

THE BIG10 CONCEPTS 2015

~NNAAP® SKILLS~

<p>1. EXPLAINS PROCEDURE - <u>RELATES TO TREATING PATIENTS WITH RESPECT AND DIGNITY.</u></p>	<p>6. IF WATER IS USED TO WASH CANDIDATE MUST:</p> <ul style="list-style-type: none">a) Check water temperature and have client (including mannequin) verify comfort - Safety of client and comfortb) Put soap on wet washclothc) Wash it - Rinse it - Dry it
<p>2. PRIVACY/OVEREXPOSURE</p> <ul style="list-style-type: none">a) Provide Privacy – Use a curtain, screen, or doorb) Avoid Overexposure - Patient comfort and dignity	<p>7. IF BATH BASIN BEING USED TO WASH CANDIDATE MUST:</p> <ul style="list-style-type: none">a) Empty basin ANDb) Rinse basin ANDc) Dry basin <p>(ALL 3 components to get “Yes” on step)</p> <ul style="list-style-type: none">a) After rinsing AND drying,b) place basin into designated dirty supply area
<p>3. SAFETY ISSUES</p> <ul style="list-style-type: none">a) Stocking without twists/wrinkles – skin breakdown and clotsb) Client is wearing shoes – relates to fallsc) Bed low, client sitting with feet flat on floor,<ul style="list-style-type: none">a. bed/wheelchair locked beforeb. standing/ambulating, transfer belt secure andc. client’s legs stable - Relates to falls and prevention of client injuryd) Stands next to scale while client steps on and off – relates to fallse) Client upright 75-90 degrees - Relates to aspirationf) Inflates B/P Cuff between 160 Hg to 180 mm Hg – Over 200 mm HG can cause injuryg) Client instructed to verbalize pain- prevents further injury.h) Client turned to raised side rail – relates to falls	<p>8. IF IT IS DIRTY, DISPOSE OF IT PROPERLY:</p> <ul style="list-style-type: none">a) Paper towels, used gloves, paper gown into waste Containerb) Bedpan, basin, used toothbrushes into designated dirty supply areac) Cloth gowns, used linen, used linen protectors, clothing protector into linen container – make sure candidate keeps clothing and linen away from self.d) Urine and rinse water containing urine into toilet or bedside commode - Infection Control
<p>4. GLOVE BEFORE TOUCHING ANYTHING DIRTY - INFECTION CONTROL ISSUE</p>	<p>9. WASH HANDS:</p> <ul style="list-style-type: none">a) Whenever gloves are removed – Infection Controlb) Before recording Measurements - Infection Controlc) After completing skill - Infection Control

<p>5. AFTER TOUCHING ANYTHING DIRTY CANDIDATE MUST: REMOVE GLOVES WITHOUT CONTAMINATING SELF AND WASH HANDS - INFECTION CONTROL</p> <ul style="list-style-type: none">a) Remove gloves ANDb) Dispose of gloves in trash ANDc) Wash hands <p>(ALL 3 components to get "Yes" on step)</p>	<p>10. LEAVE CLIENT/MANNEQUIN WITH SIGNAL DEVICE WITHIN REACH AND BED IN LOW POSITION – SAFETY OF CLIENT, RELATED TO FALL/INJURIES, COMMUNICATION WITH STAFF.</p>
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NNAAP® Skills

#30 HAND HYGIENE (HAND WASHING)

- 1 ① Address client by name and ② introduces self to client by name
(EVALUATOR: Mark "YES" if candidate does this during this or during a subsequent skill)
- 2 Turns on water at sink
- 3 Wets ① hands and ② wrists thoroughly
- 4 Applies soap to hands
- 5 ***Lathers all surfaces of ① wrists, ② hands, and ③ fingers producing friction, for at least 20 (twenty) seconds, keeping hands lower than the elbows and the fingertips down**
- 6 Cleans fingernails by rubbing fingertips against palms of the opposite hand.
- 7 ***Rinse all surfaces of ① wrists, ② hands, and ③ fingers, keeping hands lower than the elbows and the fingertips down**
- 8 Uses clean, dry paper towel/towels ① to dry all surfaces of hands, wrists, and fingers **then** ② disposes of paper towel/towels into waste container
- 9 Uses clean, dry paper towel/towels to ① turn off faucet **then** ② disposes of paper towel/towels into waste container or uses knee/foot control to turn off faucet
- 10 Does not touch inside of sink at any time

#31 APPLIES ONE KNEE-HIGH ELASTIC STOCKING

(Full Female Mannequin/Decontaminate Hands)

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen, or door
(EVALUATOR: Mark "YES" if privacy is already provided)
- 3 Client is in supine position (lying down in bed) while stocking is applied
- 4 Turns stocking inside-out, at least to the heel
- 5 Places foot of stocking over toes, foot, and heel
- 6 Pulls top of stocking over foot, heel, and leg
- 7 Moves foot and leg gently and naturally, avoiding force and over-extension of limb and joints
- 8 ***Finishes procedure with ① no twists or wrinkles and ② heel of stocking, if present, is over heel and ③ opening in toe area (if present) is either over or under toe area**
(EVALUATOR: If stocking toe is completely open, or if client has large foot, it is okay if toes go through opening)
- 9 ① Signaling device is within reach and ② bed is in low position
- 10 **After** completing skill, wash hands
(EVALUATOR: Mark "YES" if candidate says he/she would wash hands)

#32 ASSISTS TO AMBULATE USING TRANSFER BELT

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 ***Before** assisting to stand, client is wearing shoes
- 3 **Before** assisting to stand, bed is at a safe level
(EVALUATOR: Mark "YES" if bed is already at a safe level)
- 4 **Before** assisting to stand, checks and/or locks bed wheels
- 5 ***Before** assisting to stand, client is assisted to sitting position with feet flat on the floor
- 6 **Before** assisting to stand, applies transfer belt securely at the waist over clothing/gown
- 7 **Before** assisting to stand, provides instructions to enable client to assist in standing including prearranged signal to alert client to begin standing
- 8 ① Stands facing client positioning self to ensure safety of candidate and client during transfer.
② Counts to three (or says other prearranged signal) to alert client to begin standing
- 9 On signal, gradually assists client to stand by ① grasping transfer belt on both sides with an upward grasp (candidate's hands are in upward position), and ② maintaining stability of client's legs
- 10 Walks slightly behind and to one side of client for a distance of ten (10) feet, **while** holding onto the belt
- 11 **After** ambulation, ① assists client to bed and ② removes transfer belt
- 12 ① Signaling device is within reach and ② bed is in low position
- 13 **After** completing skill, washes hands
(EVALUATOR: Mark "YES" if candidate states he/she would wash hands)

33 ASSISTS WITH USE OF BEDPAN (Standard Bedpan Only)

- 1 Explains procedure speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen, or door
(EVALUATOR: Mark "YES" if privacy is already provided)
- 3 **Before** placing bedpan, lowers head of bed
(EVALUATOR: Mark "YES" if head of bed is already lowered)
- 4 Puts on clean gloves **before** handling bedpan
(EVALUATOR: Candidate does not have to have gloves on when gathering supplies. If candidate does not put on gloves and is about to place bedpan under client, evaluator must instruct the candidate to put on gloves and mark "NO" for this step)
- 5 ***Places bedpan correctly under client's buttocks**
- 6 ① Removes and ② disposes of gloves (without contaminating self) into waste container and ③ washes hands
(EVALUATOR: Candidate may state he/she would wash hands; if candidate does not remove gloves before raising head of bed, evaluator must instruct the candidate to remove gloves and mark "NO" for this step)
- 7 **After** positioning client on bedpan and removing gloves, raises head of bed.
- 8 Toilet tissue is within reach
- 9 ① Hand wipe is within reach and ② client is instructed to clean hands with hand wipe when finished
- 10 ① Signaling device within reach and ② client is asked to signal when finished
- 11 Puts on clean gloves **before** removing bedpan

(EVALUATOR: If candidate does not put on gloves and starts to remove bedpan, evaluator must instruct the candidate to put on gloves and mark "NO" for this step)

- 12 Head of bed is lowered **before** bedpan is removed
- 13 Avoids overexposure of client
- 14 ① Empties and ② rinses bedpan and ③ pours rinse into toilet
- 15 **After** rinsing bedpan, places bedpan in designated dirty supply area
(EVALUATOR: If candidate starts to place/store equipment in area other than designated dirty supply area, direct candidate to place in dirty supply area and mark "NO" for this step)
- 16 **After** placing bedpan in designated dirty supply area, ① removes and ② disposes of gloves (without contaminating self) into waste container and ③ washes hands
(EVALUATOR: Candidate may state he/she would wash hands; if candidate does not remove gloves by end of this skill, evaluator must instruct the candidate to remove gloves and mark "NO" for this step)
- 17 ① Signaling device is within reach and ② bed is in low position

#34 CLEANS UPPER OR LOWER DENTURE

(Decontaminate Hands)

- 1 Puts on clean gloves **before** handling denture
(EVALUATOR: If candidate does not put on gloves and is about to pick up dentures, evaluator must instruct the candidate to put on gloves and mark "NO" for this step)
- 2 Bottom of sink is lined and/or sink is partially filled with water **before** denture is held over sink
- 3 Rinses denture in moderate temperature running water **before** brushing them
- 4 Applies toothpaste to toothbrush
- 5 Brushes surfaces of denture
- 6 Rinses surfaces of denture under moderate temperature running water
- 7 **Before** placing denture into cup, rinses ① denture cup and ② lid
- 8 Places ① denture in denture cup with moderate temperature water/solution and ② places lid on cup
- 9 ① Rinses toothbrush and ② places in designated toothbrush basin/container
- 10 Maintains clean technique with placement of ① toothbrush and ② denture
- 11 Sink liner is ① removed and ② disposed of appropriately and/or sink is drained
- 12 **After** rinsing equipment and disposing of sink liner, ① removes and ② disposes of gloves (without contaminating self) into waste container and ③ washes hands
(EVALUATOR: Candidate may state he/she would wash hands; if candidate does not remove gloves by end of this skill, evaluator must instruct the candidate to remove gloves and mark "NO" for this step)

#35 COUNTS AND RECORDS RADIAL PULSE

(NAE Counts for 1 full minute)

(“Tell me when you start and when you stop”)

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Places fingertips on thumb side of client’s wrist to locate radial pulse
- 3 Count beats for one full minute
- 4 Signaling device is within reach
- 5 **Before** recording, washes hands

(EVALUATOR: Mark "YES" if candidate says he/she would wash hands)

- 6 ***After** obtaining pulse by palpating in radial artery position, records pulse rate within plus or minus 4 beats of evaluator's reading

#36 COUNTS AND RECORDS RESPIRATIONS

(NAE Counts for 1 full minute)

("Tell me when you start and when you stop")

- 1 Explains procedure (for testing purposes), speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Counts respirations for one full minute.
- 3 Signaling device is within reach
- 4 Washes hands

(EVALUATOR: Mark "YES" if candidate says he/she would wash hands)

- 5 **Records respiration rate within plus or minus 2 breaths of evaluator's reading**

#37 DONNING AND REMOVING PPE (GOWN AND GLOVES)

(Decontaminate Hands)

(Gown may tie or velcro, side or back)

- 1 ① Picks up gown and ② unfolds
- 2 Facing the back opening of the gown places arms through each sleeve
- 3 Fastens the neck opening
- 4 Secures gown at waist making sure that back of clothing is covered by gown (as much as possible)
- 5 Puts on gloves
- 6 Cuffs of gloves overlap cuffs of gown
- 7 ***Before** removing gown, with one gloved hand, ① grasps the other glove at the palm, ② remove glove
- 8 * ① Slips fingers from ungloved hand underneath cuff of remaining glove at wrist, and ② removes glove turning it inside out as it is removed
- 9 Disposes of gloves into designated waste container without contaminating self
- 10 **After** removing gloves, unfastens gown at ① neck and ② waist
- 11 **After** removing gloves, removes gown without touching outside of gown
- 12 **While** removing gown, ① holds gown away from body without touching the floor, ② turns gown inward and ③ keeps it inside out
- 13 Disposes of gown in designated container without contaminating self
- 14 **After** completing skill, washes hands

(EVALUATOR: Mark "YES" if candidate says he/she would wash hands)

#38 DRESSES CLIENT WITH AFFECTED (WEAK) RIGHT ARM

(Clothing choices extra large tops that open at the front)

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen, or door
(EVALUATOR: Mark "YES" if privacy is already provided)
- 3 ① Asks which shirt he/she would like to wear and ② dresses him/her in shirt of choice.
- 4 **While** avoiding overexposure of client, ① removes gown from the unaffected side first, **then** ② removes gown from the affected side and ③ disposes of gown into soiled linen container
(The candidate should place the client's dirty gown in the hamper as soon as it's removed (step 4))
- 5 ***Assists to put the right (affected/weak) arm through the right sleeve of the shirt before placing garment on left (unaffected) arm.**
- 6 **While** putting on shirt, moves body gently and naturally, avoiding force and over-extension of limbs and joints
- 7 Finishes with clothing in place
(EVALUATOR: Candidate is not required to fasten buttons/snaps. If candidate fastens one button/snap, say to candidate, "You have fastened enough buttons/snaps.")
- 8 ① Signaling device is within reach and ② bed is in low position
- 9 **After** completing skill, washes hands
(EVALUATOR: Mark "YES" if candidate says he/she would wash hands)

#39 FEEDS CLIENT WHO CANNOT FEED SELF

(Food choices must be food eaten with a spoon, prefer fruit cocktail)

- 1 Explains procedure to client, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 **Before** feeding, ① looks at name card on tray and ② asks client to state name
- 3 ***Before feeding client, client is in an upright sitting position (75-90 degrees)**
(EVALUATOR: Mark "YES" if client is already in upright sitting position)
- 4 Places tray where the food can be easily seen by client
- 5 Candidate cleans client's hands with hand wipe **before** beginning feeding
- 6 Candidate sits facing client **during** feeding
- 7 ① Tells client what foods are on tray and ② asks what client would like to eat first
- 8 Using spoon, ① offers client one bite of each type of food on tray, ② telling client the content of each spoonful
- 9 Offers beverage at least once during meal
- 10 Candidate asks client if they are ready for next bite of food or sip of beverage
(EVALUATOR: After a few bites have been fed and beverage offered at least once, say to the candidate, "You have given the client enough to eat and drink")
- 11 At end of meal, candidate cleans client's ① mouth and ② hands with wipes
- 12 ① Removes food tray and ② places tray in designated dirty supply area

(EVALUATOR: If candidate starts to place/store equipment in area other than designated dirty supply area, direct candidate to place in dirty supply area and mark "NO" for this step)

13 Signaling device is within client's reach

14 **After** completing skill, washes hands

(EVALUATOR: Mark "YES" if candidate says he/she would wash hands)

Steps #5 & #11 can be the same wipe

#40 GIVES MODIFIED BED BATH (FACE & ONE ARM, HAND & UNDERARM)

1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible

2 Privacy is provided with a curtain, screen, or door

(EVALUATOR: Mark "YES" if privacy is already provided)

3 ① Removes gown and ② places in soiled linen container, **while** avoiding over exposure of the client

(The candidate should place the client's dirty gown in the hamper as soon as it's removed (step 3). If the candidate is not removing the client's gown, steps 3 & 13 should be marked wrong. If the candidate removes the client's gown and places a new gown on the client but waits to dispose of gown with the rest of the linens (step 16), step 3 should be marked wrong, but step 13 would be correct. Steps 16, 17, and 18 would not be marked wrong on the basis of missing steps 3 & 13.)

4 **Before** washing ① checks water temperature for safety and comfort and ② asks client to verify comfort of water

5 Puts on clean gloves **before** washing client.

(EVALUATOR: If candidate does not put on gloves and is about to wash, evaluator must instruct the candidate to put on gloves and mark "NO" for this step)

6 ***Beginning with eyes**, ① washes eyes with wet washcloth (no soap), using a different area of the washcloth for each stroke, washing inner aspect to outer aspect **then** ② proceeds to wash face.

7 Dries face with towel

8 ① Exposes one arm and ② places towel underneath arm.

9 Applies soap to wet washcloth

10 Washes ① arm, ② hand, and ③ underarm keeping rest of body covered

11 Rinses and dries ① arm, ② hand, and ③ underarm.

12 Moves body gently and naturally, avoiding force and over-extension of limbs and joints

13 Puts clean gown on client

14 ① Empties, ② rinses, and ③ dries basin

15 **After** rinsing and drying basin, places basin in designated dirty supply area

(EVALUATOR: If candidate starts to place/store equipment in area other than designated dirty supply area, direct candidate to place in dirty supply area and mark "NO" for this step)

16 Disposes of linen into soiled linen container

17 Avoids contact between candidate clothing and used linens

18 **After** placing basin in designated dirty supply area, and disposing of used linen, ① removes and ② disposes of gloves (without contaminating self) into waste container and ③ washes hands

(EVALUATOR: Candidate may state he/she would wash hands; if candidate does not remove gloves by end of this skill, evaluator must instruct the candidate to remove gloves and mark "NO" for this step)

19 ① Signaling device is within reach and ② bed is in low position

#41 MEASURES AND RECORDS BLOOD PRESSURE

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 **Before** using stethoscope, ① wipes bell/diaphragm and ② earpieces of stethoscope with alcohol
- 3 Client's arm is positioned with ① palm up and ② upper arm is exposed
- 4 Feels for brachial artery on inner aspect of arm, at bend of elbow
(EVALUATOR: If candidate states he/she cannot feel brachial artery, have client hyperextend arm and tell candidate to try again; if candidate still unable to feel the artery, tell candidate to place stethoscope at appropriate location and proceed)
- 5 Places blood pressure cuff snugly on client's upper arm, with sensor/arrow over brachial artery site
- 6 ① Earpieces of stethoscope are in ears and ② bell/diaphragm is over brachial artery site
- 7 Candidate inflates cuff between 160 mm Hg to 180 mm Hg .(If beat heard immediately upon cuff deflation, completely deflate cuff. Re-inflate cuff to no more than 200 mm Hg.)
- 8 Deflates cuff slowly and notes the **first sound** (systolic reading), and **last sound** (diastolic reading) (If rounding needed, measurements are rounded **UP** to the nearest 2 mm of mercury)
(EVALUATOR: 1. If candidate is unable to hear sounds, allow candidate to take blood pressure on clients other arm. 2. If evaluator is also unable to hear sounds, find another client for this skill)
- 9 Removes cuff
- 10 Signaling device is within reach
- 11 **Before** recording, washes hands
(EVALUATOR: Mark "YES" if candidate says he/she would wash hands)
- 12 ***After** obtaining reading using BP cuff and stethoscope, records both systolic and diastolic pressures each within plus or minus 8 mm of evaluator's reading

#42 MEASURES AND RECORDS URINARY OUTPUT

(Decontaminate Hands)
(All liquids into toilet)

- 1 Puts on clean gloves **before** handling bedpan
(EVALUATOR: If candidate does not put on gloves and is about to pick up bedpan, evaluator must instruct the candidate to put on gloves and mark "NO" for this step)
- 2 Pours the contents of the bedpan into measuring container without spilling or splashing urine outside of container
- 3 Measures the amount of urine at eye level with container on flat surface
- 4 **After** measuring urine, empties contents of measuring container into toilet
- 5 ① Rinses measuring container and ② pours rinse into toilet
- 6 ① Rinses bedpan and ② pours rinse into toilet
- 7 **After** rinsing equipment, and **before** recording output, ① removes and ② disposes of gloves (without contaminating self) into waste container and ③ washes hands
(EVALUATOR: Candidate may state he/she would wash hands; if candidate does not remove gloves and is about to record output, the evaluator must instruct the candidate to remove gloves and mark "NO" for this step)
- 8 ***Records contents of container within plus or minus 25 ml/cc of evaluator's reading**

#43 MEASURES AND RECORDS WEIGHT OF AMBULATORY CLIENT

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Client has shoes on **before** walking to scale
(EVALUATOR: Client is to be weighed wearing own shoes. If client does not have on shoes and is about to walk to the scale, have client put on shoes then mark "NO" for this step)
- 3 **Before** client steps on scale, candidate sets scale to zero
(EVALUATOR: If the candidate does not set the scale to zero, mark "NO" for this step. The evaluator will NOT set the scale to zero to obtain the weight, and the evaluator is to obtain the weight at the same time as the candidate obtains the weight)
- 4 **While** client steps onto scale, candidate stands next to scale and assists client, if needed, onto center of scale, **then** obtains client's weight
(EVALUATOR: If the candidate does not set the scale to zero, mark "NO" for this step.)
- 5 **While** client steps off scale, candidate stands next to scale and assists client, if needed, off scale **before** recording weight.
(EVALUATOR: After client steps off scale, instruct client to return to appropriate location as needed for continued testing)
- 6 **Before** recording, washes hands
(EVALUATOR: Mark "YES" if candidate says he/she would wash hands)
- 7 *Records weight based on indicator on scale. Weight is within plus or minus 2 lbs of evaluator's reading (If weight recorded in kg weight is within plus or minus 0.9 kg of evaluator's reading)

#44 PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM) FOR ONE KNEE AND ONE ANKLE (Screen for Tolerance)

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen, or door
(EVALUATOR: Mark "YES" if privacy is already provided)
- 3 Instructs client to inform candidate if pain is experienced during exercise
- 4 Supports leg at ① knee and ② ankle **while** performing range of motion for knee
- 5 ① Bends the knee and **then** ② returns leg to client's normal position. (extension/flexion) (AT LEAST 3 TIMES unless pain is verbalized)
- 6 Supports ① foot and ② ankle close to the bed **while** performing range of motion for ankle
- 7 ① Pushes/pulls foot toward head (dorsiflexion), and ② pushes/pulls foot down, toes point down (plantar flexion) (AT LEAST 3 TIMES unless pain is verbalized)
- 8 ***While supporting the limb, moves joints gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain**
- 9 ① Signaling device is within reach and ② bed is in low position
- 10 **After** completing skill, washes hands
(EVALUATOR: Mark "YES" if candidate says he/she would wash hands)

#45 PERFORMS MODIFIED PASSIVE RANGE OF MOTION (PROM) FOR ONE SHOULDER (Screen for Tolerance)

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen, or door
(EVALUATOR: Mark "YES" if privacy is already provided)
- 3 Instructs client to inform candidate if pain experienced during exercise
- 4 Supports client's ① upper and ② lower arm **while** performing range of motion for shoulder
- 5 * ① **Raises client's straightened arm from side position upward toward head to ear level and ② returns arm down to side of body (flexion/extension) (AT LEAST 3 TIMES unless pain is verbalized). ③ Supporting the limb, moves joint gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain**
- 6 ① **Moves client's straightened arm away from the side of body to shoulder level and ② returns to side of body. (abduction/adduction) (AT LEAST 3 TIMES unless pain is verbalized). ③ Supporting the limb, moves joint gently, slowly, and smoothly through the range of motion, discontinuing exercise if client verbalizes pain**
- 7 ① Signaling device is within reach and ② bed is in low position
- 8 **After** completing skill, washes hands
(EVALUATOR: Mark "YES" if candidate says he/she would wash hands)

#46 POSITIONS ON SIDE

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen, or door
(EVALUATOR: Mark "YES" if privacy is already provided)
- 3 **Before** turning, lowers head of bed *(EVALUATOR: Mark "YES" if head of bed is already lowered)*
- 4 Raises side rail on side to which body will be turned
- 5 Slowly rolls onto side as one unit toward raised side rail
- 6 Places or adjusts pillow under head for support
- 7 Candidate positions client so that client is not lying on arm
- 8 Supports top arm with supportive device
- 9 Places supportive device behind client's back
- 10 Places supportive device between legs with top knee flexed; knee and ankle supported
- 11 ① Signaling device is within reach and ② bed is in low position
- 12 **After** completing skill, washes hands
(EVALUATOR: Mark "YES" if candidate says he/she would wash hands)

#47 PROVIDES CATHETER CARE FOR FEMALE

(Full Female Mannequin/Decontaminate Hands)

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen, or door
(EVALUATOR: Mark "YES" if privacy is already provided)
- 3 **Before** washing ① checks water temperature for safety and comfort and ② asks client to verify comfort of water
- 4 Puts on clean gloves **before** washing
(EVALUATOR: If candidate does not put on gloves and is about wash, evaluator must instruct the candidate to put on gloves and mark "NO" for this step)
- 5 Places linen protector under perineal area **before** washing
- 6 Exposes area surrounding catheter **while** avoiding overexposure of client
- 7 Applies soap to wet washcloth
- 8 ***While** holding catheter at meatus without tugging, cleans at least four inches of catheter from meatus, moving in only one direction (i.e., away from meatus) using a clean area of the cloth for each stroke
- 9 ***While** holding catheter at meatus without tugging, rinses at least four inches of catheter from meatus, moving only in one direction, away from meatus, using a clean area of the cloth for each stroke
- 10 **While** holding catheter at meatus without tugging, dries at least four inches of catheter moving away from meatus
- 11 ① Empties, ② rinses, and ③ dries basin
- 12 **After** ① rinsing and ② drying basin, ③ places basin in designated dirty supply area
(EVALUATOR: If candidate starts to place/store equipment in area other than designated dirty supply area, direct candidate to place in dirty supply area and mark "NO" for this step)
- 13 ① Disposes of used linen into soiled linen container and ② disposes of linen protector appropriately
- 14 Avoids contact between candidate clothing and used linen
- 15 **After** disposing of used linen and cleaning equipment, ① removes and ② disposes of gloves (without contaminating self) into waste container and ③ washes hands
(EVALUATOR: Candidate may state he/she would wash hands; if candidate does not remove gloves by end of this skill, evaluator must instruct the candidate to remove gloves and mark "NO" for this step)
- 16 ① Signaling device is within reach and ② bed is in low position

#48 PROVIDES FOOT CARE ON ONE FOOT

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen, or door
(EVALUATOR: Mark "YES" if privacy is already provided)
- 3 **Before** washing ① checks water temperature for safety and comfort and ② asks client to verify comfort of water
- 4 Basin is in a ① comfortable position for client and ② on protective barrier
- 5 Puts on clean gloves **before** washing foot
(EVALUATOR: If candidate does not put on gloves and is about to wash the foot, evaluator must instruct the candidate to put on gloves, and mark "NO" for this step)
- 6 Client's bare foot is placed into the water
- 7 Applies soap to wet washcloth
- 8 ① Lifts foot from water and ② washes foot (including between the toes)
- 9 Foot is rinsed (including between the toes)
- 10 Dries foot (including between the toes)
- 11 Applies lotion to top and bottom of foot, removing excess (if any) with a towel
- 12 Supports ① foot and ② ankle during procedure
- 13 ① Empties, ② rinses, and ③ dries basin
- 14 **After** ① rinsing and ② drying basin, ③ places basin in designated dirty supply area
(EVALUATOR: If candidate starts to place/store equipment in area other than designated dirty supply area, direct candidate to place in dirty supply area and mark "NO" for this step)
- 15 Disposes of used linen into soiled linen container
- 16 **After** cleaning foot and equipment, and disposing of used linen, ① removes and ② disposes of gloves (without contaminating self) into waste container and ③ washes hands
(EVALUATOR: Candidate may state he/she would wash hands; if candidate does not remove gloves by end of this skill, evaluator must instruct the candidate to remove gloves and mark "NO" for this step)
- 17 Signaling device is within reach

#49 PROVIDES MOUTH CARE

**(Screen for Dental Surgery/Procedures)
(No Tongue Rings)**

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen, or door
(EVALUATOR: Mark "yes" if privacy is already provided)
- 3 **Before** providing mouth care, client is in upright sitting position (75-90 degrees)
(EVALUATOR: Mark "yes" if client is already in upright sitting position)
- 4 Puts on clean gloves **before** cleaning mouth
(EVALUATOR: If candidate does not put on gloves and is about to clean the mouth, evaluator must instruct the candidate to put on gloves, and mark "NO" for this step)
- 5 Places clothing protector across chest **before** providing mouth care
- 6 ① Secures cup of water and ② moistens toothbrush

- 7 **Before** cleaning mouth, applies toothpaste to moistened toothbrush
- 8 ***Cleans mouth (including tongue and surfaces of teeth), using gentle motions**
- 9 Maintains clean technique with placement of toothbrush
- 10 Candidate holds emesis basin to chin **while** client rinses mouth
- 11 Candidate ① wipes mouth and ② removes clothing protector
- 12 **After** rinsing toothbrush, ① empty, ② rinse and ③ dry the basin and ④ place used toothbrush in designated basin/container
- 13 Places ① basin and ② toothbrush in designated dirty supply area
(EVALUATOR: If candidate places/stores equipment in area other than designated dirty supply area, direct candidate to place in dirty supply area and mark "NO" for this step)
- 14 Disposes of used linen into soiled linen container
- 15 **After** placing ① basin and ② toothbrush in designated dirty supply area, and ③ disposing of used linen, ④ removes and ⑤ disposes of gloves (without contaminating self) into waste container and ⑥ washes hands
(EVALUATOR: Candidate may state he/she would wash hands; if candidate does not remove gloves by end of this skill, evaluator must instruct the candidate to remove gloves and mark "NO" for this step)
- 16 ① Signaling device is within reach and ② bed is in low position

#50 PERINEAL CARE (PERICARE) FOR FEMALE **(Full Female Mannequin/Decontaminate Hands)**

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen, or door
(EVALUATOR: Mark "yes" if privacy is already provided)
- 3 **Before** washing ① checks water temperature for safety and comfort and ② asks client to verify comfort of water
- 4 Puts on clean gloves **before** washing perineal area
(EVALUATOR: If candidate does not put on gloves and is about to wash perineal area, evaluator must instruct the candidate to put on gloves, and mark "NO" for this step)
- 5 Places pad/ linen protector under perineal area **before** washing
- 6 Exposes perineal area **while** avoiding overexposure of client
- 7 Applies soap to wet washcloth
- 8 ***Washes genital area, moving from front to back, while using a clean area of the washcloth for each stroke**
- 9 **Using clean washcloth, rinses soap from genital area, moving from front to back, while using a clean area of the washcloth for each stroke**
- 10 Dries genital area moving from front to back with towel
- 11 ***After** washing genital area, ① turns to side, **then** ② washes and ③ rinses rectal area moving from front to back using a clean area of washcloth for each stroke. ④ Dries with towel
- 12 Repositions client
- 13 ① Empties, ② rinses, and ③ dries basin
- 14 **After** ① rinsing and ② drying basin, places basin in designated dirty supply area
(EVALUATOR: If candidate starts to place/store equipment in area other than designated dirty supply area, direct candidate to place in dirty supply area and mark "NO" for this step)
- 15 ① Disposes of used linen into soiled linen container and ② disposes of linen protector appropriately
- 16 Avoids contact between candidate clothing and used linen

- 17 **After** disposing of used linen, and placing used equipment in designated dirty supply area,
 ① removes and ② disposes of gloves (without contaminating self) into waste container and
 ③ washes hands
(EVALUATOR: Candidate may state he/she would wash hands; if candidate does not remove gloves by end of this skill, evaluator must instruct the candidate to remove gloves and mark "NO" for this step)
- 18 ① Signaling device is within reach and ② bed is in low position

#51 TRANSFERS FROM BED TO WHEELCHAIR USING TRANSFER BELT

- 1 Explains procedure, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
- 2 Privacy is provided with a curtain, screen, or door
(EVALUATOR: Mark "yes" if privacy is already provided)
- 3 **Before** assisting to stand, wheelchair is positioned along side of bed, at head of bed facing foot or foot of bed, facing head
- 4 **Before** assisting to stand, footrests are folded up or removed
- 5 **Before** assisting to stand, bed is at a safe level
(EVALUATOR: Mark "yes" if bed is already at a safe level)
- 6 ***Before** assisting to stand, locks wheels on wheelchair
- 7 **Before** assisting to stand, checks and/or locks bed wheels
- 8 ***Before** assisting to stand, client is assisted to a sitting position with feet flat on the floor
- 9 **Before** assisting to stand, client is wearing shoes
- 10 **Before** assisting to stand, applies transfer belt securely at the waist over clothing/gown
- 11 **Before** assisting to stand, provides instructions to enable client to assist in transfer including prearranged signal to alert when to begin standing
- 12 ① Stands facing client positioning self to ensure safety of candidate and client during transfer.
 ② Counts to three (or says other prearranged signal) to alert client to begin standing
- 13 On signal, gradually assists client to stand by ① grasping transfer belt on both sides with an upward grasp (candidate's hands are in upward position) and ② maintaining stability of client's legs
- 14 Assists client to turn to stand in front of wheelchair with back of client's legs against wheelchair
- 15 Lowers client into wheelchair
- 16 ① Positions client with hips touching back of wheelchair and ② transfer belt is removed
- 17 Positions feet on footrests
- 18 Signaling device is within reach
- 19 After completing skill, washes hands
(EVALUATOR: Mark "YES" if candidate says he/she would wash hands)