

1. AMBULATION OF A CLIENT USING A GAIT BELT

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to be performed to the client.	
	Obtain gait belt.	
	Lock bed brakes to ensure client's safety.	
	Lock wheelchair brakes to ensure client's safety.	
	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.	
	Assist client to put on shoes.	
	Place gait belt around the client's waist to stabilize trunk.	
	Tighten gait belt.	
	Check gait belt by slipping fingers between gait belt and client.	
	Stand in front of and face the client.	
	Grasp the gait belt on each side of the client with an underhand grip.	
	Stabilize the client's legs.	
	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 and return client to wheelchair.	
	Assist client to sit in the wheelchair in a controlled manner that ensures safety.	
	Remove gait belt.	
	Leave client in position of comfort and safety.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Place client within easy reach of call light or signaling device.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

2. AMBULATION OF A CLIENT WITH A WALKER USING A GAIT BELT

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to client.	
	Lock bed brakes to ensure client's safety.	
	Lock wheelchair brakes to ensure client's safety.	
	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.	
	Assist client in putting on shoes.	
	Assist client to stand.	
	Position walker in front of client.	
	Ensure client has stabilized walker.	
	Position self behind and slightly to side of client.	
	Walk to the side a little behind the client.	
	Safely ambulate client and return client to the wheelchair.	
	Assist client to sit in the wheelchair in a controlled manner that ensures safety.	
	Remove gait belt.	
	Use correct body mechanics at all times.	
	Leave client in position of comfort and safety.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Place client within easy reach of call light or signaling device.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

3. ANTI-EMBOLISM ELASTIC STOCKINGS (ONE LEG)

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to client.	
	Provide for client's privacy by only exposing the (right/left) leg.	
	Roll, gather or turn stocking down inside out at least to the heel.	
	Place stocking over the toes, foot, and heel.	
	Roll or pull stocking up leg.	
	Check toes for possible pressure from stocking and adjust as needed.	
	Leave client with a stocking that is smooth and wrinkle free.	
	Leave client with a stocking that is properly placed.	
	Cover exposed leg.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

4. ASSISTING A CLIENT TO USE A BEDPAN WITH HAND WASHING

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain the procedure to the client.	
	Provide privacy - pull curtain.	
	Raise bed to a comfortable working height.	
	Position client on bedpan correctly.	
	After placing bedpan, raise head of bed to comfortable level.	
	Leave tissue within reach of client.	
	Leave call light within reach of client.	
	Leave room until called.	
	Put on gloves.	
	Wash/assist client to wash hands using a wet wash cloth.	
	Dry/assist client to dry hands.	
	Gently remove bedpan.	
	Measure output using a graduate.	
	Empty graduate into toilet, rinse receptacles and empty rinse water into toilet.	
	Lower bed, if it was raised.	
	Record output on recording form. T.O. _____ CANDIDATE _____	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Wash hands - turn on water.	
	Thoroughly wet hands.	
	Apply soap to hands.	
	Wash all surfaces of hands with soap.	
	Wash all surfaces of wrists with soap.	
	Rub hands together for 20 seconds using friction.	
	Using friction, rub interlaced fingers together while pointing downward.	
	Clean under fingernails.	
	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.	
	Do not recontaminate hands at any time by touching the faucet or sink during or after the hand washing procedure.	

5. ASSISTING A DEPENDENT CLIENT WITH A MEAL IN BED

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to the client.	
	Read aloud the diet card to check that the client has received the correct tray.	
	Position the client in an upright position, <i>at least</i> 45 degrees.	
	Wash client's hands using a wet wash cloth before assisting with meal.	
	Dry client's hands before assisting with meal.	
	Place soiled linen in hamper.	
	Sit next to the client while assisting with meal.	
	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.	
	Record intake of total solid food eaten as a percentage on recording form. T.O. _____ CANDIDATE _____	
	Record fluid intake in ml on recording form. T.O. _____ CANDIDATE _____	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

6. ASSISTING A DEPENDENT CLIENT WITH A MEAL IN A CHAIR

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to the client.	
	Read aloud the diet card to check that the client has received the correct tray.	
	Wash client's hands with a wet wash cloth before assisting with meal.	
	Dry client's hands before assisting with meal.	
	Placed soiled linen in hamper.	
	Sit next to the client while assisting with meal.	
	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.	
	Record intake of total solid food eaten as a percentage on recording form. T.O. _____ CANDIDATE _____	
	Record fluid intake in ml on recording form. T.O. _____ CANDIDATE _____	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

7. BED BATH (PARTIAL - FACE, ARM, HAND AND UNDERARM)

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to the client.	
	Provide privacy - pull curtain.	
	Raise bed to a comfortable working height.	
	Cover client with a bath blanket or sheet.	
	Remove remaining top bed cover.	
	Fold bed cover to bottom of bed or place aside.	
	Remove client's gown without exposing client.	
	Fill basin with comfortably warm water.	
	Wash face without soap.	
	Dry face.	
	Expose one arm.	
	Place towel under exposed 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.	
	Store basin.	
	Dispose of soiled linen in appropriate container.	
	Lower bed if it was raised.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

8. CATHETER CARE OF A MALE WITH HAND WASHING

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to client.	
	Provide privacy - pull curtain.	
	Put on gloves.	
	Lift client's gown to expose catheter area.	
	Check to see that urine can flow, unrestricted, into the drainage bag.	
	Use soap and water to carefully wash around the catheter where it exits the urethra.	
	Hold catheter where it exits the urethra.	
	With fingers near the urethra, clean 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 with a clean towel or wash cloth.	
	Do not allow the tube to be pulled at any time during the procedure.	
	Replace top cover over client.	
	Leave client in a position of safety and comfort.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Wash hands - turn on water.	
	Thoroughly wet hands.	
	Apply soap to hands.	
	Wash all surfaces of hands with soap.	
	Wash all surfaces of wrists with soap.	
	Rub hands together for 20 seconds using friction.	
	Using friction, rub interlaced fingers together while pointing downward.	
	Clean under fingernails.	
	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.	
	Do not recontaminate hands at any time by touching the faucet or sink during or after the hand washing procedure.	

9. DENTURE CARE OF A DEPENDENT CLIENT

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to client.	
	Line sink (cloth towel or washcloth – <i>no paper towel allowed</i>) 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.	
	Apply denture cleanser to toothbrush.	
	Thoroughly brush inner surfaces of upper and/or lower dentures.	
	Thoroughly brush outer surfaces of upper and/or lower dentures.	
	Thoroughly brush chewing surfaces of upper and/or lower dentures.	
	Rinse dentures using clean cool running water.	
	Rinse denture cup.	
	Place dentures in denture cup.	
	Add cool clean water to denture cup.	
	Rinse equipment.	
	Return equipment to storage.	
	Discard sink's protective lining in an appropriate container, or drain sink.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

10. UNDRESSING AND DRESSING A CLIENT

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain the procedure to the client.	
	Provide privacy - pull curtain.	
	Keep client covered while removing gown.	
	Remove gown from unaffected side first.	
	Place used gown in laundry hamper.	
	During the next two steps, always dress client beginning with the weak side first.	
	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.	
	When putting on the client's socks, draw the socks up the client's foot until they are smooth.	
	Leave the client comfortably and properly dressed.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

11. FINGERNAIL CARE (ONE HAND)

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to the client.	
	Immerse nails in comfortably warm water.	
	Verbalize to soak nails for <i>at least</i> five (5) minutes.	
	Dry hand thoroughly.	
	Specifically dry between fingers.	
	Gently clean under nails with orange stick.	
	Gently push cuticle back with a towel/wash cloth.	
	File each fingernail.	
	Rinse equipment.	
	Return equipment to storage.	
	Discard soiled linen in linen hamper or equivalent.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

12. FOOT CARE (ONE FOOT)

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to the client.	
	Fill foot basin with comfortably warm water.	
	Remove sock.	
	Immerse foot in comfortably warm water for 5 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.	
	Warm lotion by rubbing it between hands.	
	Massage lotion over entire foot, avoiding between the toes.	
	If any excess lotion, wipe with a towel.	
	Replace sock on foot.	
	Rinse basin.	
	Return basin to storage.	
	Place dirty linen in hamper or equivalent.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave client in position of safety in proper alignment in the chair.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

13. MAKING AN OCCUPIED BED

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to client.	
	Gather linen.	
	Transport linen away from body.	
	Place clean linen on a clean surface. (bedside stand, chair, or overbed table)	
	Provide privacy – pull curtain.	
	Raise bed to a comfortable working height.	
	Client is to remain covered at all times.	
	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.	
	Secure two fitted corners.	
	Roll or fan fold clean linen against client's back.	
	Assist the client to roll over the bottom linen, preventing trauma and avoidable pain to client.	
	Remove soiled linen without shaking.	
	Avoid touching linen to uniform.	
	Dispose of soiled linen in hamper or equivalent.	
	Pull through and smooth out the clean bottom linen.	
	Secure the other two fitted corners.	
	Place clean top linen over covered client.	
	Place clean blanket or bed spread over covered client.	
	Remove used top linen keeping client unexposed at all times.	
	Tuck in clean top linen at the foot of bed, while providing room for feet to move.	
	Tuck in clean blanket or bedspread at the foot of bed, while providing room for feet to move.	
	Apply clean pillowcase without contaminating linen and clothing.	
	Gently lift client's head while replacing the pillow.	
	Lower bed if it was raised.	
	Return side rails to lowered position, if side rails were used.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

14. MAKING AN UNOCCUPIED BED

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Gather clean linen.	
	Transport clean linen away from body.	
	Place clean linen on a clean surface. (bedside stand, chair, or overbed table)	
	Raise bed to a comfortable working height.	
	Remove soiled linen from bed without contaminating uniform.	
	Place removed linen in laundry hamper.	
	Apply bottom fitted sheet, keeping it straight and centered.	
	Make bottom linen smooth and/or tight, free of wrinkles.	
	Place clean top linen and blanket or bed spread on the bed.	
	Tuck in top linen and blanket or bedspread at the foot of the bed.	
	Apply clean pillowcase without contaminating linen and clothing.	
	Leave bed completely and neatly made.	
	Return bed to lowest position if it was raised.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

15. MEASURE AND RECORD ORAL FLUID INTAKE AT MEALTIME

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to the client.	
	Observe dinner tray.	
	Use paper, pencil, and/or mental computation to calculate grand total ml consumed from three different glasses.	
	Record the total ml of fluid consumed. CANDIDATE_____	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

16. MOUTH CARE

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to the client.	
	Provide privacy – pull curtain.	
	Drape the chest with towel to prevent soiling.	
	Put on gloves.	
	Apply toothpaste to toothbrush/toothette.	
	Brush all inner surfaces of all upper and lower teeth.	
	Brush all outer surfaces of all upper and lower teeth.	
	Brush all chewing surfaces of all upper and lower teeth.	
	Clean tongue.	
	Clean gums.	
	Assist client in rinsing mouth.	
	Wipe/dry client's mouth.	
	Remove soiled linen.	
	Place soiled linen in hamper or equivalent.	
	Empty emesis basin.	
	Rinse emesis basin.	
	Rinse toothbrush or dispose of toothette.	
	Return emesis basin and toothbrush to storage.	
	Leave client in position of comfort and safety.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

17. MOUTH CARE FOR A COMATOSE CLIENT

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Provide privacy - pull curtain.	
	Turn client to a side lying position.	
	Drape as needed to protect from soiling.	
	Put on gloves.	
	Use toothette(s) dipped in water.	
	Squeeze excess water from toothette(s).	
	Gently and thoroughly clean the inner surfaces of all upper and lower teeth.	
	Gently and thoroughly clean the outer surfaces of all upper and lower teeth.	
	Gently and thoroughly clean the chewing surfaces of all upper and lower teeth.	
	Gently and thoroughly clean the gums.	
	Gently and thoroughly clean the tongue.	
	Clean and dry face around mouth.	
	Return client to position of comfort and safety.	
	Discard disposable items in waste can.	
	Discard towel and wash cloth in linen hamper.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

18. PERINEAL CARE FOR A FEMALE CLIENT WITH HAND WASHING

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to the client (mannequin).	
	Provide privacy - pull curtain.	
	Raise the bed to a comfortable working height.	
	Fill basin with comfortably warm water.	
	Put on gloves.	
	Remove covers from client.	
	Make sure client is comfortably positioned on back.	
	Lift client's gown to expose perineum only.	
	Separate labia.	
	Use water and a clean, soapy washcloth.	
	Clean one side of labia from top to bottom.	
	Use a clean portion of a wash cloth with each stroke for each step.	
	Clean other side of labia from top to bottom.	
	Clean the vaginal area from top to bottom.	
	Rinse the vaginal area from top to bottom.	
	Pat dry.	
	Re-cover the exposed area with the client's gown.	
	Assist client to turn onto side away from candidate.	
	Use water and a clean, soapy wash cloth.	
	Clean from vagina to rectal area.	
	Use a clean portion of a wash cloth for any cleaning stroke(s).	
	Rinse area from vagina to rectal area.	
	Pat dry.	
	Position client (mannequin) on her back.	
	Dispose of soiled linen in an appropriate container.	
	Lower bed, if it was raised.	
	Rinse basin.	
	Return basin to storage.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Wash hands - turn on water.	
	Thoroughly wet hands.	
	Apply soap to hands.	
	Wash all surfaces of hands with soap.	
	Wash all surfaces of wrists with soap.	
	Rub hands together for 20 seconds using friction.	
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	CONTINUED: PERINEAL CARE FOR A FEMALE CLIENT WITH HAND WASHING	
	Using friction, rub interlaced fingers together while pointing downward.	
	Clean under fingernails.	
	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.	
	Do not recontaminate hands at any time by touching the faucet or sink during or after the hand washing procedure.	

19. PERINEAL CARE FOR A MALE CLIENT, CHANGING A SOILED BRIEF WITH HAND WASHING

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to the client (mannequin).	
	Provide privacy - pull curtain.	
	Raise the bed to a comfortable working height.	
	Obtain new brief.	
	Fill basin with comfortably warm water.	
	Put on gloves.	
	Remove covers from client.	
	Make sure client is comfortably positioned on back.	
	Lift client's gown to expose perineum only.	
	Remove soiled brief from front to back.	
	Dispose of soiled brief by placing brief in trash can.	
	Tie trash bag.	
	Gently grasp penis.	
	Use water and a clean, soapy wash cloth.	
	Use a clean portion of a wash cloth, clean tip of penis starting at the urethral opening working away with circular motion.	
	Use a clean portion of a wash cloth for each stroke, clean the shaft of the penis with firm downward motion.	
	Use a clean portion of a wash cloth, clean scrotum.	
	Use a clean wash cloth, rinse.	
	Use a clean portion of a wash cloth for each stroke, rinse penis.	
	Use a clean portion of a wash cloth for each stroke, rinse scrotum.	
	Pat dry.	
	Re-cover the exposed area with the client's gown.	
	Assist client to turn onto side away from candidate.	
	Use water and a clean, soapy wash cloth.	
	Clean from scrotum to rectal area.	
	Use a clean portion of a wash cloth for any cleaning stroke(s).	
	Use a clean portion of a wash cloth for each stroke, rinse from scrotum to rectal area.	
	Pat dry.	
	Position client (mannequin) on his back.	
	Apply brief.	
	Dispose of soiled linen in an appropriate container.	
	Lower bed, if it was raised.	
	Rinse basin.	
	Return basin to storage.	
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	CONTINUED: PERINEAL CARE FOR A MALE CLIENT, CHANGING A SOILED BRIEF WITH HAND WASHING	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Wash hands - turn on water.	
	Thoroughly wet hands.	
	Apply soap to hands.	
	Wash all surfaces of hands with soap.	
	Wash all surfaces of wrists with soap.	
	Rub hands together for 20 seconds using friction.	
	Using friction, rub interlaced fingers together while pointing downward.	
	Clean under fingernails.	
	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.	
	Do not recontaminate hands at any time by touching the faucet or sink during or after the hand washing procedure.	

20. RE-POSITION CLIENT ON SIDE IN BED

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to client.	
	Provide privacy - pull curtain.	
	Position bed flat.	
	Raise bed to a comfortable working height.	
	Ensure that the client's face never becomes obstructed by the pillow.	
	From the working side of bed - move upper body toward self.	
	From the working side of bed - move hips toward self.	
	From the working side of bed - move legs toward self.	
	Assist/turn client onto the correct side as read to him/her in the scenario.	
	Check to be sure client is not lying on his/her arm.	
	Maintain client's correct body alignment.	
	Place support devices under the client's head.	
	Place support devices under the client's upper arm.	
	Place support devices behind the client's back.	
	Place support devices between the client's knees.	
	Lower bed, if it was raised.	
	Lower side rail, if it was used.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

21. PUTTING ON AND REMOVING GOWN AND GLOVES, MEASURE AND RECORD OUTPUT FROM A URINARY DRAINAGE BAG WITH HAND WASHING

	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Face the back opening of the gown.	
	Do not shake gown during unfolding.	
	Place arms through each sleeve.	
	Secure the neck opening.	
	Tie the waist in the back or on the side.	
	Make sure that the back flaps completely cover clothing.	
	Put on gloves.	
	Gloves overlap gown sleeves at the wrist.	
	Knock on door.	
	Explain procedure to the client.	
	Provide privacy – pull curtain.	
	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.	
	Do not touch the graduate with the tip of the tubing.	
	Close the drain.	
	Wipe the drain with antiseptic wipe.	
	Secure drain.	
	With graduate at eye level, measure output.	
	Record the output in ml on the recording form. T.O. _____ CANDIDATE _____	
	Empty graduate into toilet.	
	Rinse graduate.	
	Empty rinse water in toilet.	
	Return equipment to storage.	
	Leave client in a position of safety and comfort.	
	Remove gloves before removing gown.	
	Remove gloves turning inside out and folding one glove inside the other.	
	Do not touch outside of gloves with bare hand at any time.	
	Dispose of the gloves, without contaminating self, in appropriate container.	
	Remove gown at the neck.	
	Unfasten gown at the waist.	
	Remove gown by folding soiled area to soiled area.	
	Do not touch front of gown with bare hands at any time.	
	Dispose of gown in an appropriate container.	
	-Continued on next page-	

	CONTINUED: PUTTING ON AND REMOVING GOWN AND GLOVES, MEASURE AND RECORD OUTPUT FROM A URINARY DRAINAGE BAG WITH HAND WASHING	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Wash hands - turn on water.	
	Thoroughly wet hands.	
	Apply soap to hands.	
	Wash all surfaces of hands with soap.	
	Wash all surfaces of wrists with soap.	
	Rub hands together for 20 seconds using friction.	
	Using friction, rub interlaced fingers together while pointing downward.	
	Clean under fingernails.	
	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.	
	Do not recontaminate hands at any time by touching the faucet or sink during or after the hand washing procedure.	

22. RANGE OF MOTION (ROM) LOWER EXTREMITIES (HIP AND KNEE)

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to the client.	
	Provide privacy - pull curtain.	
	Position client supine.	
	Position client in good body alignment for this task.	
	Correctly support joints by placing one hand under the knee and the other hand under the ankle of the leg.	
	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.	
	Ask if causing any discomfort or pain sometime during ROM procedure.	
	Do not force any joint beyond the point of free movement.	
	Leave client in a comfortable position.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

23. RANGE OF MOTION (ROM) UPPER EXTREMITIES (ONE SHOULDER)

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to the client.	
	Provide privacy - pull curtain.	
	Position client on back.	
	Position client in good body alignment for this task.	
	Correctly support client's joint by placing one hand under the elbow and the other hand under the client's wrist.	
	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 by placing one hand under the elbow and the other hand under the client's wrist.	
	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.	
	Ask if causing any discomfort or pain sometime during ROM procedure.	
	Do not force any joint beyond the point of free movement.	
	Leave client in a comfortable position.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

24. TAKING & RECORDING ORAL TEMPERATURE, RADIAL PULSE, AND RESPIRATIONS

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to client.	
	Put sheath on thermometer probe.	
	Correctly turn on digital oral thermometer.	
	Gently insert bulb end of thermometer in mouth under tongue.	
	Tell client to hold thermometer in place with lips closed.	
	Leave thermometer in place until it beeps.	
	Remove thermometer.	
	Read and record the temperature on the recording form. T.O. _____ CANDIDATE _____	
	Discard sheath appropriately.	
	Locate the radial pulse by placing tips of fingers on thumb side of the client's wrist.	
	Count pulse for 60 seconds.	
	Record pulse count on the recording form. T.O. _____ CANDIDATE _____	
	Count respirations for 60 seconds.	
	Record respirations count on recording form. T.O. _____ CANDIDATE _____	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

25. TAKING & RECORDING A RADIAL PULSE & RESPIRATIONS

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to client.	
	Provide privacy – pull curtain.	
	Locate the radial pulse by placing tips of fingers on the thumb side of the client's wrist.	
	Count pulse for 60 seconds.	
	Record pulse count on the recording form. T.O. _____ CANDIDATE _____	
	Count respirations for 60 seconds.	
	Record respirations count on the recording form. T.O. _____ CANDIDATE _____	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

26. TAKING & RECORDING BLOOD PRESSURE (ONE-STEP PROCEDURE)

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to client.	
	Provide privacy - pull curtain.	
	Position client with forearm relaxed and supported in a palm-up position.	
	Position client with forearm 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 over brachial artery.	
	Hold stethoscope snugly in place.	
	Inflate cuff to 160-180 mmHg.	
	Slowly release air from cuff to disappearance of pulsations.	
	Remove cuff.	
	Record blood pressure reading on recording form. T.O. _____ CANDIDATE _____	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

27. TRANSFER FROM BED TO WHEELCHAIR

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to client.	
	Ensure client safety by locking bed brakes.	
	Position wheelchair at foot or head of bed with arm of wheelchair almost touching the bed.	
	Ensure client safety by locking wheelchair brakes.	
	Bring client to a sitting position using proper body mechanics.	
	Place gait belt around the client's waist to stabilize trunk.	
	Check gait belt for fit by sliding fingers under belt to determine if it is snug but not too tight.	
	Assist client in putting on shoes.	
	Bring client to standing position using proper body mechanics.	
	Transfer client from bed to wheelchair by assisting client to pivot and sit in a controlled manner that ensures safety.	
	Remove gait belt.	
	Leave client in a position of safety and comfort.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

28. TRANSFER FROM WHEELCHAIR TO BED

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to client.	
	Position wheelchair at foot or head of bed with arm of the wheelchair almost touching the bed.	
	Ensure client's safety by locking wheelchair brakes.	
	Ensure client's safety by locking bed brakes.	
	Place gait belt around the client's waist to stabilize trunk.	
	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.	
	Ask client to place hands on wheelchair arm rests.	
	Use legs to stabilize client.	
	Assist client to standing position, using an underhand grip on gait belt.	
	Assist client to standing position using proper body mechanics.	
	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 center of bed.	
	Make sure client is comfortable and in good body alignment.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	

29. TAKING & RECORDING ORAL TEMPERATURE, PULSE OXYGEN AND ELECTRONIC BLOOD PRESSURE

	Knock on door.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	
	Explain procedure to client.	
	Put sheath on thermometer probe.	
	Correctly turn on digital oral thermometer.	
	Gently insert bulb end of thermometer in mouth under tongue.	
	Tell client to hold thermometer in place with lips closed.	
	Leave thermometer in place until it beeps.	
	Remove thermometer.	
	Read and record the temperature on the recording form. T.O. _____ CANDIDATE _____	
	Discard sheath appropriately.	
	Obtain pulse oximeter.	
	Clips the pulse oximeter on the top and bottom of the client's finger.	
	Turn on pulse oximeter.	
	Leave pulse oximeter in place while oxygen level reading is being taken.	
	Record oxygen percentage on the recording form. T.O. _____ CANDIDATE _____	
	Remove pulse oximeter from client's finger.	
	Obtain electronic blood pressure cuff.	
	Place blood pressure cuff on client's arm with brachial artery marker pointing down.	
	Align brachial artery marker on cuff over brachial artery.	
	Turn on electronic blood pressure monitor.	
	Leave electronic blood pressure cuff in place while blood pressure reading is being taken.	
	Record blood pressure recording on the recording form. T.O. _____ CANDIDATE _____	
	Remove electronic blood pressure cuff from client's arm.	
	Maintain respectful, courteous interpersonal interactions at all times.	
	Leave call light or signaling device within easy reach of the client.	
	Perform hand hygiene. a. Cover all surfaces of hands with hand sanitizer. b. Hands rubbed together until hands are completely dry.	