

# Mock Skills

*JUNE 1, 2017*

*SKILL TASKS WERE EFFECTIVE 03-29-17  
UPDATED DATE TO COINCIDE WITH CURRENT DATE OF HANDBOOK*

## **AMBULATION OF A CLIENT USING A GAIT BELT**

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain procedure to be performed to the client	
	Obtain gait belt	
	<b>Lock bed brakes to ensure client's safety</b>	
	Lower bed so client's feet will be flat on the floor when sitting on the edge of the bed	
	Bring client to sitting position	
	Place gait belt around waist	
	Tighten gait belt	
	Check gait belt by slipping fingers between gait belt and client	
	Assists client to put on non-skid socks	
	Stand in front of and face the client	
	Grasp the gait belt on each side of the client with an underhand grip	
	Ensure client is stable	
	Bring client to standing position, using proper body mechanics	
	Grasp gait belt with one hand, using under hand grip	
	Stabilize client with other hand by holding forearm, shoulder, or using other appropriate method to stabilize client	
	Ambulate the client 10 steps and return client to chair	
	Assist client to sit in the chair in a controlled manner that ensures safety	
	Remove gait belt	
	Leave client in position of comfort and safety	
	Perform hand hygiene	
	Maintain respectful, courteous interpersonal interactions at all times	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of client	

## **BED BATH (PARTIAL - FACE, ARM, HAND AND UNDERARM)**

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain procedure to the client	
	Provide privacy for client - pull curtain	
	Raise bed to appropriate working height	
	Cover client with a bath blanket.	
	Remove remaining top linens. Fold top linens to bottom of bed or place aside	
	Remove client's gown without exposing client	
	Fill basin with comfortably warm water	
	Wash whole face <i>without</i> soap	
	Wipe eyes gently from inner eye toward outer eye, using a clean portion of the wash cloth with each wipe	
	Dry face	
	Place towel under arm, exposing one arm	
	Using soap: wash arm	
	Using soap: wash hand	
	Using soap: wash underarm	
	Rinse arm	
	Rinse hand	
	Rinse underarm	
	Dry arm	
	Dry hand	
	Dry underarm	
	Assist client to put on a clean gown	
	Rinse basin	
	Dry basin	
	Store basin	
	Dispose of soiled linen in appropriate container	
	Lower bed if it was raised	
	Perform hand hygiene	
	Maintain respectful, courteous interpersonal interactions at all times	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of client	

## **ASSISTING A CLIENT TO USE A BEDPAN**

Knock on door	
Perform hand hygiene	
Greet client by name	
Explain the procedure to the client	
Provide privacy for client - pull curtain	
Put on gloves	
Raise bed to appropriate working height	
Position client on bedpan correctly using correct body mechanics	
After placing bedpan, raise head of bed to comfortable level	
Leave tissue within reach of client	
Leave call light within reach of client	
Leave area until called	
Wash/assist client to wash and dry hands (use wet wash cloth or a disposable wipe)	
Discards soiled linen in appropriate container or dispose wipe in trash	
Lowers head of bed if raised	
Gently remove bedpan. Hold bedpan for Test Observer while liquid is poured into the bedpan	
Measure output using a graduate	
Lower bed if it was raised	
Empty graduate into toilet/commode	
Rinse equipment used, emptying rinse water into toilet/commode	
Dry equipment used	
Remove gloves turning inside out and dispose of properly	
Maintain respectful, courteous interpersonal interactions	
Leave call light or signaling device within easy reach of the client	
Leave water within easy reach of client	
Wash hands - turn on water	
Thoroughly wet hands	
Apply liquid soap to hands	
Rub hands together for 20 seconds using friction	
Using friction, rub interlaced fingers together while pointing downward	
Clean under fingernails	
Wash all surfaces of hands and wrists with liquid soap	
Rinse hands thoroughly under running water with fingers pointed downward	
Dry hands on clean paper towel(s)	
Turn off faucet with a SECOND (last) clean dry paper towel, or with a dry section of a previously used paper towel	
Discard paper towels to trash container as used	

	<i>-Continued on next page-</i> <b>CONTINUED: ASSISTING A CLIENT TO USE A BEDPAN</b>	
	<b>Does not recontaminate hands at any time during the hand washing procedure</b>	
	Record output on recording form	
	<b>Candidate's measurement is within 25cc/ml of Observer's reading</b>	

## **TAKING & RECORDING BLOOD PRESSURE**

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain procedure to client	
	Position client with forearm relaxed and supported in a palm-up position, approximately at the level of the heart	
	Roll client's sleeve up about 5 inches above the elbow	
	Apply the appropriate size cuff around the upper arm just above the elbow	
	Correctly align cuff over brachial artery	
	Clean earpieces of stethoscope appropriately and place in ears	
	Clean diaphragm	
	Locate brachial artery with fingertips	
	Place stethoscope diaphragm over brachial artery	
	Hold stethoscope diaphragm snugly in place	
	Inflate cuff to 160-180mmHg or 30mmHg above where pulse was heard or felt	
	Inflates the blood pressure cuff no more than two times per arm if using the one step method - (May have one additional inflation attempt if using the two step method - must wait an appropriate time period between inflations)	
	Slowly release air from cuff to disappearance of pulsations	
	Remove cuff	
	Perform hand hygiene	
	Maintain respectful, courteous interpersonal interactions at all times	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of client	
	Record blood pressure reading on recording form	
	<b>Candidate's recorded systolic and diastolic blood pressure is within 6mmHg of the Test Observer's</b>	

## CATHETER CARE

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain procedure to client	
	Provide privacy for client – pull curtain	
	Put on gloves	
	Position a bath blanket to maintain privacy	
	Check to see that urine can flow, unrestricted, into the drainage bag	
	Use soap and water to carefully wash around the catheter tubing where it exits the urinary meatus.	
	<b>Hold catheter where it exits the urethra with one hand</b>	
	While holding catheter with fingers near urethra, cleans at least 3-4 inches down the catheter tube	
	Clean with stroke(s) only away from the urethra	
	Use clean portion of cloth for stroke(s)	
	Rinse using stroke(s) only away from the urethra	
	Rinse using clean portion of cloth for stroke(s)	
	Pat dry	
	Do not allow the tube to be pulled at any time during the procedure	
	Replace top cover over client	
	Remove bath blanket	
	Leave client in a position of safety and comfort	
	Maintain respectful, courteous interpersonal interactions	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of client	
	Wash hands - turn on water	
	Thoroughly wet hands	
	Apply liquid soap to hands	
	Rub hands together for 20 seconds using friction	
	Using friction, rub interlaced fingers together while pointing downward	
	Clean under fingernails	
	Wash all surfaces of hands and wrists with liquid soap	
	Rinse hands thoroughly under running water with fingers pointed downward	
	Dry hands on clean paper towel(s)	
	Turn off faucet with a SECOND (last) clean dry paper towel, or with a dry section of a previously used paper towel	
	Discard paper towels to trash container as used	
	<b>Does not recontaminate hands at any time during the hand washing procedure</b>	

## **DENTURE CARE**

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain procedure to client	
	Line bottom of sink (towel, washcloth or paper towels) with a protective lining or fill with water to prevent damage to the dentures in case they are dropped	
	Put on gloves	
	Carefully remove dentures from cup	
	Handle dentures carefully to avoid damage	
	Rinse denture cup	
	Never put dentures in/on a contaminated surface	
	Apply denture cleanser to toothbrush	
	Thoroughly brush dentures, including the inner surfaces of upper and/or lower dentures	
	Thoroughly brush dentures, including the outer surfaces of upper and/or lower dentures	
	Thoroughly brush dentures, including the chewing surfaces of upper and/or lower dentures	
	Thoroughly brush dentures, including the denture groove or plate that touches gum surface	
	Rinse dentures using clean cool running water	
	Place dentures in denture cup	
	Add cool clean water to denture cup	
	Rinse and dry equipment and return to storage	
	Discard sink's protective lining in an appropriate container, or drain sink	
	Removes gloves turning inside out and dispose in appropriate container	
	Perform hand hygiene	
	Maintain respectful, courteous interpersonal interactions at all times	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of client	



## UNDRESSING AND DRESSING A BEDRIDDEN CLIENT

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain the procedure to the client	
	Provide privacy for client - pull curtain	
	Keep client covered while removing gown	
	Remove gown from unaffected side first	
	Place used gown in laundry hamper	
	<b>During the next step, always dress client beginning with the weak side first and depending on your demonstration may apply to step 11 also.</b>	
	When dressing the client in a shirt/blouse, insert your hand through the sleeve of the shirt/blouse and grasp the hand of the client	
	When dressing the client in sweat pants assist the client to raise his/her buttocks or rock client side to side and draw the pants over the buttocks and up to the client's waist <ol style="list-style-type: none"><li>Dressing both legs together is acceptable; however, if you dress one leg at a time, you must dress the weak side first and step 9 applies.</li><li>May use gown to cover resident, while dressing in pants, if resident is dressed in pants before shirt or blouse. Resident must not be exposed.</li></ol>	
	When putting on the client's socks, draw the socks up the client's foot until they are smooth	
	Leave client in correct body alignment	
	Leave the client properly dressed	
	Perform hand hygiene	
	Maintain respectful, courteous interpersonal interactions at all times	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of client	

## **FEEDING A DEPENDENT CLIENT A MEAL IN A CHAIR**

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain procedure to the client	
	Look at diet card to check that the client has received the correct tray	
	Protect clothing from soiling by using clothing protector	
	Wash client's hands before feeding with wet wash cloth or disposable wipe	
	Discards soiled linen in appropriate container or disposes wipe in trash can	
	Sit next to the client while assisting with feeding	
	Describe the foods being offered to the client	
	Offer fluid frequently	
	Offer small amounts of food at a reasonable rate	
	Allow client time to chew and swallow	
	Wipe client's hands and face during meal as needed	
	Leave client clean and in a position of comfort	
	Perform hand hygiene	
	Maintain respectful, courteous interpersonal interactions at all times	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of client	
	Record intake of total solid food eaten as a percentage on recording form	
	<b>Candidate's calculation must be within 25% of the Observer's</b>	
	Record fluid intake as mls consumed on recording form	
	<b>Candidate's calculation is within 30 mls of the Observer's</b>	

## **FOOT CARE (ONE FOOT)**

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain procedure to the client	
	Provide privacy for client - pull curtain	
	Fill foot basin with comfortably warm water	
	<b>Remove non-skid sock from the correct Test Observer stated side</b>	
	Immerse foot in comfortably warm water for 10 to 20 minutes (time is to be verbalized)	
	Use water and soapy washcloth	
	Wash entire foot	
	Wash between toes	
	Rinse entire foot	
	Rinse between toes	
	Dry foot thoroughly, dry between toes thoroughly	
	Offer to cut client's toenails	
	Warm lotion by rubbing it between hands	
	Massage lotion over entire foot, do not get lotion between toes	
	If any excess lotion, wipe with a towel	
	Replace non-skid sock on foot	
	Pour used water in toilet/commode or sink	
	Rinse and dry basin	
	Return equipment to storage area	
	Place dirty linen in hamper	
	Leave client in position of safety in proper alignment in the chair	
	Perform hand hygiene	
	Maintain respectful, courteous interpersonal interactions	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of client	

**PUTTING ON AN ISOLATION GOWN AND GLOVES, MEASURE AND RECORD OUTPUT FROM A URINARY DRAINAGE BAG, REMOVE AN ISOLATION GOWN AND GLOVES**

Perform hand hygiene	
Face the back opening of the gown	
Unfold the gown	
Place arms through each sleeve	
Tie the neck opening	
Tie the waist in the back or side,	
Front and back of clothing is covered as completely as possible	
Put on gloves	
Gloves overlap gown sleeves at the wrist	
Knock on door	
Greet client by name	
Explain urinary output procedure to client	
Provide privacy for client - pull curtain	
Leave call light or signaling device within easy reach of the client	
Leave water within easy reach of client	
Place a barrier on the floor under the drainage bag	
Place the graduate on the previously placed barrier	
Open the drain to allow the urine to flow into the graduate	
<b>Do not touch the graduate with the tip of the tubing</b>	
Close the drain	
Wipe the drain with antiseptic wipe	
Secure drain	
Place a barrier on a flat surface	
Place graduate on previously placed barrier on a flat surface	
With graduate at eye level, measure output	
Empty graduate into toilet/commode	
Rinse graduate	
Empty rinse water in toilet/commode	
Dry graduate	
Return equipment to storage	
Leave client in a position of safety and comfort	
Maintain respectful, courteous interpersonal interactions	
Remove gloves before removing gown	
Remove gloves turning inside out and disposes in trash container	
Unfasten gown at the neck	
Unfasten gown at the waist	
<b>Remove gown by folding soiled area to soiled area</b>	
Bare hands never touch soiled surface of gown	
Dispose of gown in trash container	
Wash hands - turn on water	
Thoroughly wet hands	
-Continued on next page-	

	<b>CONTINUED: PUTTING ON AN ISOLATION GOWN AND GLOVES, MEASURE AND RECORD OUTPUT FROM A URINARY DRAINAGE BAG, REMOVE AN ISOLATION GOWN AND GLOVES</b>	
	Apply liquid soap to hands	
	Rub hands together for 20 seconds using friction	
	Using friction, rub interlaced fingers together while pointing downward	
	Clean under fingernails	
	Wash all surfaces of hands and wrists with liquid soap	
	Rinse hands thoroughly under running water with fingers pointed downward	
	Dry hands on clean paper towel(s)	
	Turn off faucet with a SECOND (last) clean dry paper towel, or with a dry section of a previously used paper towel	
	Discard paper towels to trash container as used	
	<b>Does not recontaminate hands at any time during the hand washing procedure</b>	
	Record the output in cc/ml on recording form	
	<b>Candidate's measurement is within 25cc/ml of Observer's measurement</b>	

## **MOUTH CARE – BRUSHING TEETH**

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain procedure to the client	
	Provide privacy for client - pull curtain	
	Drape the chest with towel to prevent soiling	
	Put on gloves	
	Apply toothpaste to toothbrush	
	<b>Brush all inner surfaces of all upper and lower teeth</b>	
	<b>Brush all outer surfaces of all upper and lower teeth</b>	
	<b>Brush all chewing surfaces of all upper and lower teeth</b>	
	Clean tongue	
	Assist client in rinsing mouth	
	Wipe client's mouth	
	Remove soiled linen	
	Place soiled linen in hamper	
	Empty emesis basin	
	Rinse emesis basin	
	Dry emesis basin	
	Rinse toothbrush	
	Return equipment to storage	
	Remove gloves turning inside out and dispose of properly	
	Leave client in position of comfort	
	Perform hand hygiene	
	Maintain respectful, courteous interpersonal interactions at all times	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of client	

## **MAKING AN OCCUPIED BED**

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Gather linen	
	Transport linen away from body	
	Place clean linen on a clean surface - (bedside stand, chair, or overbed table)	
	Explain procedure to client	
	Provide privacy for client - pull curtain	
	Direct Observer to stand on the opposite side of the bed or raise side rail opposite working side of bed	
	Raise bed to appropriate working height	
	Client is to remain covered at all times with sheet or blanket	
	Assist client to roll onto side	
	Roll or fan fold soiled linen, soiled side inside, to the center of the bed	
	Place clean bottom sheet on mattress along the center of the bed and roll or fan fold against the client's back and unfold remaining half	
	Secure two fitted corners	
	Direct Observer to opposite side of the bed or use side rails	
	Assist the client to roll over the bottom linen, preventing trauma and avoidable pain to client	
	Remove soiled linen without shaking	
	Avoid placing dirty linen on the overbed table, bedside stand, chair or floor	
	Avoid touching linen to uniform	
	Dispose of soiled linen in hamper	
	Pull through and smooth out the clean bottom linen	
	Secure the other two fitted corners	
	Client's body never touches bare mattress	
	Place clean top linen over covered client	
	Remove used top linen keeping client unexposed at all times	
	Tuck in clean top linen at the foot of bed	
	Make mitered corners at the foot of the bed	
	Apply clean pillowcase with zippers and/or tags to inside	
	Gently lift client's head while replacing the pillow	
	Lower bed if it was raised	
	Lower side rail, if it was used	
	Perform hand hygiene	
	Maintain respectful, courteous interpersonal interactions at all times	
	-Continued on next page-	
	<b>CONTINUED: MAKING AN OCCUPIED BED</b>	

	Leave call light or signaling device within easy reach of the client	
	Leave water within reach of client	



## **PERINEAL CARE FOR A FEMALE CLIENT**

	Knock on door	
	Greet client by name	
	Performs hand hygiene	
	Explain procedure to the client (mannequin)	
	Provide privacy for client - pull curtain	
	Raise the bed to an appropriate working height	
	Position bath blanket or gown or combination of both so client remains covered at all times.	
	Fill basin with comfortably warm water	
	Direct Observer to stand on opposite side of the bed or raise side rail opposite working side of bed	
	Turn client or raise hips and place water proof pad under buttocks	
	Put on gloves	
	Expose perineum only	
	Separate labia	
	Use water and soapy washcloth	
	<b>Clean one side of labia from top to bottom</b>	
	Use a clean portion of a wash cloth, cleans other side of labia from top to bottom	
	Use a clean portion of a wash cloth, clean the vaginal area from top to bottom	
	Use a clean portion of a wash cloth, rinse one side of labia from top to bottom	
	Use a clean portion of a wash cloth, rinse other side of labia from top to bottom	
	Use a clean portion of a wash cloth, rinse the vaginal area from top to bottom	
	Pat dry	
	Cover the exposed area with the bath blanket or gown or combination of both.	
	Assist client to turn onto side away from candidate	
	Use a clean washcloth, water and soap to clean rectal area	
	<b>Clean from vagina to rectal area</b>	
	Use a clean portion of a wash cloth for any cleaning stroke(s)	
	Use a clean portion of a wash cloth, rinse from vagina to rectal area	
	Use a clean portion of a wash cloth for any rinsing stroke(s)	
	Pat dry	
	Turn client or raise hips to remove water proof pad from under buttocks	
	Position client (mannequin) on her back	
	Dispose of soiled linen in an appropriate container	
	Rinse basin	
	Dry basin	

	-Continued on next page-	
	<b>CONTINUED: PERINEAL CARE FOR A FEMALE CLIENT</b>	
	Return equipment to storage	
	Remove gloves turning inside out and dispose of in trash container	
	Lower bed, if it was raised	
	Lower side rail, if it was used	
	Maintain respectful, courteous interpersonal interactions	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of client	
	Wash hands - turn on water	
	Thoroughly wet hands	
	Apply liquid soap to hands	
	Rub hands together for 20 seconds using friction	
	Using friction, rub interlaced fingers together while pointing downward	
	Clean under fingernails	
	Wash all surfaces of hands and wrists with liquid soap	
	Rinse hands thoroughly under running water with fingers pointed downward	
	Dry hands on clean paper towel(s)	
	Turn off faucet with a SECOND (last) clean dry paper towel, or with a dry section of a previously used paper towel	
	Discard paper towels to trash container as used	
	<b>Does not recontaminate hands at any time during the hand washing procedure</b>	

## **RE-POSITION CLIENT ON SIDE IN BED**

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain procedure to client	
	Provide privacy for client - pull curtain	
	Position bed flat	
	Raise bed to appropriate working height	
	Ensure that the client's face never becomes obstructed by the pillow	
	Direct Observer to stand in position opposite working side of bed to ensure safety, or use side rails, or always turns client towards self	
	From the working side of bed - move client's upper body toward self	
	From working side of bed - move client's hips toward self	
	From working side of bed - move client's legs toward self	
	Move to opposite side of bed, if Observer wasn't directed, or side rails are not used and turn client toward self, otherwise may remain on the working side of the bed and turn client toward the Observer or raised side rail	
	<b>Assist/turn client onto the correct side as read to him/her in the scenario</b>	
	Check to be sure client is not lying on his/her downside arm	
	Maintain client's correct body alignment with head of bed flat.	
	Place support devices under the client's head	
	Place support devices under client's upper arm	
	Place support devices behind client's back	
	Place support devices between client's knees and ankles	
	Lower bed, if it was raised	
	Lower side rail, if it was used	
	Performs hand hygiene	
	Maintain respectful, courteous interpersonal interactions at all times	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of client	

## **RANGE OF MOTION (ROM) LOWER EXTREMITIES (HIP AND KNEE)**

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain procedure to the client	
	Provide privacy for client - pull curtain	
	Position bed flat	
	<b>Position client supine</b>	
	Position client in good body alignment	
	<b>Support joints at all times on the side indicated by the Test Observer.</b>	
	Move the entire leg away from the body (abduction)	
	Move the entire leg toward the body (adduction)	
	Complete abduction and adduction of the hip at least three times	
	Continue to correctly support joints by placing one hand under the client's knee and the other hand under the client's ankle	
	Bend the client's knee and hip toward the client's trunk (flexion of hip and knee at the same time - may also do separately)	
	Straighten the knee and hip (extension of knee and hip in the same motion - may also do separately)	
	Complete flexion and extension of the knee and hip at least three times	
	<b>Ask if causing any discomfort or pain sometime during ROM procedure</b>	
	Do not force any joint beyond the point of free movement	
	Leave client in a comfortable position	
	Perform hand hygiene	
	Maintain respectful, courteous interpersonal interactions at all times	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of client	

## **RANGE OF MOTION (ROM) UPPER EXTREMITIES (ONE SHOULDER)**

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain procedure to the client	
	Provide privacy for client - pull curtain	
	<b>Position client on back</b>	
	Position client in good body alignment	
	<b>Support joints at all times on the side indicated by the Test Observer.</b>	
	Raise the client's arm up and over the client's head (flexion)	
	Bring the client's arm back down to the client's side (extension)	
	Complete flexion and extension of shoulder at least three times	
	Continue same support for shoulder joint	
	Move the client's entire arm out away from the body (abduction)	
	Return arm to side of the client's body (adduction)	
	Complete abduction and adduction of the shoulder three times	
	<b>Ask if causing any discomfort or pain sometime during ROM procedure</b>	
	Do not force any joint beyond the point of free movement	
	Leave client in a comfortable position	
	Perform hand hygiene	
	Maintain respectful, courteous interpersonal interactions at all times	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of client	

**PIVOT-TRANSFER A WEIGHT-BEARING, NON-AMBULATORY CLIENT FROM BED TO WHEELCHAIR USING A GAIT BELT**

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain procedure to client	
	Obtain a gait belt	
	Position wheelchair at foot or head of bed	
	<b>Lock wheelchair brakes</b>	
	<b>Lock bed brakes</b>	
	Bring client to a sitting position using proper body mechanics	
	Place bed at a height such that the client's feet are naturally flat on the floor	
	Assist client to put on non-skid socks	
	Place gait belt around client's waist	
	Tighten gait belt so that fingers can be slipped between gait belt and client	
	Grasp the gait belt in underhand grip with both hands to stabilize the client	
	Ensure client is stable	
	Bring client to a standing position using proper body mechanics	
	Do not ambulate the client	
	Assist client to pivot and sit in wheelchair in a controlled manner that ensures safety	
	Remove gait belt	
	Leave client in a position of safety and comfort	
	Perform hand hygiene	
	Maintain respectful, courteous interpersonal interactions at all times	
	Place client within easy reach of call light or signaling device	
	Place client within easy reach of water	

**PIVOT-TRANSFER A WEIGHT-BEARING, NON-AMBULATORY CLIENT FROM WHEELCHAIR TO BED USING A GAIT BELT**

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain procedure to client	
	Obtain a gait belt	
	Position wheelchair at foot or head of bed	
	Position wheelchair at a slight angle to the bed	
	Wheelchair touches bed	
	Raise bed to same level as wheelchair seat	
	<b>Lock wheelchair brakes</b>	
	<b>Lock bed brakes</b>	
	Place gait belt around client's waist	
	Check gait belt for fit by sliding fingers under belt to determine if it is snug but not too tight	
	Ensure client's feet are flat on the floor	
	Instruct client to place hands on wheelchair arm rests	
	Ensure client is stable	
	Grasp the gait belt in underhand grip with both hands	
	Bring client to a standing position using proper body mechanics	
	Do not ambulate client	
	Assist client to pivot and sit on bed in a controlled manner that ensures safety	
	Remove gait belt	
	Remove client's shoes	
	Assist client to lie down in the center of the bed, supporting extremities as necessary	
	Make sure client is comfortable and in good body alignment	
	Perform hand hygiene	
	Maintain respectful, courteous interpersonal interactions at all times	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of client	

## **VITAL SIGNS - TAKING & RECORDING A RADIAL PULSE & RESPIRATIONS**

	Knock on door	
	Greet client by name	
	Perform hand hygiene	
	Explain procedure to client	
	Locate the radial pulse by placing tips of fingers on the thumb side of the client's wrist	
	Count pulse for 60 seconds	
	Count respirations for 60 seconds	
	Perform hand hygiene	
	Maintain respectful, courteous interpersonal interactions at all times	
	Leave call light or signaling device within easy reach of the client	
	Leave water within easy reach of the client	
	Record pulse count on the recording form	
	<b>Candidate's recorded pulse rate is within 4 beats of the Observer's recorded rate</b>	
	Record respirations count on the recording form	
	<b>Candidate's recorded respiratory rate is within 2 breaths of the Observer's recorded rate</b>	