SKILLS CHECK LIST

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

NOTE: Raising the bed between mid-thigh and waist level during skills to protect your back is optional BUT recommended!

*  **HAND WASHING** – page 70

  1. Knock on the door. IF A CLIENT IS PRESENT -Address client by name and introduce yourself to client by name
  2. Gather supplies: soap and paper towels
  3. Remove your watch, or push it up on your forearm, and roll up or push up your sleeves
  4. Turn on the water at sink with a clean, dry paper towel and adjust the temperature until it is comfortably warm.
  5. Put your hands under the running water to wet your hands and wrists thoroughly keeping them lower than your elbows
  6. Apply antimicrobial soap from the dispenser to your hands
  7. Interlace fingers pointing downwards while rubbing your hands together vigorously to work up a lather
  8. Lather all surfaces of wrists, hands, fingers and nails producing friction
  9. Grasp wrists and circle with your other hand, scrub palms, backs of hands, areas between fingers
  10. Clean fingernails by rubbing fingertips against palms of the opposite hand
  11. 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
  12. Use a clean, dry paper towel/towels to dry all surfaces of hands, wrists, and fingers (starting at the fingertips and moving back)
  13. Use a second clean, dry paper towel to turn off faucet then dispose of paper towel into waste container
  14. Do not touch inside of sink at any time DO NOT RE-CONTAMINATE HANDS AT ANY POINT DURING PROCEDURE!

*  **DONNING AND REMOVING PPE (GOWN AND GLOVES)** – page 72

  1. Gather supplies, (gown, mask, gloves, plastic trash bag) and wash your hands
  2. Pick-up gown and unfold
  3. Slide your arms through each sleeve; keeping opening of the gown in back
  4. Securely fasten the ties at back of the gown
  5. Secure the gown at waist making sure the back of clothing is covered by gown (as much as possible)
  6. 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 NECESSARY DURING TESTING – NO MASK IS WORN**
  7. Place the earpieces of the glasses over your ears or the headband around your head and adjust. **NOT WORN DURING TESTING**
  8. Inspect both gloves carefully for tears. Put gloves on carefully so they do not tear
  9. Pull the gloves up over the cuffs of gown
  10. Before removing gown, with one gloved hand, grasps the other glove at the palm, and pull the glove towards the fingers of your hand. **REMOVE GLOVE ONLY** partway.
  11. Using your fingertips from the partially gloved hand grasp the gloved hand at the heel of hand removing glove turning it inside out and rolling it into a ball in the palm of your gloved hand as it is removed
  12. With your bare hand, grasp the glove on your opposite hand, touching only the clean inside of the glove. Remove by pulling it down.
  13. Dispose of gloves into designated waste container without contaminating yourself
  14. Touch only the earpieces or the head band. Remove glasses and place in appropriate container **NOT WORN DURING TESTING**
  15. Carefully remove the gown without touching the outside of the gown. Unfasten the gown at the neck and then at the waist
  16. Pull off one sleeve by slipping your fingers under the cuff and pulling the sleeve just over your fingertips.
  17. Then grasp the other sleeve with covered hand and pull it off.
  18. Continue holding that sleeve in your covered hand. Grasp the inside of the first shoulder of the gown with your uncovered hand and pull the gown off your shoulder. Hold the gown away from body **without touching the floor**. Continue to bring the gown forward. Turn it inside out as you pull it over your covered hand.
  19. Fold the outer contaminated surface inward, rolling up the gown, dispose of gown in designated container without contaminating self
  20. 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. **THIS STEP IS SKIPPED DURING TESTING – NO MASK IS WORN**
  21. Wash your hands
**HANDLING A BIOHAZARDOUS PLASTIC TRASH BAG** – page 75

1. Wash your hands.

**CONSCIOUS CHOKEING ADULT** – page 101

1. Wash your hands.

**USING AN ELECTRONIC THERMOMETER** – page 116

1. Wash your hands.

* **COUNT & RECORDS RADIAL PULSE**: NOTE: Per WI standards the manual is in the wrong order. This is correct! – page 116

1. Knock on the door, greet the client, explain procedure, speak clearly, slowly & directly, maintaining face-to-face contact, wash hands
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 the second hand on your watch count beats for one full minute
5. Note the rhythm and force of the pulse.
6. When finished ensure that the client is in a comfortable position with the signaling device within reach
7. Wash your hands & Record pulse rate within 4 beats of evaluator’s reading

* **COUNT & RECORDS Apical PULSE**: – page 118

1. Wash your hands.

* **COUNTS & RECORDS RESPIRATIONS**: NOTE: Per WI standards the manual is in the wrong order. This is correct! – page 120

1. Knock - Explain procedure (for testing purposes), speak clear and direct to client, maintaining face-to-face contact whenever possible

**NOTE**: In real situations always count respirations without the client being aware that you are counting them.

2. Hold client’s wrist as if taking a radial pulse. Count respirations for one full minute
3. Note the rhythm and depth of the respirations and whether the client is having difficulty breathing.
4. When finished ensure that the client is in a comfortable position with the signaling device within reach. Wash your hands

5. Record respiration rate within plus or minus 2 beats of evaluator’s reading

* Count for one full minute. For testing purposes you may explain to the client that you will be counting the respirations.

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

1. Knock on the door, greet the client, explain procedure, speak clearly, slowly & directly, maintaining face-to-face contact, wash hands
2. Ensure client has nonskid footwear on, then walk with client to the scale
3. Set scale to zero and assist client onto the scale if needed
4. Stand next to client, if needed assist client to center of scale until balanced, then obtain client’s weight
5. Help client step off scale and return to a comfortable position
6. Wash your hands & Record weight based on indicator on scale. Ensure weight is within plus or minus 2 lbs of evaluator’s

**MAKING AN UNOCCUPIED BED** – page 135

1. Wash your hands, gather linens, properly transport them to client’s room, knock on the door and greet the client if present
2. Place linens in clean area, if client is present explain procedure, speak clearly, slowly & directly maintaining face-to-face contact
3. Raise the bed between mid-thigh and waist level and adjust the bed so it is in a flat position
4. Put on clean gloves, remove personal client items including clean blankets and bedspread. Place them in a safe area
5. Remove pillowcases, put dirty pillowcases in hamper and place pillows in a clean area
6. Without contaminating your uniform, move around the bed to loosen and remove soiled linen by rolling it to towards the center of bed.
7. Place removed linen in appropriate place (do not put dirty linen on the over-bed table or clean or dirty linen on the floor).
8. Apply mattress pad (if used) and bottom fitted sheet, keeping them straight and centered.
9. Make bottom sheet smooth and/or tight, free of wrinkles.
10. Place draw sheet (if used) and clean top linen, blanket and/or bed spread on the bed.
11. Together, tuck top sheet, blanket and/or bedspread at the foot of the bed.
12. Make mitered corners at the foot of the bed to hold linens in place.
13. 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.
14. Return bed to lowest position, leave the bed completely and neatly made and wash your hands.
MAKE AN OCCUPIED BED (CLIENT DOESN’T NEED ASSISTANCE TO TURN) – page 137

1. Wash your hands, gather linens, properly transport them to client’s room, knock on the door and greet the client if present.
2. Place linens in clean area, explain procedure, speak clearly, slowly & directly maintaining face-to-face contact and ensure privacy.
3. 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.
4. Put on clean gloves, remove personal client items including clean blankets and bedspread. Place them in a safe area.
5. Cover client and dirty top sheet with a clean bath blanket making sure the client is unexposed at all times.
6. Ask client to hold the blanket while you pull the soiled top sheet from the foot of the bed. Place soiled sheet in hamper.
7. 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.
8. Adjust pillow for comfort, ensure good body alignment and ensure client remains covered at all times.
9. Loosen bottom used linen on working side and roll or fan fold bottom used linen toward center of bed.
10. Remove and dispose of dirty gloves.
11. Place and tuck the clean mattress pad, fitted sheet and/or draw sheet on the exposed area and tuck under client. Secure fitted corners.
12. Raise the second side rail and assist client with rolling back onto the clean bottom linens.
13. Adjust pillow for comfort, ensure good body alignment and ensure client remains covered at all times. PUT ON CLEAN GLOVES.
14. Go to the opposite side of the bed, lower the side rail. Safely remove dirty linens without shaking and place in soiled linen container.
15. Remove and dispose of dirty gloves.
16. Unroll the clean linens onto the remaining exposed area of the bed. Secure fitted corners and smooth out the wrinkles.
17. If needed help client roll onto their back to the center of the bed. Adjust pillow and ensure good body alignment.
18. Place a clean top linen over the covered client and remove bath blanket making sure the client is unexposed at all times.
19. Ask client to hold the top sheet while you remove the bath blanket from the foot of the bed. Place blanket in hamper.
20. Make sure linen is centered and tucked at foot of the bed making mitered corners. Leave bed neat and completely made.
21. Gently lift the client’s head while removing the pillowcase. Properly remove and dispose of soiled pillowcase.
22. Replace pillowcase, gently lift the client’s head to replace & adjust pillow for comfort. Ensure opening is facing away from the door.
23. Replace blanket and bedspread. Tuck at the foot and make a toe pleat. Make mitered corners on both sides of the bed.
24. Lower the bed and return side rails to the lowered position.
25. Ensure client is in a comfortable position, place signaling device within reach and wash your hands.

• ASSIST TO AMBULATE USING A GAIT OR TRANSFER BELT – page 152

1. Knock on the door, greet the client, introduce yourself and wash your hands.
2. Gather supplies and explain procedure, speak clearly, slowly & directly, maintaining face-to-face contact when possible.
3. BEFORE assisting the client to a standing position
   • Ensure client is wearing non-skid footwear
   • Ensure bed is at a safe level
   • Check and/or lock bed wheels or wheelchair
   • Assist client to a good sitting position with feet flat on the floor
   • PROPERLY apply transfer belt securely at the waist over clothing/gown
   • Provide instruction to enable client to assist in standing including prearranged signal to alert client to begin standing

4A. If not using a walker, position yourself in front of the client with your toes against theirs. Bend your knees, have the client place their arms on your shoulders. Grasp the gaitbelt on both sides of the waist with your palms up. Direct client to stand on the count of 3. Ensure client feel steady.
4B. 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.
4C. If using a cane, the cane should be held in the hand that is on the opposite of the weak leg.
5. Position yourself slightly behind the client on their weaker side and start on the same foot as the client.
6. While holding the gaitbelt from the backside of waist with your palms up. Safely ambulate client at least 10 steps.
7. After ambulation, assist client back to bed or chair and remove transfer belt.
8. Ensure client is in a comfortable position with good body alignment. Place signaling device within reach.
9. Clean up your work area and when used return bed to low position.
10. Wash your hands.
1. Wash Your Hands, Gather Supplies, Knock, Greet the Client by Name, Ensure Privacy & Explain Procedure.
2. Lock the bed wheels, raise the bed between mid-thigh to waist level, 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.

**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.

**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).

**Abduction/Adduction:** Move client’s straightened arm (palm side up) out away from the side of body to shoulder level and return to side of body (REPEAT AT LEAST 5 TIMES).

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’s 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.

21. Ensure signaling device is within reach, bed is in low position and client is in a comfortable position with good body alignment.

22. Wash your hands. (NOTE: Due to time restraints while testing, ONLY exercises 5 & 6 are done while testing.)

**Perform Modified Passive Range of Motion (PROM) for One Knee and One Ankle**

1. Wash Your Hands, Gather Supplies, Knock, Greet the Client by Name, Ensure Privacy & Explain Procedure.
2. Lock the bed wheels, raise the bed between mid-thigh to waist level, 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 and smoothly through range of motion, discontinuing exercise if client verbalizes pain. Repeat each 5 times.

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 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 each step on the opposite leg.

15. Ensure signaling device is within client’s reach, bed is in low position and client in a comfortable position with good body alignment.

16. Wash your hands, report & record. (NOTE: Due to time restraints while testing, ONLY exercises 5, 6 & 9 are done while testing.)

*Page 153*
Lifting Client’s Head and Shoulders off the Bed – page 169

MOVING A CLIENT UP IN BED 1 CNA – page 170

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

MOVING A CLIENT TO THE SIDE OF THE BED WITH & WITHOUT A DRAWSHEET FOR BOTH 1 & 2 CNA’S – pages 174 – 175

* POSITIONING A CLIENT ON THEIR SIDE – 1 CNA – page 176

1 Wash Your Hands, Gather Supplies, Knock, Greet the Client by Name, Ensure Privacy & Explain Procedure.
2 Lock the bed wheels, raise the bed to mid-thigh - waist level, lay the bed in a flat position and place a draw sheet under client
3 Ask client to lift their head or if unable gently lift their head to remove the pillow
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 their ankles towards the direction that you are turning them.
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.
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 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 Make sure the client is not lying on their lower arm. Help the client lift their head and replace the pillow. Place a second pillow under the client’s top arm and a third pillow lengthwise between the client’s lower legs with the bottom leg straight and the top leg slightly bent. Place a rolled towel, blanket or pillow alongside the client’s back.
12 Ensure the client’s comfort and maintain proper body alignment for client
13 Place signaling device within reach, place bed in low position with side rails down & wash your hands

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

1 Wash Your Hands, Gather Supplies, Knock, Greet the Client by Name, Ensure Privacy & Explain Procedure.
2 Lock the bed wheels, 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 Unroll and retuck the draw sheet. Client should be lying in the center of the bed on their side.
8 Make sure the client is not lying on their lower arm. Help the client lift their head and replace the pillow. Place a second pillow under the client’s top arm and a third pillow lengthwise between the client’s lower legs with the bottom leg straight and the top leg slightly bent. Place a rolled towel, blanket or pillow alongside the client’s back.
9 Ensure the client’s comfort and maintain proper body alignment for client
10 Place signaling device within reach, place bed in low position with side rails down and wash your hands

LOGROLLING TECHNIQUE – page 178

1 Knock on the door
**USING A MECHANICAL LIFT FOR TRANSFERS – 2 CNA’s – page 185**

1. Wash Your Hands, Gather Supplies, Knock, Greet the Client by Name, Ensure Privacy & Explain Procedure.

2. Remove footrest and position wheelchair next to the side of the bed on the client's stronger side so the client is pivoting on a sturdier leg.

   NOTE: Wheelchair can be placed at the head or the foot of the bed.

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 a Fowler's position.

6. **Use proper body mechanics to assist client to a sitting position so feet are flat on the floor (lower the bed if necessary)**

7. While client is sitting on the side of the bed assist with dressing including shoes or non-skid footwear.

8. Properly apply gait belt securely at the waist over clothing/gown. Check gait belt by slipping 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 an 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 of 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.

13. Pivot with the client taking small steps until they are standing in front of the wheelchair with back of client's legs against wheelchair.

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 client's feet on footrests and ensure client is in a comfortable position with good body alignment.

17. **UNLOCK wheelchair breaks and place signaling device within client’s reach**

18. Return bed to low position, put away supplies and wash your hands.

**REPOSITIONING A CLIENT IN A CHAIR – 2 CNA’s – page 180**

1. Knock on the door.

**TRANSFERS CLIENT FROM BED TO WHEELCHAIR USING TRANSFER BELT – page 181**

1. Wash Your Hands, Gather Supplies, Knock, Greet the Client by Name, Ensure Privacy & Explain Procedure.

2. Remove footrest and position wheelchair next to the side of the bed on the client's stronger side so the client is pivoting on a sturdier leg.

   NOTE: Wheelchair can be placed at the head or the foot of the bed.

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 a Fowler's position.

6. **Use proper body mechanics to assist client to a sitting position so feet are flat on the floor (lower the bed if necessary)**

7. While client is sitting on the side of the bed assist with dressing including shoes or non-skid footwear.

8. Properly apply gait belt securely at the waist over clothing/gown. Check gait belt by slipping 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 an 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 of 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.

13. Pivot with the client taking small steps until they are standing in front of the wheelchair with back of client's legs against wheelchair.

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 client's feet on footrests and ensure client is in a comfortable position with good body alignment.

17. **UNLOCK wheelchair breaks and place signaling device within client’s reach**

18. Return bed to low position, put away supplies and wash your hands.

**TRANSFERS CLIENT FROM WHEELCHAIR TO BED USING TRANSFER BELT – 2 CNA’s – page 184**

1. Wash Your Hands, Gather Supplies, Knock, Greet the Client by Name, Ensure Privacy & Explain Procedure.

2. Remove footrest and position wheelchair next to the side of the bed on the client's stronger side so the client is pivoting on a sturdier leg.

   NOTE: Wheelchair can be placed at the head or the foot of the bed.

3. **Lock the brakes on the wheelchair to ensure client safety**

4. Position the bed at a safe level (even with the wheelchair), raise the head of the bed and ensure the bed wheels are in the locked position.

5. Ensure that the client is wearing shoes or non-skid footwear.

6. Properly apply gait belt securely at the waist over clothing/gown. Check gait belt by slipping fingers between gait belt and client.

7. Assist the client to a sitting position towards the front of the chair so feet are flat on the floor.

8. Provide verbal instructions to enable client to assist in transfer including prearranged signal to alert when to begin standing.

9. Using proper body mechanics position yourself directly in front of the client, grasp the gait belt with fingers in an upwards position.

10. 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 of the arms of the chair with their hands and then as they stand have them move their hands up to your shoulders.

11. 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.

12. Pivot with the client taking small steps until they are standing with back of their legs against bed.

13. Lower the client onto the bed using proper body mechanics and remove transfer belt, robe and nonskid footwear.

14. Move the wheelchair out of the way and place one arm around the client's upper back and the other under their thighs. On the count of three, pivot your feet to turn the client so that they are lying on the bed.

15. Ensure client is in a comfortable position with good body alignment.

16. Place signaling device within client’s reach, clean up the area and wash your hands.
* PROVIDE MOUTH CARE – page 203

___ 1 Knock, Greet the Client by Name, Ensure Privacy, Explain Procedure & Wash Your Hands
___ 2 Gather supplies (2 towels, gloves, toothbrush, toothpaste, emesis basin, cup of H2O, dental floss, mouthwash, lip balm)
___ 3 Place a towel on the over-bed table and arrange your supplies.
___ 4 Assist client to an upright sitting position (75-90 degrees) and place a towel across their chest to protect the clothing.
___ 5 Put on clean gloves and any other PPE equipment needed
___ 6 Get a cup of water (or water/mouthwash solution). Have client rinse their mouth using the emesis basin, use the towel to dry the face
___ 7 Moistens toothbrush by pouring water/mouthwash solution over it.
___ 8 Apply toothpaste to moistened toothbrush
___ 9 Clean mouth by brushing upper teeth and gums, then lower teeth and gums, then the tongue using gentle motions
___ 10 Maintain a clean technique with placement of toothbrush
___ 11 Hold the emesis basin to the client’s chin while client rinses mouth with water/mouthwash solution. Dry the face
___ 12 Break off about 18 inches of dental floss and gently floss all teeth (Not necessary for testing)
___ 13 Hold the emesis basin to the client’s chin while client rinses mouth with remaining water/mouthwash solution.
___ 14 Wipe client’s mouth and place the clothing protector in the hamper.
___ 15 Ask the client if they would like to put on lip balm
___ 16 After rinsing toothbrush, empty, rinse and dry the basin and place used toothbrush in designated basin/container
___ 17 Place basin and toothbrush in designated dirty supply area
___ 18 Properly remove & dispose of gloves into waste container without contaminating self and wash your hands
___ 19 Ensure signaling device is within client’s reach and that the client is in a comfortable position

* CLEAN UPPER OR LOWER DENTURE – page 204

___ 1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands
___ 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 washcloth or several paper towels to prevent damage to the dentures. Use a clean paper towel to turn the water on to tepid.
___ 7 Dampen toothbrush, apply DENTURE toothpaste, remove 1 denture from cup, rinse in tepid/moderate running 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 tepid/moderate temperature running water and repeat with second piece of denture.
___ 10 Rinses toothbrush and place in designated toothbrush basin or container maintaining a clean technique with placement of toothbrush and dentures. Turn off water with a clean, dry paper towel
___ 11A: If client is not putting them back into their mouth - Rinse all surfaces of the denture cup including the lid and add tepid/moderate temperature water to the cup and a denture-cleansing tablet. Place dentures into denture cup and close the lid
___ 11B: If client IS putting them back into their mouth – 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 client’s 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 Remove & properly dispose of sink liner. Clean up the remaining work area
___ 13 Remove & dispose of your gloves into waste container without contaminating self
___ 14 Ensure signaling device is within client’s reach, the client is in a comfortable position and wash your hands

MOUTH CARE COMATOSE CLIENT – page 206

___ 1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands
___ 2 Place a towel on the over-bed table and arrange your supplies. Prepare a water/mouthwash solution.
___ 3 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.
___ 4 Put on clean gloves and place emesis basin on the towel near the person’s cheek.
___ 5 Use a mouth sponge and water/mouthwash cleaning solution (NO TOOTHPASTE).
___ 6 Gently and thoroughly clean the inner, outer, and chewing surfaces of all upper and lower teeth, clean the gums and clean the tongue.
___ 7 Clean and dry client’s face and apply lip balm
___ 8 Rinses dry and replace equipment; discard disposable items in waste can; discard towel and washcloth in linen hamper.
___ 9 Properly remove your gloves by turning inside out and dispose in appropriate container.
___ 10 Ensure signaling device is within client’s reach, the client is in a comfortable position and wash your hands
HAIR CARE – page 208
__ 1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands
__ 2 Place a towel on the over-bed table and arrange your supplies.
__ 3 Position client in Fowler’s position (75-90 degrees)
__ 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 Clean up the work area and wash your hands
__ 10 Ensure signaling device is within client’s reach, the client is in a comfortable position

SHAMPOOING A PERSON’S HAIR IN BED – page 209
__ 1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands

ASSISTING WITH SHAVING – page 211
__ 1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands

COMPLETE CLOTHING CHANGE – page 213
__ 1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands

* DRESSES CLIENT WITH AFFECTED (WEAK) RIGHT ARM – page 213
__ 1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands
__ 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 While avoiding overexposure of client, remove gown from the unaffected side first, then remove gown from the affected side and dispose of gown into soiled linen container
__ 4 Inserts your hand through the sleeve of the shirt grasping 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, ensure signaling device is within client’s reach and their bed is in low position. Wash your hands

* APPLIES ONE KNEE-HIGH ELASTIC STOCKING – page 216
__ 1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands, Adjust Equipment
__ 2 Place client in supine position (lying flat in bed) and expose ONLY one leg while stocking is applied.
__ 3 Turn stocking inside-out to the heel. Hold the stocking so when you place it on the foot, the toe and heel will be in the correct position
__ 4 Move the foot and leg gently and naturally, avoiding force and over-extension of limb and joints during the entire procedure
__ 5 Slide the foot of the stocking over toes, foot, and heel. Ensure proper positioning.
__ 6 Slide the rest of the stocking up the person’s leg
__ 7 Smooth out the stocking to be sure there are NO twists or wrinkles and heel of stocking (if present) is over heel
__ 8 Move to the other side of the bed and repeat for the opposite leg when providing client care. (Not done during testing)
__ 9 Check the client’s toes for proper circulation (cold or bluish color) and ask if any numbness or tingling in feet
__ 10 Clean up your work area. Ensure signaling device is within client’s reach and wash your hands

INSERTING AND REMOVING A HEARING AID – page 217
__ 1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands, Adjust Equipment
__ 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 I follow 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
__ 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 Place the hearing aid in its case.
__ 9 Clean up your work area. Ensure signaling device is within client’s reach, the client is in a comfortable position and wash your hands
PROVIDE FOOT & TOE NAIL CARE (while testing only concentrate on the foot care NOT the toe nails) Page 218

1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands, and Adjust the Equipment
2 Place a towel on the over-bed table, arrange your supplies, check water temp for safety & comfort. Ask client to verify water temp.
3 Position client in High Fowler’s Position (75-90 degrees)
4 Assist Client to a sitting position on the side of the bed or in a chair
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 minutes (The 5 minutes can be verbalized while testing 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 the orange stick to gently clean under the nails. Wipe the orange stick on the towel after each nail.
10 With a clean washcloth rinse foot including between the toes
11 Use a clean towel to dry the foot including between the toes
12 Inspect the condition of the skin, if needed trim the toe nails straight across beyond the tips of the toes (Not for Diabetic Clients)
13 Apply lotion to top and bottom of foot removing excess with a towel (MUST be done for testing purposes, otherwise ask)
   NOTE: Do NOT massage the client’s leg area
14 Put on client’s socks and shoes if they are getting out of bed
15 Empty, rinse, and dry the basin and place in designated dirty supply area
16 Dispose of used linen into soiled linen container
17 Remove and properly dispose of gloves (without contaminating self)
18 Clean up your work area. Ensure signaling device is within client’s reach, the client is in a comfortable position and wash your hands

PROVIDE HAND & FINGERNAIL CARE - Page 218

1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands, Adjust the Equipment
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 Remove and properly dispose of gloves (without contaminating self)
16 Clean up your work area. Ensure signaling device is within client’s reach, the client is in a comfortable position and wash your hands

GIVE COMPLETE BED BATH - Page 222

1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands

ASSISTING WITH A SHOWER OR BATH - Page 225

1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands

GIVING A BACK RUB - Page 227

1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands
* PROVIDE PERINEAL CARE (While testing ONLY FEMALE peri-care is done on the manikin) - Page 220

1. Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands, Adjust Equipment
3. Check the water temperature for safety and comfort then ask the client to verify comfort of water. Place basin on the clean towel
4. Raise bed between mid-thigh and waist level (opt: not necessary for testing but it is safer for your back).
5. Lower the head of the bed as low as the client can tolerate
6. Put on clean gloves. Keep the client covered with bath blanket or top sheet to provide privacy.
7. Remove soiled clothing (if necessary) and 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
9. Expose only perineal area by lifting the corner of the bath blanket or top sheet over the abdomen helping avoid overexposure of client
10. Wet the washcloth and make a mitt. (or fold in 4) Apply soap to wet washcloth.
11. Wash the pubic hair on lower abdomen area first
12. FOR TESTING PURPOSES: Verbalize separating the labia. Otherwise physically separate the labia with one hand
13A. FEMALE: 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 different part of the washcloth gently wash down the middle of the peri area.
13B. MALE: Hold the penis in one hand. If the male is uncircumcised, retract the foreskin. Moving from the urethral opening outward, wash the penis using a circular motion, starting with the tip and moving down to the base.
14. Use a clean washcloth to rinse soap from genital area using the same steps as you did when washing
15. With a clean towel dry the genital area using the same steps as you did when washing and rinsing.
16. After washing & rinsing the genital area, ask client to roll to the side (assist if needed), wash and rinse the rectal area moving from front to back using a clean area of the washcloth for each stroke. Pat the area dry with towel from front to back.
17. Remove the linen protector and reposition client so they are comfortable using proper body mechanics
18. Empty, rinse, and dry basin then place basin in designated dirty supply area
19. Ensure client is covered with the top sheet. Properly dispose of used linens into soiled linen avoiding contact with your clothing
20. After disposing of used linen, and placing used equipment in designated dirty supply area, remove and dispose of gloves (without contaminating yourself) into waste container then wash your hands
21. Ensure signaling device is within reach, bed is in low position, side rails are down and client is comfortable

* GIVE MODIFIED BED BATH (FACE AND ONE ARM, HAND AND UNDERARM) - Page 222

1. Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands
2. Gather supplies (bath blanket for full bed bath, 2 sm towels or 1 lg, 2 wash clothes, gloves, wash basin, soap, lotion if needed)
3. Provide privacy with a curtain, screen or door and wash your hands
4. Fill a wash basin with water, have the client check water temperature for safety and comfort and ask client to verify comfort of water
5. 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
6. Cover client with a bath blanket and remove top sheet by fan folding it to the foot of bed for full bed bath or place towel across clients chest to protect bedding
7. Remove client’s gown (or soiled clothing) while keeping the client covered. Dispose of gown in hamper
8. Wash clients eyes with wet washcloth (NO SOAP), using a different area of the washcloth for each stroke, wash from the inner aspect to the outer aspect then proceeds to wash face
9. Dry client’s face with towel
10. Expose one arm and place towel underneath and over the arm
11. Apply soap to the wet washcloth
12. Wash arm, hand, and underarm, keeping the rest of body covered
13. Rinse and dry arm, hand, and underarm
14. Move client’s body gently and naturally, avoiding force and over-extension of limbs and joints
15. Put a clean gown on the client (and a clean top sheet if giving a complete bed bath)
16. Empty, rinse and dry basin, place basin in designated dirty supply area
17. Dispose of linen into soiled linen container avoiding contact with your clothing
18. Place basin in designated dirty supply area, remove & properly dispose of gloves without contaminating self
19. Ensure client is in a comfortable position, place signaling device within reach, place bed in the low position and wash your hands
* FEED CLIENT WHO CAN'T FEED SELF - Page 243
__ 1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands
__ 2 Assist client to an upright sitting position (75-90 degrees)
__ 3 Before feeding client pick up their name card from tray and ask client to state their name
__ 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 (handwipe can be used while testing) before feeding & properly discard of soiled linen
__ 6 Sit down facing the client during feeding. Remember to wipe clients face and hands as needed during the meal.
__ 7 Tell client what foods are on tray and asks client what they would like to eat first
__ 8 Using a spoon, offer food in small amounts at a reasonable rate, allowing client to chew and swallow.
__ 9 Offer 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)
__ 11 At the end of the meal, clean client’s face & hands with soap & water (or handwipe). Leave client sitting up in a position of comfort
__ 12 Remove food tray and place tray in designated dirty supply area
__ 13 If necessary, record intake in percentage of total solid food eaten and sum of fluid intake
__ 14 Ensure signaling device is within client’s reach and wash your hands

ASSIST WITH USE OF COMMODE - Page 261
__ 1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands

* ASSIST WITH USE OF BEDPAN - Page 262 ROLL ON SIDE
__ 1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands
__ 2 Explain procedure speaking clearly, slowly and directly, maintaining face-to-face contact whenever possible
__ 3 Provide privacy with a curtain, screen, or door
__ 4 Before placing bedpan, lower the head of bed so client is lying flat
__ 5 Put on clean gloves before handling bedpan
__ 6 Fold back side of top sheet close to client’s hips so it is not touching bottom sheet
__ 7 Place disposable bed protector under the client’s buttocks and ask client to bend their knees and lift their buttocks (or roll over)
__ 8 Position resident on bedpan correctly and safely
__ 9 Remove and dispose of gloves (without contaminating self) into waste container and wash your hands
__ 10 Raise the head of bed to a comfortable level. Keep client covered with top linens
__ 11 Ensure toilet tissue is within client’s reach
__ 12 Place hand wipe or wet wash cloth within client’s reach and instruct client to clean hands when finished
__ 13 Place signaling device within client’s reach and ask client to signal when finished. Candidate steps behind curtain
__ 14 Put on clean gloves and lower head of bed before bedpan is removed
__ 15 Avoid over exposure of client. Fold back side of top sheet close to client’s hips.
__ 16 Remove bedpan, cover with towel so it doesn’t splash. Empty contents into toilet/commode (Measure first if necessary)
__ 17 Rinse bedpan and pour rinse into toilet/commode
__ 18 After rinsing bedpan, place bedpan in designated dirty supply area
__ 19 If needed wash or assists resident to wash and dry hands with soap and water
__ 20 Remove and dispose of gloves (without contaminating self) into waste container and wash your hands
__ 21 Ensure signaling device is within reach, bed is in low position and client is comfortable

ASSIST WITH USE OF URINAL - Page 264
__ 1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands

APPLYING A CONDOM CATHETER - Page 265
__ 1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands
COLLECTING A ROUTINE URINE OR STOOL SPECIMEN - Page 266

1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands

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

1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands

* PROVIDE CATHETER CARE FOR FEMALE - Page 268

1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands
2 Before washing, check water temperature for safety and comfort and ask client to verify comfort of water
3 Put on clean gloves and cover client with a bath blanket or top sheet to maintain privacy.
4 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.
6 Apply soap to a wet washcloth
7 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
8 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
9 While holding catheter at meatus without tugging, use a clean towel to dry at least four inches of catheter moving away from meatus
10 DO NOT ALLOW THE TUBE TO TUGGED OR PULLED FROM BODY AT ANY TIME DURING THE PROCEDURE.
11 Empty, rinse, and dry the basin and place in designated dirty supply area
12 Ensure top linen over resident and dispose of used linens into soiled linen container avoiding contact with your clothing
13 After disposing of used linen and cleaning equipment, properly remove & dispose of gloves (without contaminating self )
14 Leave resident in a safe & comfortable position, ensure signaling device is within reach, bed is in low position and wash your hands

EMPTYING & MEASURING A URINARY DRAINAGE BAG – Page 267

1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands
2 Provide privacy with a curtain, screen, or door, gather supplies (paper towel/linen, graduate container, antiseptic wipes, gloves, etc.)
3 Wash your hands and put on clean gloves then place a clean barrier on the floor under the drainage bag (paper towel or linen).
4 Place the graduate on the previous placed barrier.  Open the drain to allow the urine to flow into the graduate until bag is empty.
5 Avoid touching the graduate with the tip of the tubing then close the drain.
6 Wipe the drain with uncontaminated antiseptic wipe
7 Place graduate at eye level on a flat surface to measure urinary output.
8 Empty graduate into commode, rinse then empty rinse water in commode, dry equipment and place equipment to dirty supply area
9 Discard barrier in the appropriate container.
10 Properly remove your gloves and dispose them in the appropriate container.  Wash your hands
11 Leave resident in a position of safety and comfort with call light within reach
12 Record the output in cc/ml on signed recording sheet NOTE: Your measurement needs to be within 25cc of the Evaluators.

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

1 Knock, Greet the Client by Name, Gather Supplies, Ensure Privacy, Explain Procedure, Wash your Hands & put on gloves
2 Pour the contents of the bedpan into measuring container without spilling or splashing urine outside of container
3 Rinse bedpan and pour rinse into toilet/commode
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
7 After rinsing equipment, and before recording output, remove and properly disposes of gloves (without contaminating self)
8 Wash your hands THEN record the contents of container within plus or minus 25 ml/cc of evaluator’s reading

CHANGING A OSTOMY APPLIANCE - Page 271  ___ 1 Wash your Hands

GIVING A PERSON AN ENEMA - Page 272  ___ 1 Wash your Hands

APPLYING A WARM OR COLD COMPRESS - Page 283 & 286  ___ 1 Wash your Hands

APPLYING AN AQUATHERMIA PAD - Page 284  ___ 1 Wash your Hands

PROVIDING POSTMORTEM CARE - Page 337  ___ 1 Wash your Hands