye's and face with towel
- ___ 7 Expose one arm and place towel underneath the arm
- ___ 8 Apply soap to the wet washcloth
- ___ 9 Wash arm, hand, and underarm, keeping the rest of body covered
- ___ 10 Rinse and pat dry arm, hand, and underarm
- ___ 11 Move client's body gently and naturally, avoiding force and over-extension of limbs and joints
- ___ 12 Put a clean gown on the client
- ___ 13 Empty, rinse and dry basin, return basin to designated storage area
- ___ 14 Dispose of linen into soiled linen container avoiding contact with your clothing
- ___ 15 Remove and dispose of gloves and Sanitize hands
- ___ 16 Completion Steps

Supplies Needed: _____

Chapter 14.....

MEASURING INTAKE – Page 239

FOOD INTAKE – Must be recorded within 25% of Instructor / Observer

- ___ 1 Visually cut plate into 10 even sections.
- ___ 2 Total amount of sections containing little to no food. Each section equals 10%
- ___ 3 Record amount per facility procedure
- ___ 4 Report any changes in amount person normally eats to nurse

FLUID INTAKE (Note: Record in ml / cc / oz depending on facility policies) Must be recorded within 60 ml of Instructor / Observer

- ___ 1 Use facility approved measurements and abbreviations
- ___ 2 Observe amount of each consumed liquid
- ___ 3 Estimate how much was consumed based on container information and combine totals.
- ___ 4 Record total estimated intake per facility policy

*** FEED CLIENT WHO CAN'T FEED SELF - Page 243** Supplies: meal, clothing protector, wash basin, soap, washcloth and towel

- ___ 1 Preparation Steps
- ___ 2 Before feeding client, pick up their name card from tray and ask client to state their name
- ___ 3 Assist client to an upright sitting position (AT LEAST 45 degrees) by elevating the head of the bed
- ___ 4 Protect client's clothing from soiling and place tray where the food can be easily seen by client.
- ___ 5 Wash & dry client's hands with wet washcloth and hand towel BEFORE feeding
- ___ 6 Sit down facing the client during feeding. Remember to wipe clients face and hands at least once during the meal.
- ___ 7 Tell client what foods are on tray and asks client what they would like to eat first
- ___ 8 Offer food in small amounts at a reasonable rate, allowing client to chew and swallow, telling the client the contents of each spoonful
- ___ 9 Offer each beverage frequently during meal or as directed on menu card
- ___ 10 Ask the client if they are ready for the next bite of food or sip of beverage, telling client the content of each spoonful (If the client is unable to respond, make sure client's mouth is empty before offering more) AND WIPE MOUTH FREQUENTLY
- ___ 11 When client states they are full, clean client's face & hands with wet washcloth and leave client sitting upright at least 30 degrees
- ___ 12 Remove food tray and **record intake of solid food eaten within 25% of Instructor. Then record fluid intake within 60ml of Instructor.**
- ___ 13 Place tray in designated storage area
- ___ 14 Completion Steps

IV and GASTROSTOMY TUBING SAFETY – Page 240

- ___ 1 Make sure hands are clean and gloves are worn whenever handling tubing
- ___ 2 Observe tubing to make sure there are no kinks, bends or creases
- ___ 3 Observe to make sure tubing is not disconnected
- ___ 4 Ensure client is not laying on tubing
- ___ 5 Gastrostomy Feeding: Client should be raised at least 30 degrees during feeding and for at least 30 minutes after.

Chapter 15.....

ASSIST WITH USE OF COMMODOE - Page 261

- ___ 1 Preparation Steps
- ___ 2 Position commode next to client’s bed on client’s stronger side. (Angle the commode towards the bed next to clients thigh as with WC)
- ___ 3 Lift lid of commode making sure bucket is under seat properly and remove cover if present
- ___ 4 Transfer client to commode using transfer technique outlined in care plan
- ___ 5 Before assisting client to a sitting position ensure clothing is out of the way
- ___ 6 Provide client with TP, hand wipes and call light and instruct client to clean hands when finished
- ___ 7 Remove gloves and wash hands before leaving the room or stepping behind curtain. Check on client every 5 minutes
- ___ 8 When client is finished, put on clean gloves
- ___ 9 Assist client to standing position and assist with peri-care as needed. Adjust clothing and transfer back to bed/chair.
- ___ 10 Remove bucket from commode and replace lid. Take to the bathroom and if needed observe and measure contents
- ___ 11 Empty contents of bucket into toilet, rinse and empty rinse water into toilet and return to proper place.
- ___ 12 Completion Steps – Report abnormal findings.

ASSIST WITH USE OF URINAL - Page 264 Supplies: _____

- ___ 1 Preparation Steps
- ___ 2 Before placing urinal, assist client to a comfortable position (lying down, sitting on side of bed or standing)
- ___ 3 Put on clean gloves before handling urinal and assist with placement and positioning
- ___ 4 If no need to remain in room, ensure call light, TP and hand wipes are within reach instruct client to clean hands when finished
- ___ 5 Remove gloves and wash hands before leaving the room or stepping behind curtain. Check on client every 5 minutes
- ___ 6 When client is finished, put on clean gloves
- ___ 7 Have client hand you the urinal, if unable to hand to you, assist with removing urinal and wiping as needed. Close the lid
- ___ 8 Hook urinal on foot board or side rail, return client to a comfortable position. Cover client or adjust clothing
- ___ 9 Take to the bathroom and if needed observe and measure contents
- ___ 10 Empty contents of urinal into toilet, rinse and empty rinse water into toilet and return to proper place
- ___ 11 Completion Steps

APPLYING A CONDOM CATHETER - Page 265

- ___ 1 Preparation Steps NOTES: This is used more in home care and there should be one there for demonstration purposes.

COLLECTING A ROUTINE URINE OR STOOL SPECIMAN - Page 266

- ___ 1 Preparation Steps

COLLECTING A CLEAN CATCH (MIDSTREAM) URINE SPECIMAN - Page 267

- ___ 1 Preparation Steps

PERICARE FOR A CLIENT WITH A CATHETER – NOTE: Finish by cleaning the catheter.

- ___ 1 Preparation Steps NOTES: This step is not in the book but students need to understand that we do not provide EITHER/OR cath care vs Pericare that for residents with in indwelling catheter that they have to do BOTH skills.

*** ASSIST WITH USE OF BEDPAN/FRACTURE PAN AND URINARY OUTPUT w/ HANDWASHING - Page 262**

- ___ 1 Preparation Steps **NOTE: Bedpan remains in nightstand until client is in the side-lying position and ready to be placed on pan.**
- ___ 2 Gather your supplies including paper towel and graduate container and lower the head of bed so client is lying flat and raise side rails
- ___ 3 Fold back side of top sheet close to client's hips so it is not touching bottom sheet
- ___ 4 Put on clean gloves and assist client to a side-lying position (When testing you may ASSIST the client to lift their hips)
- ___ 5 Place disposable bed protector under the client's buttocks (Bed protector not needed when testing but can be placed and left in place).
- ___ 6 With gloved hand remove bed pan from lower half of nightstand and immediately position bedpan OR FRACTURE PAN correctly under client's buttocks
- ___ 7 Ensure toilet tissue and call light is within client's reach
- ___ 8 Cover client with top linens and raise the head of bed to a comfortable level.
- ___ 9 Place signaling device within client's reach and ask client to signal when finished.
- ___ 10 Candidate steps behind curtain but does NOT leave room. NO glove change required!
- ___ 11 Obtain a wet wash cloth and towel. Return to BEDSIDE when directed and ASSIST client to clean hands.
- ___ 12 Dispose of dirty linens
- ___ 13 Lower head of bed before removing bedpan/fracture pan. Avoid over exposure by folding back top sheet close to client's hips.
- ___ 14 Remove bedpan with one hand. While holding the bedpan in one hand observer pours unknown amount of liquid into the pan, cover client back up and immediately go empty contents into graduate container without spilling
- ___ 15 Rinse bedpan and pour rinse into toilet/commode and place in storage area THEN obtain urinary output per skill direction.
- ___ 16 Empty contents of graduate into the toilet/commode and rinse. Dump rinse water into the toilet/commode and place in storage area
- ___ 17 Remove and dispose of gloves and record output within 25 ml of observer.
- ___ 18 Complete hand washing as directed within that skill
- ___ 19 Return to client and finish with the "Completion Steps"

Supplies Needed: _____

*** CATHETER CARE with HANDWASHING FOR FEMALE - Page 268**

- ___ 1 Preparation Steps
- ___ 2 Before washing, fill basin and check water temperature
- ___ 3 Put on clean gloves and cover client with a bath blanket to maintain privacy and fold top sheet to foot of bed.
- ___ 4 Lower head of bed as tolerated, place linen protector under perineal area before washing.
- ___ 5 Expose area surrounding catheter while avoiding over-exposure of client and checking to see that urine can flow, unrestricted, into the drainage bag and that there are no signs of leakage around the urethra and tubing is attached at the thigh properly.
- ___ 6 NOTE: Under normal circumstances, peri-care would be done at this time (*not done while testing*)
- ___ 7 Apply soap to a clean, wet washcloth
- ___ 8 Wash around the catheter tube where it exits the urethra. Do at least 2 swipes around the tubing using a clean area for each swipe.
- ___ 9 **While holding catheter at meatus without tugging, clean at least four inches of catheter from meatus, moving in only one direction, away from meatus, using a clean area of the cloth for each stroke** (NOTE: *Can use wrap around method*) *Must wipe cath tube at least 2 times.*
- ___ 10 Rinse around the catheter tube where it exits the urethra. Do at least 2 swipes around the tubing using a clean area for each swipe.
- ___ 11 **With a clean washcloth hold catheter at meatus without tugging, rinse at least four inches of catheter from meatus, moving only in one direction, away from meatus, using a clean area of the cloth for each stroke** (NOTE: *Can use wrap around method*) *Must wipe cath tube at least 2 times.*
- ___ 12 While holding catheter at meatus without tugging, use a clean washcloth to pat dry catheter moving away from meatus
- ___ 13 **DON'T TUG/PULL TUBING FROM BODY AT ANY TIME DURING PROCEDURE. ENSURE PRIVACY AT ALL TIMES**
- ___ 14 Empty, rinse, and dry the basin and place in designated storage area and remove linen protector
- ___ 15 Ensure client is covered and dispose of used linens into soiled linen container avoiding contact with your clothing
- ___ 16 After disposing of used linen and cleaning equipment, properly remove & dispose of gloves (without contaminating self)
- ___ 17 Completion Steps then complete hand washing as directed within that skill

Supplies Needed: _____

CATHETER TUBING SAFETY - Page 256 NOTES: This skill is done at the same time as catheter care.

- ___ 1 Make sure tubing is secured to inner thigh
- ___ 2 Keep tubing lower than bladder and drainage bag lower than tubing
- ___ 3 Keep free of kinks, bends and creases
- ___ 4 Avoid pulling on tubing
- ___ 5 Don't allow tubing to touch or drag on floor
- ___ 6 Don't disconnect tubing from drainage bag

EMPTYING & MEASURING A URINARY DRAINAGE BAG – Page 267 NOTE: Completed as part of PPE when testing

- ___ 1 Preparation Steps - Note: A barrier should be used for placement of graduate before reading
- ___ 2 Place a clean barrier on the floor under the drainage bag (paper towel).
- ___ 3 Place the graduate on the previous placed barrier. Open the drain to allow the urine to flow into the graduate until bag is empty.
- ___ 4 Avoid touching the graduate with the tip of the tubing, then close the clamp.
- ___ 5 Wipe the drain with uncontaminated antiseptic wipe and return it to holder
- ___ 6 Place graduate at eye level on a flat surface to read urinary output.
- ___ 7 Empty graduate into commode/toilet, rinse then empty rinse water in commode and place equipment to designated storage area
- ___ 8 Discard barrier in the appropriate container.
- ___ 9 Properly remove your gloves and dispose them in the appropriate container.
- ___ 10 Completion Steps
- ___ 11 Record the output in cc/ml on signed recording sheet

*** MEASURES AND RECORDS URINARY OUTPUT** (normally this is part of skill 15-8 emptying a Urinary Drainage bag)

NOTE: This is completed as part of Bedpan/Fracture pan and cath care when testing

- ___ 1 Preparation Steps – Note: A barrier should be used for placement of graduate before reading
- ___ **2 Slowly pour the contents of the bed/fracture pan into graduate without spilling or splashing urine outside of container**
- ___ 3 Rinse bedpan and pour rinse into toilet/commode Place bedpan in the “Designated Storage Area”
- ___ 4 Measure the amount of urine at eye level with container on flat surface
- ___ 5 After measuring urine, empty contents of measuring container into toilet/commode
- ___ 6 Rinse measuring container and pour the rinse into toilet/commode Place graduate in the “Designated Storage Area”
- ___ 7 Remove and properly dispose of gloves (without contaminating self)
- ___ **8 Record the contents of container within plus or minus 25 ml/cc of evaluator’s reading**
- ___ 9 Completion steps and wash your hands PER Handwashing skill

CHANGING A OSTOMY APPLIANCE - Page 271

- ___ 1 Preparation Steps
- ___ 2 Cover over-bed table with towel and fill wash basin with warm water. Place basin and additional supplies on table.
- ___ 3 Put on gloves, lower the head of the bed as low as client can tolerate
- ___ 4 Fold top linens out of the way, keeping the clients legs covered. Adjust the client’s clothing as needed to expose the stoma. Position the bed protector alongside the client.
- ___ 5 Remove the soiled ostomy appliance by holding the skin and gently peeling the appliance off, starting at the top and place the soiled ostomy appliance in the bedpan
- ___ 6 Wipe around the stoma with toilet paper and place toilet paper in the bedpan. Cover the bedpan with the cover
- ___ 7 Wet the washcloth and make a mitt. Apply soap or other cleansing agent, if ordered. Wash, rinse and dry the area around the stoma.
- ___ 8 If the client uses an ostomy appliance deodorant, place the deodorant in the new ostomy appliance. Apply skin adhesive, if used. Apply the new appliance over the stoma ensuring there are NO wrinkles.
- ___ 9 Remove gloves and wash your hands
- ___ 10 Assist client with clothing as needed. Arrange top linens back over the client. Raise the head of the bed as requested
- ___ 11 Put on a clean pair of gloves. Take bedpan to the bathroom and dispose of the ostomy appliance by placing it in a labeled red bag.
- ___ 12 Completion steps.

GIVING A PERSON AN ENEMA - Page 272

- ___ 1 Preparation Steps NOTE: This is usually just discussed. In a nursing home they will not perform this skill but they may in home care

APPLYING A WARM OR COLD COMPRESS - Page 283 & 286

- ___ 1 Preparation Steps NOTE: This is usually just discussed.

APPLYING AN AQUATHERMIA PAD - Page 284

- ___ 1 Preparation Steps NOTE: This is usually just discussed.

OXYGEN TUBING SAFETY – page 301 Discussed in the classroom and if possible discussed and demonstrated in the clinical site.

- ___ 1 Check regularly to see that tubing is in place and not kinked
- ___ 2 Provide good skin care around nose, cheeks and ears

- ___ 1 Preparation Steps
- ___ 2 If family is present, greet them and sympathetically and explain procedure
- ___ 3 Cover over-bed table with towel and fill wash basin with warm water. Place basin on table.
- ___ 4 Complete identification tags (NOTE: In WI this is usually not the CNA's responsibility)
- ___ 5 Put on gloves, lower the bed and place client into the supine position
- ___ 6 Close the client's eyes
- ___ 7 With approval from supervisor, remove any medical equipment
- ___ 8 Remove jewelry ensuring you are following facility policy (usually wedding and engagement rings are left on) Place remaining jewelry in envelope or small plastic bag and record each item on inventory sheet as you remove it.
- ___ 9 If client has dentures, ensure they are properly placed in the client's mouth and close the mouth.
- ___ 10 Place a bath blanket over the body and remove client's clothing. Wash and dry the body and redress in a clean gown.
- ___ 11 Place identification tag around ankle (NOTE: In WI this is usually not the CNA's responsibility)
- ___ 12 Replace the bottom sheet if necessary, place a bed protector under the client's buttocks
- ___ 13 Place a clean top sheet on top of the client's legs and torso and make a neat cuff. DO NOT cover the client's face.
- ___ 14 Completion Steps
- ___ 15 Ensure work area is clean and dim the lights before inviting the family back into the room. Provide privacy and leave the room.
- ___ 16 Check frequently with the family to see if there is any further care is needed.
- ___ 17 Shroud: (NOTE: In WI this is usually not the CNA's responsibility)

MEASURES AND RECORDS BLOOD PRESSURE (Taught on the EXAM CRAM Day)

- ___ 1 Preparation Steps
- ___ 2 Position the client appropriately – arm palm up resting comfortably on bed or lap. Feet flat on the floor if sitting.
- ___ 3 Clean diaphragm and ear pieces with alcohol wipe and discard wipe
- ___ 4 Turn screw on bulb to left and squeeze excess air out of cuff, expose person's upper arm and locate brachial pulse
- ___ 5 Place cuff snugly on person' arm about one inch above elbow and arrow directly over brachial artery
- ___ 6 Place ear pieces in ears with tips facing forward and place diaphragm over brachial pulse
- ___ 7 Inflate cuff and let air out slowly (2 – 4 mm Hg per second) listening for the first pulse sound –remember that number – then listen for when pulse sounds stops or changes and remember that number. Deflate cuff all the way and remove from client's arm.
- ___ 8 Wash your hands THEN record

NOTE: This can NOT be taught during the 120 hour classroom portion of the class. It can ONLY be taught at the exam cram day or in place of Chapter 23 review of resume's and cover letters. Students are no longer required to turn these in anymore

Revised: 9/5/18