

1. AMBULATION OF A CLIENT USING A GAIT BELT

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| | 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

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| | 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)

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| | 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

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| | 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. | |
| | 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. | |
| | 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 with soap. | |
| | Wash all surfaces of wrists with 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. | |
| | 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

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| | 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. | |
| | Look at 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

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| | 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. | |
| | Look at 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)**

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| | 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. | |
| | Pull privacy 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

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| | 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. | |
| | 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 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. | |
| | Remove bath blanket. | |
| | 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. | |
| | 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 with soap. | |
| | Wash all surfaces of wrists with 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. | |
| | 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

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| | 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

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| | 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)

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| | 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)

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| | 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

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| | 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**

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| | 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. | |
| | Make mitered corners 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

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| | 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

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| | 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

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| | 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 to avoid choking or aspiration. | |
| | 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

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| | 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. | |
| | Turn client or raise hips and place barrier under buttocks. | |
| | 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. | |
| | Turn client or raise hips to remove barrier from under buttocks. | |
| | 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. | |
| | Rub hands together for 20 seconds using friction. | |
| | Using friction, rub interlaced fingers together while pointing downward. | |
| | <i>-Continued on next page-</i> | |

| | CONTINUED: PERINEAL CARE FOR A FEMALE CLIENT WITH HAND WASHING | |
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| | Clean under fingernails. | |
| | Wash all surfaces of hands with soap. | |
| | Wash all surfaces of wrists with 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. | |
| | 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

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| | 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. | |
| | Turn client or raise hips and place barrier under buttocks. | |
| | 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 into a plastic bag. | |
| | Tie/seal bag. | |
| | Place tied/sealed bag in trash. | |
| | 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. | |
| | Turn client or raise hips to remove barrier from under buttocks. | |
| | Apply brief. | |
| | Dispose of soiled linen in an appropriate container. | |
| | Lower bed, if it was raised. | |
| | Rinse basin. | |
| | Return basin to storage. | |
| | <i>-Continued on next page-</i> | |

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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. | |
| | 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 with soap. | |
| | Wash all surfaces of wrists with 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. | |
| | 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

| | | |
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| | 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. | |
| | Tie 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. | |
| | 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. | |
| | Unfasten 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. | |
| | Maintain respectful, courteous interpersonal interactions at all times. | |
| | Leave call light or signaling device within easy reach of the client. | |
| | <i>-Continued on next page-</i> | |

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| | CONTINUED: PUTTING ON AND REMOVING GOWN AND GLOVES, MEASURE AND RECORD OUTPUT FROM A URINARY DRAINAGE BAG WITH HAND WASHING | |
| | Wash hands - turn on water. | |
| | Thoroughly wet hands. | |
| | Apply 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 with soap. | |
| | Wash all surfaces of wrists with 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. | |
| | 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. | |
| | 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. | |
| | 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. | |
| | Wipe the thermometer clean with alcohol pad or 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 reading on the recording form. T.O. _____ CANDIDATE _____ | |
| | Count respirations for 60 seconds. | |
| | Record 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 count on the recording form. T.O. _____ CANDIDATE _____ | |
| | Count respirations for 60 seconds. | |
| | Record 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. | |
| | Lower bed to same level as wheelchair seat. | |
| | 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. | |
| | Ensure bed is same level as wheelchair seat. | |
| | 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. | |