Assisting to Ambulate with a Cane

- 1. Gather supplies:
 - gait belt
 - cane



- 3. Help the client put on his/her clothing and/or shoes.
- 4. Properly apply the gait belt.
- **5.** Ask the client to lean forward.
- 6. Grasp the gait belt at each side.
- **7.** Position your feet alongside the client's feet, and brace her shins with your shins to prevent buckling.
- 8. Ask the client push off and stand up on the count of "three."
- **9.** As you count to "three," pull upward on the gait belt and help the client stand up.
- **10.** If the client has weakness on one side, place the cane in the unimpaired hand so he/she can grasp it.
- **11.** Stand on the client's weak side slightly behind him/her and hold onto the back of the gait belt with one hand.
- **12.** Instruct the client to move the cane 12 inches (30.48 cm) forward, move the weak leg first, and then the strong leg.





Assisting to Ambulate with a Walker

- 1. Gather supplies:
 - gait belt
 - walker
- 2. 3
- **3.** Help the client put on his/her clothing and/or shoes.
- 4. Properly apply the gait belt.
- **5.** Ask the client to lean forward.
- **6.** Grasp the gait belt at each side. (See photo 6.)
- **7.** Position your feet alongside the client's feet, and brace his/her shins with your shins to prevent buckling.
- 8. Ask the client to push off and stand up on the count of "three."
- **9.** As you count to "three," grasp the gait belt and help the client stand.
- **10.** Place the walker where the client can grasp it. (See photo 10.)
- **11.** Stand on the client's weak side slightly behind him/her, and hold on to the back of the gait belt. (See photo 11.)
- **12.** Instruct the client to place the walker 6-18 inches (15.2-45.7 cm) in front of him/her, step forward with his weak leg first, and then his/her strong leg.
- 13. 83











Assisting to Ambulate

- 1. Gather supplies:
 - gait belt
- 2. 3
- 3. Help the client put on his/her clothing and/or shoes.
- **4.** If using a hospital bed:
 - · Lock wheels.
 - Lower bed to lowest position.
- **5.** Help the client dangle his/her feet over the side of the bed (see skill sheet for "Dangling a Client").
- **6.** Evaluate the client for discomfort, lightheadedness or dizziness.
- 7. Properly apply the gait belt.
- 8. Ask the client to lean forward.
- **9.** Grasp the gait belt at each side. (See photo 9.)
- **10.** Position your feet alongside the client's feet, and brace his/her shins against your shins to prevent buckling.
- 11. Ask the client to push off and stand up on the count of "three."
- **12.** As you count to "three," pull upward on the gait belt and help the client stand up. (See photo 12.)
- **13.** Stand beside and a little behind the client; hold onto the gait belt with one hand at the client's back as he/she walks.
- 14. Stand on the client's weaker side.
- **15.** Remind the client to look straight ahead and stand tall while walking.
- 16. 83







Ambulation *Dangling a Client*

Dangling a client means positioning a client so he/she is sitting on the bed with his/her legs hanging over the side. Dangling can help prevent blood clots after surgery. This position may also help prevent dizziness and falls for clients who have been in bed for a long period of time.

- 1. 3
- **2.** Help the client sit up in bed while supporting his/her shoulders and back. (*See photo 2.*)
- **3.** Place your hands under the client's legs and slide his/her legs over the side of the bed. (See photo 3.)
- **4.** Ask him/her to swing his/her legs for one to two minutes. (See photo 4.)
- **5.** Help the client lie back down in bed or assist with transfer.
- **6.** Watch client for signs of dizziness or fainting. If this occurs and does not pass quickly, help the client lie down, and call 911 and the franchise office immediately.
- 7. 83









Moving a Client Up in Bed with a Lift Sheet (Two people required)

- 1. 38
- 2. One person should be positioned on each side of the bed.
- **3.** Remove the pillow from the head of the bed.
- **4.** Check to make sure a lift or draw sheet is on the bed and positioned under the client's shoulders and hips.
- **5.** Roll the sides of the lift sheet close to the client's body.
- **6.** Grasp the edge of the lift sheet with both hands with your palms and fingers facing down; one hand should be placed near the client's shoulders and the other at his/her hips.
- **7.** If the client is able to raise his/her legs, ask him/her to bend them and put his/her feet flat on the bed.
- **8.** Position your feet 12 inches apart with the foot at the top of the bed pointed in the direction you are moving the client; keep your back straight and bend at your hips and knees.
- **9.** Tell the client and the person helping you that you will lift him on the count of "three." On "three," lift the client in the correct direction; avoid dragging the client across the bed.
- **10.** Replace the pillow under the client's head and neck.
- **11.** Check the client to see if he/she is comfortable and adjust if necessary.
- **12.** Adjust the client's clothing and bed linens.
- 13. 83



Moving a Client Up in Bed

- 1. Ask the client to bend his/her knees.
- **2.** Position your feet 12 inches apart with your foot at the top of the bed pointed in the direction you are moving the client. Keep your back straight and bend at your hips and knees.
- **3.** Place one arm under the client's shoulders and the other under his/her hips or place both arms under the shoulders and neck, reaching toward the far shoulder. (See photo 3.)
- **4.** Ask the client to push against the mattress with his/her feet and lift his/her hips on the count of "three." At the same time, move the client up by shifting your weight from the foot toward the bottom of the bed to the foot pointed toward the top.
- **5.** Check the client to see if he/she is comfortable.
- **6.** Position a pillow behind the client's head and neck.
- **7.** Adjust the client's clothing and bed linens.





Transferring from a Bed to a Chair or Wheelchair (Part 1)

- 1. 3
- **2.** Position the chair close to the bed. If the client has a weak side, position the chair so he/she will turn toward his/her stronger side.
- **3.** If client is using a hospital bed, lock the wheels of the bed and lower the bed height to the lowest position.
- **4.** If using a wheelchair, lock the wheels of the chair; move the footrests out of the way or remove them. (See photo 4.)
- **5.** If using a hospital bed, raise the head of the bed so the client is in a sitting position; fanfold the bed linens out of the way.
- **6.** Help the client sit on the edge of the bed with his/her feet on the floor.
- 7. Help the client put on his/her shoes and any needed clothing.
- **8.** Allow the client to dangle his/her feet for one to two minutes or as needed.
- **9.** Watch the client for signs of dizziness or fainting. If this occurs and does not pass quickly, help the client lie down; call the franchise office immediately.
- **10.** Properly apply the gait belt; make sure the belt is not too tight or too loose. (See photo 10.)
- **11.** Ask the client to place his/her hands on the bed to enable him/her to push off. Make sure the client's feet are flat on the floor.
- **12.** Stand facing the client with your feet 12 inches (30.48 cm) apart alongside the client's feet. Position your legs to block the client's legs from buckling while standing.
- **13.** Grasp the gait belt from underneath on both sides of the client's waist, keeping your back straight and bending at your hips and knees.
- **14.** Ask the client to stand and pivot into the chair on the count of "three."
- **15.** As you count to "three," ask the client to lean forward and stand up while pushing off the bed. Pull upward on the gait belt while straightening your knees until the client is standing. Keep your back straight. (See photo 15.)
- **16.** Pivot the client on his/her strong side toward the chair, keeping your back and the client's back straight.
- **17.** The client's legs should be lined up with the front of the chair; the back of his/her legs should touch the front of the chair.









Transferring from a Bed to a Chair or Wheelchair (Part 2)

- 18. Ask the client to reach for the arms of the chair for support. (See photo 18.)
- 19. Lower the client into the chair while bending at your hips and knees.
- **20.** Position the client in good body alignment and sitting back in the chair.
- 21. Remove the gait belt.
- **22.** Arrange his/her clothing.
- **23.** If using a wheelchair, place the client's feet on the footrest.
- **24.** Reposition the client every two hours if needed.
- 25. 83





Transferring from a Wheelchair to a Bed (Part 1)

- 1. 3
- **2.** Position the chair parallel to the bed. If the client has a weak side, position the chair so the client's strong side is near the bed.
- **3.** If using a hospital bed, lock the wheels of the bed and lower the bed height to the lowest position.
- **4.** If using a wheelchair, lock the wheels of the chair; move the footrests out of the way or remove them. (See photo 4.)
- **5.** Properly apply the gait belt; make sure the belt is not too tight or too loose.
- **6.** Help the client move to the front of the wheelchair with his/her feet flat on the floor. (See photo 6.)
- **7.** Stand facing the client with your feet 12 inches (30.48 cm) apart alongside the client's feet. Position your legs to block the client's legs from buckling while standing.
- **8.** Grasp the gait belt from underneath on both sides of the client's waist, keeping your back straight and bending at your hips and knees.
- **9.** Ask the client to stand and pivot onto the bed on the count of "three."
- **10.** As you count to "three," ask the client to lean forward and stand up while pushing off the armrests. Pull upward on the gait belt while straightening your knees until the client is standing. Keep your back straight. (See photo 10.)
- **11.** Pivot the client on her strong side toward the bed, keeping your back and the client's back straight. (See photo 11.)





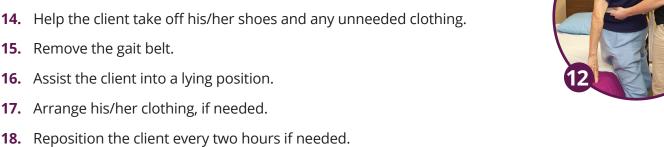






Transferring from a Wheelchair to a Bed (Part 2)

- **12.** Lower the client onto the bed while bending at your hips and knees. (See photo 12.)
- **13.** Position the client in good body alignment.





Transferring from a Wheelchair to Toilet or Chair (Part 1)



- 2. Position the wheelchair next to the toilet or chair. If the client has a weak side, position the wheelchair so the client will be turning toward his/her stronger side.
- **3.** Lock the wheels of the wheelchair; move the footrests of the chair out of the way or remove them. (*See photo 3.*)
- 4. Properly apply the gait belt.
- **5.** If needed, unfasten the client's pants or arrange clothing.
- **6.** Make sure the client's feet are flat on the floor.
- **7.** Ask the client to place his/her hands on the armrests.
- **8.** Stand facing the client with your feet 12 inches (30.48 cm) apart alongside the client's feet. Position your legs to block the client's legs from buckling while standing.
- **9.** Grasp the gait belt on both sides of the client's waist, keeping your back straight and bending at your hips and knees. (See photo 9.)
- **10.** Ask the client to stand and pivot onto the toilet or chair on the count of "three."
- **11.** As you count to "three," ask the client to lean forward and stand up while pushing off the armrests. Pull on the gait belt while straightening your knees until the client is standing. Keep your back straight. (See photo 11.)
- **12.** Pivot the client on his/her strong side toward the toilet or chair, keeping your back and the client's back straight.
- **13.** The client's legs should be lined up with the front of the toilet or chair; the back of his/her legs should touch the front of the toilet or chair.
- **14.** Ask the client to hold onto grab bars (if present).
- **15.** If moving to a toilet, lower the client's pants while client is standing.
- **16.** Use the gait belt to lower the client onto the toilet or chair while bending at your hips and knees. (See photo 16.)
- **17.** Position the client in good body alignment and sitting back on the toilet or chair.











Transferring from a Wheelchair to Toilet or Chair (Part 2)

- **18.** Watch your client for signs of dizziness or fainting. If this occurs and does not pass quickly, help the client lie down and call the franchise office immediately.
- 19. Remove the gait belt.
- 20. Arrange his/her clothing.
- **21.** Make sure toilet paper is within reach.
- **22.** Remain nearby when the client is in the bathroom.
- 23. Close bathroom door for privacy.
- **24.** Provide peri-care if needed.
- **25.** When your client is finished toileting or sitting in the chair, transfer her back to the wheelchair by reversing the steps.
- **26.** Reposition the client every two hours if needed.
- 27. 83



Transferring Using a Mechanical Lift (Part 1)

- 1. Gather supplies:
 - · mechanical lift
 - sheet
- 2. 3
- **3.** Position the wheelchair or chair next to the bed.
- **4.** If using a wheelchair, make sure wheels are locked. Line the wheelchair with a sheet.
- **5.** If using a hospital bed:
 - · Lock the wheels.
 - Position the bed to a comfortable working height.
 - · Lower the head of the bed.
- **6.** Fanfold the top linens of the bed toward the foot of the bed.
- 7. Help the client put on his/her clothing and/or shoes.
- **8.** Position the sling following manufacturer's instructions. Roll the client away from you; place the sling under the client. The bottom edge of the sling should be under the client's knees; the top edge of the sling should be under the client's head.
- 9. Roll the client toward you; straighten the sling under the client.
- 10. Roll the client on his back onto the sling.
- **11.** Using the lift: (Note: Each sling is different; follow manufacturer's instructions.)
 - · Position the lift over the client, with base under bed or chair.
 - Open the base of the lift and lock in place.
 - Lower the horizontal bar to sling level. Lock into place.
 - Attach the sling to the frame following manufacturer's instructions. Any hooks should be facing away from the client's skin.
- **12.** Spread the legs of the lift apart to provide a wide secure base of support.
- 13. Ask the client to cross his/her arms over his/her chest.
- **14.** Raise the lift until the client and sling are clear of the bed.
- **15.** Maneuver the lift so the client is positioned over the chair.
- **16.** Turn the client so he/she is facing you and has his/her back to the chair or wheelchair.





Transferring Using a Mechanical Lift (Part 2)

- **17.** Slowly lower the client into the chair; make sure the client's legs do not get caught in the lift.
- **18.** Confirm that the client is in the chair properly. If necessary, pull the sheet to position the client.
- **19.** Unhook the sling following manufacturer's instructions; leave the sling under the client.
- 20. Adjust his/her clothing.
- **21.** If using a wheelchair, place the client's feet on the footrests.
- 22. 83



Turning a Client to a Lateral Position (Lying on Side) (Part 1)

- 1. Gather supplies:
 - pillows
 - · disposable gloves



- **3.** If client is using a hospital bed:
 - Make sure the wheels are in locked position.
 - Lower the head of the bed so it is flat.
 - Raise bed to your working level.
- **4.** Fanfold the linens to the foot of the bed while protecting the client's privacy.
- **5.** Stand at the side of the bed with your feet approximately 12 inches (30.48 cm) apart and knees slightly bent.
- **6.** Move the client to the side of the bed nearest you. This may be done in sections, such as moving the upper part of body first then the lower part:
 - · Remove the pillow.
 - Cross the client's arms over his/her chest.
 - Place your arm under the client's neck and shoulder.
 - Place your other arm under the client's mid-back.
 - Move the client's upper body toward you to the edge of the bed. Make sure client is not at risk of falling off of the bed.
 - Place the client's leg nearest you over his/her other leg.
 - · Put one arm under the client's waist.
 - Place your other arm under the client's thighs.
 - Move the lower part of the client's body toward you.
- **7.** To position the client in a lateral position with the client's back toward you: (See photo 7.)
 - Place one hand under the client's shoulder and the other under the hip nearest to you.
 - Keep your knees and hips bent and your back straight.
 - Bend the client's upper leg to help keep the new position stable.
 - · Roll the client away from you.
- **8.** To position the client in a lateral position with the client's back away from you:
 - Place one hand on the client's shoulder and the other on his/her hip farthest from you.
 - Keep your knees and hips bent and your back straight.
 - Bend the client's upper leg to help keep the new position stable.
 - · Gently roll the client onto her side toward you.







Turning a Client to a Lateral Position (Part 2)

- **9.** Maintain control of the client's movement at all times.
- **10.** Place a pillow under the client's head and neck.
- 11. Position his/her lower arm bent and in front of his/her chest.
- **12.** Use a pillow to support his/her upper arm and hand at the same level as his/her shoulder.
- **13.** His/her lower leg should be slightly bent.
- **14.** His/her upper leg should be bent at the hip and knee; it should be supported on pillows at the same level as his/her hip.
- **15.** Use a pillow to support his/her upper foot at the same level as his/her hip.
- **16.** Place a pillow behind the client's back to hold him/her in position.
- **17.** Visually evaluate the client to determine if he/she looks comfortable and in good body alignment.
- 18. Adjust his/her clothing and bed linens.
- **19.** If using hospital bed, lower the bed.
- 20. 83



Using a Transfer/Gait Belt



- 2. Put on gloves.
- **3.** Apply transfer/gait belt around the client's waist under the rib cage and over clothing; never apply to bare skin. (See photo 3.)
- **4.** Put the end of the belt through the buckle and tighten. You should be able to slide your fingers underneath the belt. (See photo 4.)
- **5.** Place the buckle off center.
- **6.** Tuck the excess strap under the belt.
- **7.** Stand in front of the client with your feet approximately 12 inches (30.48 cm) apart and knees slightly bent.
- **8.** Grasp the gait belt on each side of the client with an underhand grip to raise the client. (See photo 8.)
- 9. You may need to adjust the belt while the client is standing upright.
- 10. Remove your gloves.
- 11. \$3.

NOTE: Use a rocking and pulling motion rather than lifting when using a transfer/gait belt.

NOTE: Using a transfer/gait belt involves getting physically close to your client. Explain the process of using a transfer/gait belt to your client prior to use.











Bathing Bag Bath

- **1.** Prepare and gather supplies:
 - commercial bag bath product
 - microwave oven

- disposable gloves
- large bath towel or clean top sheet for privacy



- 3. Put on gloves.
- **4.** Provide privacy for the client.
- **5.** Follow the directions on the packaging to heat the bag bath product in the microwave oven.
- **6.** Check the temperature of the washcloth before giving it to the client.
- 7. Let the client do as much of the washing as possible.
- **8.** Instruct the client to use a different washcloth for each of the following areas (eight total washcloths):
 - · Face, neck and chest
 - Left arm and underarm
 - · Right arm and underarm
 - · Abdomen and genitalia
 - · Left leg and foot
 - · Right leg and foot
 - Back
 - Buttocks
- **9.** Because the solution dries quickly, there is no need to towel-dry the client.
- **10.** Assist the client with dressing and other grooming.
- **11.** Dispose of washcloths.
- 12. Remove your gloves.
- 13. 83



Bathing Bed Bath (Part 1)

- 1. Gather supplies:
 - wash basin or large plastic bowl towels
 - washcloths
 - soap
 - deodorant

- large bath towel or clean top sheet for privacy
- disposable gloves





- 3. Put on gloves.
- 4. Offer bedpan or urinal to the client.
- 5. Fill wash basin or plastic bowl two-thirds full of water between 105°-115°F/ 40.5°-46.1°C.
- **6.** Position the client on his/her back.
- 7. Cover the client with a large bath towel or clean top sheet for privacy; fanfold the top linens to the foot of the bed.
- **8.** Help the client remove his/her clothing.
- **9.** Place a towel on the client's chest.
- **10.** Maintain the client's privacy as much as possible.
- 11. Encourage client to perform as much of the bath as possible himself/herself.
- 12. If the client is able to complete some tasks, place the needed supplies within easy reach; give him/her a washcloth to wash as many areas as possible.
- 13. Assist the client with any tasks he/she is unable to complete independently. If the client needs help washing, form the washcloth into a mitt around your hand. Wash his/her body in order from the cleanest areas to the dirtiest:
 - Shampoo hair if needed. Place a washcloth over the client's eyes if needed.
 - Eyes (See photo 13.)
 - Ask client to close eyes; wash from inner corner to outer corner of each eye without using soap.
 - Use a different part of the washcloth for each eye.
 - Face, neck and ears (See photo 13.)
 - Wash from the top of forehead to the bottom of chin. Wash nose and mouth last. Ask the client if he/she would like you to use soap.



Bathing Bed Bath (Part 2)

- Arms (See photo 13.)
 - Place towel under the arm farthest away from you. Form a mitt
 with the washcloth around your hand; wash arm and armpit. Use
 long downward strokes from shoulder to wrist. Support the arm
 at the elbow. Use a clean washcloth to rinse and pat arm dry with
 a towel.
 - Place wash basin under the client's hand; place hand into the water. Let it soak for two-three minutes. Wash, rinse and dry hand.
 - Repeat with other arm.
- **14.** Fold the large bath towel or clean top sheet down to the client's waist.
 - Wash, rinse, and dry chest and armpits. For female clients, keep the large bath towel or clean top sheet over her chest as you work to provide privacy. Clean and dry under each breast carefully. (See photo 14.)
 - Wash, rinse and dry her abdomen; cover the chest and abdomen with the clean top sheet.
- **15.** Fold the large bath towel or clean top sheet back from the leg farthest from you. Place a towel under the client's leg. If the client can easily bend his/her knee, place foot into the basin of water; support the leg as needed. Wash, rinse and dry leg, foot and between toes. Do not immerse the foot in water if the client is unable to bend and hold his/her own leg. Wash with a washcloth instead. (See photo 15.)
 - Rinse and dry foot and toes. (See photo 15.)
 - Apply lotion if needed.
 - Remove the towel from under leg and cover leg with large bath towel or top sheet.
 - Repeat the procedure with other leg.
- **16.** Change the water in the basin after washing his/her feet.
- **17.** Assist the client to a side-lying position, keeping the client covered.
- **18.** Place a towel lengthwise next to the client's back on the bed.
- **19.** Wash, rinse and dry the client's back.
- **20.** Expose the buttocks; place a towel next to the buttock on the bed.
- **21.** Wash, rinse and dry the buttocks; DO NOT put the washcloth back into the wash basin.
- **22.** Change water and get fresh washcloths as needed.
- 23. Help the client onto his/her back.











Bathing Bed Bath (Part 3)

- **24.** Offer the client the option to do his/her own peri-care. If the client is able to do so, leave the room to provide privacy, but make sure the client is safe.
- **25.** If you do the peri-care for the client, change your gloves and wash your hands before continuing to cleanse the client.
- **26.** Help the client to turn to his/her back while keeping the client covered.
- **27.** Perform peri-care using proper technique.
- 28. Remove your gloves and wash your hands.
- 29. Help the client dress and groom himself/herself.
- **30.** Change the bed linens if needed.
- 31. 83



Female Peri-Care (Part 1)

- 1. Gather supplies:
 - basin or plastic bowl
 - bed pan
 - washcloths
 - disposable peri-wipes towels
- soap
- large bath towel or clean top sheet
- disposable gloves
- · bed protector



- 3. Put on gloves.
- **4.** Fill basin or plastic bowl with warm water (105°-115°F/40.5°-46.1°C).
- **5.** Cover the client with a clean bath towel or top sheet to provide privacy.
- **6.** Without exposing the client, pull the bed linens from under the clean top sheet and fanfold linens back.
- **7.** Place a bed protector under the client if needed.
- **8.** Offer bed pan or toilet; if the client urinates, remove your gloves, wash your hands and put on new pair of gloves.
- **9.** Pull the large bath towel or clean top sheet up to expose the client's genitalia. Help the client lie on her back with her knees bent and feet on the mattress.
- **10.** Wet the washcloth in warm water; wring the washcloth and apply soap. Disposable peri-wipes can also be used.
- **11.** Form a mitt around your hand with the washcloth.
- **12.** Gently separate the labia; wash down the center of the genitalia toward the anus in one smooth stroke. (See photo 12.)
- **13.** Wash the labia using downward strokes alternating side to side, moving outward with each stroke and ending with the thigh creases. (See photo 13.)
- **14.** Wipe from front to back only.
- **15.** Use a different section of the washcloth or disposable peri-wipe for each stroke. Do not put the washcloth back into the basin of water.
- **16.** Change washcloths as needed.
- **17.** Use a clean washcloth to rinse using the same process. If using disposable peri-wipes, rinsing may not be necessary.
- **18.** Pat the area dry in the same direction used for washing.
- 19. Wash and dry her lower abdomen.







Bathing Female Peri-Care (Part 2)

- **20.** Cover the client with the clean top sheet.
- **21.** Turn the client onto her side with legs slightly bent at the knee with her back toward you.
- 22. Expose the client's buttocks.
- **23.** If feces are present, remove with toilet tissue and change gloves.
- **24.** Wash the perineum and anal area with a soapy washcloth or disposable peri-wipe. Wash from front to back (from the vagina and over the anus). (See photo 24.)
- 25. Use different section of washcloth or disposable peri-wipe for each stroke.
- **26.** Rinse the perineum and then the anal area using a clean washcloth.
- **27.** Pat dry.
- 28. Remove your gloves.
- 29. \$3

NOTE: Encourage the client to do as much as she is able to do herself.





Male Peri-Care (Part 1)

- 1. Gather supplies:
 - basin or plastic bowl
 - bed pan/urinal
 - washcloths
 - disposable peri-wipes towels
- soap
- large bath towel or clean top sheet
- disposable gloves
- bed protector



- 3. Put on gloves.
- **4.** Fill basin or plastic bowl with warm water (105°-115°F/40.5°-46.1°C).
- **5.** Cover the client with a clean bath towel or top sheet to provide privacy.
- **6.** Without exposing the client, pull the bed linens from under the clean top sheet and fanfold linens back.
- 7. Place a bed protector under the client if needed.
- **8.** Offer bed pan/urinal or toilet; if the client urinates, remove your gloves, wash your hands and put on new pair of gloves.
- **9.** Pull the large bath towel or clean top sheet up to expose the genitalia.
- **10.** Help the client lie on his back with his knees bent and feet on the mattress.
- **11.** Wet the washcloth in warm water; wring the washcloth and apply soap. Disposable peri-wipes can also be used.
- **12.** Form a mitt around your hand with washcloth.
- **13.** Hold the penis upright.
- **14.** Look for skin irritation or breakdown; if present, report your findings to the franchise office immediately.
- **15.** If penis is uncircumcised, pull back the foreskin.
- **16.** Wash the tip of the penis in a circular motion; be sure to wash all skin folds thoroughly.
- **17.** Change washcloths as needed.
- **18.** Using a clean washcloth, rinse using the same process. If using disposable peri-wipes, rinsing may not be necessary.
- **19.** Pat the area dry in the same direction used for washing.



Male Peri Care (Part 2)

- **20.** Return the foreskin to the natural position if penis is uncircumcised.
- **21.** Wet and soap a new washcloth.
- **22.** Wash the shaft of the penis using downward strokes; wash the scrotum, perineum and thigh creases. (*See photo 22.*)
- **23.** Use a different section of the washcloth or disposable peri-wipe for each stroke. Do not put the washcloth back into the basin of water.
- **24.** Rinse and pat the areas dry in the same order and direction as washing.
- **25.** Wash and dry the lower abdomen. (See photo 25.)
- **26.** Cover the client with the large bath towel or clean top sheet.
- **27.** Turn the client onto his side with legs slightly bent at knee with his back toward you.
- 28. Expose the client's buttocks.
- **29.** If feces are present, remove with toilet tissue and change gloves.
- **30.** Wash the perineum and the anal area with a soapy washcloth or disposable peri-wipe. Wash from front to back. Use a different section of washcloth or disposable peri-wipe for each stroke. (See photo 30.)
- **31.** Rinse the perineum and then the anal area using a clean washcloth.
- **32.** Pat dry.
- **33.** Remove your gloves.
- 34.



NOTE: Encourage the client to do as much as he is able to do himself.









Partial Bed Bath (Part 1)

- 1. Gather supplies:
 - wash basin or large plastic bowl towels
 - washcloths
 - soap
 - deodorant

- large bath towel or clean top sheet for privacy
- disposable gloves





- 3. Put on gloves.
- 4. Offer bedpan or urinal to the client.
- 5. Fill wash basin or plastic bowl two-thirds full of water between 105°-115°F/ 40.5°-46.1°C.
- **6.** Position the client on his/her back.
- 7. Cover the client with a large bath towel or clean top sheet for privacy; fanfold the top linens to the foot of the bed.
- **8.** Help the client remove his/her clothing.
- **9.** Place a towel on the client's chest.
- **10.** Encourage client to perform as much of the bath as possible himself/herself.
- **11.** Maintain the client's privacy as much as possible.
- **12.** If the client is able to complete some tasks, place the needed supplies within easy reach; give him/her a washcloth to wash as many areas as possible.
- **13.** Help the client with any tasks he/she is unable to complete independently. Form the washcloth into a mitt around your hand; wash his/her body in order from the cleanest areas to the dirtiest:
 - Eyes (See photo 13.)
 - Ask client to close eyes; wash from inner corner to outer corner of each eye without using soap.
 - Use a different part of the washcloth for each eye.
 - Face, neck and ears (See photo 13.)
 - Wash from the top of face to the bottom. Wash nose and mouth last. Ask the client if he/she would like you to use soap.

Bathing Partial Bed Bath (Part 2)

- Arms and armpits (See photo 13.)
 - Place towel under the arm farthest away from you. Form a mitt
 with the washcloth around your hand; wash arm and armpit.
 Use long downward strokes from shoulder to wrist. Support the arm
 at the elbow. Use a clean washcloth to rinse; pat the arm dry with
 a towel.
 - Place the wash basin under the client's hand; place hand into the water. Let hand soak for two to three minutes. Wash, rinse and dry hand.
 - Repeat with the other arm.
- **14.** Change the water in the washbasin when cool, dirty or soapy.
- **15.** Help the client onto his/her back.
- **16.** Offer the client the option to do his/her own peri-care. If the client is able to do so, leave the room to provide privacy, but make sure the client is safe.
- **17.** If you do the peri-care for the client, change your gloves and wash your hands before continuing to cleanse the client.
- **18.** Perform peri-care using proper technique.
- 19. Remove your gloves and wash your hands.
- 20. Help the client dress and groom himself/herself.
- 21. Change the bed linens if needed.
- 22. 83





Bathing Shower (Part 1)

- 1. Gather supplies:
 - soap or body wash
 - towels
 - washcloths
 - clean clothes

- disposable gloves
- optional: shower chair, robe, shampoo, deodorant, body powder



- **3.** Assist client to toilet if needed.
- **4.** Turn on the water and check the temperature (105°-115°F/40.5°-46.1°C) before placing the client under the water. Continue to check the water temperature throughout the shower.
- 5. Help the client undress.
- **6.** Help the client into the shower or onto the shower chair; cover his/her genitalia with a towel if client is seated.
- 7. Maintain client's privacy as much as possible.
- **8.** If the client is able to complete some tasks, place needed supplies within easy reach.
- 9. Put on gloves.
- **10.** Rinse the client with water as needed.
- 11. Assist the client with any tasks he/she is unable to complete independently. If the client needs help washing, form the washcloth into a mitt around your hand. Wash his/her body in order from the cleanest areas to the dirtiest:
 - Shampoo hair if needed. Place a washcloth over the client's eyes if needed.
 - Eyes
 - Ask client to close eyes; wash from inner corner to outer corner of each eye without using soap.
 - Use a different part of the washcloth for each eye.
 - Face, neck and ears
 - Wash from the top of forehead to the bottom of chin.
 Wash nose and mouth last. Ask the client if he/she would like you to use soap.
 - Arms and armpits
 - Wash arms starting at the shoulder, moving downward. Wash hand and armpit. Repeat with other arm.
 - · Chest and abdomen
 - Gently wash chest and abdomen using long, firm strokes.



Bathing Shower (Part 2)

- Legs and feet
 - Wash legs from the thigh to the foot; wash foot. Repeat on other side.
- Back and buttocks
 - Wash from top of the back to the buttocks.
- Peri-care
 - Wash using proper peri-care procedures.
 - Wash the perineal area last.
- **12.** Wash any other areas the client cannot reach.
- 13. Rinse the client from head to feet.
- **14.** Turn off the water and cover the client with towels.
- **15.** Remove your gloves.
- **16.** Help the client out of the shower.
- 17. Help the client dry his/her body.
- **18.** Help the client apply deodorant, body lotion and powder according to his/her desires and needs.
- 19. Help the client dress and groom himself/herself.
- 20. 83

NOTE: Encourage the client to do as much as he/she is able to do.

Make sure the bathroom is warm.

Be aware of the client's physical activity limitations. He/she may become tired in the middle of the process.



Bathing Tub Bath (Part 1)

- 1. Gather supplies:
 - soap or body wash
 - towels
 - washcloths
 - clean clothes

- disposable gloves
- optional: shower chair, robe, shampoo, body lotion, powder

NOTE: It is recommended to use a shower/bath chair in the bathtub.



- **3.** Help the client to the toilet if needed.
- **4.** Fill the tub half-full with warm water. Check the water temperature (105°-115°F/40.5°-46.1°C). Ask the client to check the temperature before assisting him into the tub. Continue to check the water temperature throughout the bath.
- 5. Help the client undress.
- **6.** Assist the client into the tub or onto the shower chair; cover his/her genitalia with a towel if client is seated.
- 7. Maintain client's privacy as much as possible.
- **8.** If the client is able to complete some tasks, place needed supplies within easy reach.
- 9. Put on gloves.
- **10.** Rinse the client with water as needed.
- 11. Assist the client with any tasks he/she is unable to complete independently. If the client needs help washing, form the washcloth into a mitt around your hand. Wash his/her body in order from the cleanest areas to the dirtiest:
 - Shampoo hair if needed. Place a washcloth over the client's eyes if needed.
 - Eyes
 - Ask client to close eyes; wash from inner corner to outer corner of each eye without using soap.
 - Use a different part of the washcloth for each eye.
 - Face, neck and ears
 - Wash from the top of forehead to the bottom of chin.
 Wash nose and mouth last. Ask the client if he/she would like you to use soap.



Bathing Tub Bath (Part 2)

- Arms and armpits
 - Wash arms starting at the shoulder, moving downward. Wash hand and armpit. Repeat with other arm.
- · Chest and abdomen
 - Gently wash chest and abdomen using long, firm strokes.
- Legs and feet
 - Wash legs from the thigh to the foot; wash foot. Repeat on other side.
- Back and buttocks
 - Wash from top of the back to the buttocks.
- Peri-care
 - Wash using proper peri-care procedures.
 - Wash the perineal area last.
- **12.** Wash any other areas the client cannot reach.
- **13.** Rinse the client from head to feet.
- **14.** Turn off the water and drain tub. Cover the client with towels.
- **15.** Remove your gloves.
- **16.** Help the client out of the tub.
- 17. Help the client dry his/her body.
- **18.** Help the client apply deodorant, body lotion and powder according to his/her desires and needs.
- 19. Help the client dress and groom himself/herself.
- 20. 83

NOTE: Encourage the client to do as much as he/she is able to do.

Make sure the bathroom is warm.

Be aware of the client's physical activity limitations. He/she may become tired in the middle of the process.



Bathing *Warm Foot Soak*

- 1. Prepare and gather supplies:
 - disposable gloves
 - wash basin or large plastic bowl
 - towels

- washcloth
- blanket
- plastic bag or sheet
- · optional: body lotion



- 3. Put on gloves.
- 4. Seat the client in a comfortable chair.
- **5.** Place the wash basin or large plastic bowl on plastic bag or sheet on the floor in front of the client.
- **6.** Check temperature of the water; it should be between 105°-115°F/ 40.5°-46.1°C.
- **7.** Remove the client's socks and shoes if needed.
- 8. Slowly help the client put feet in the wash basin or large plastic bowl.
- 9. Place a blanket over the client's legs for warmth and privacy.
- 10. Soak feet for 10-20 minutes.
- **11.** Replenish the water as it cools to maintain proper temperature.
- **12.** Wash the client's feet using washcloth.
- **13.** Remove client's feet from the wash basin or large plastic bowl; pat dry.
- **14.** Gently dry between the toes.
- **15.** Apply body lotion if needed. Do not lotion between the toes.
- **16.** Remove your gloves.
- **17.** Help your client put on socks and shoes.
- 18. 83



Grooming

Assisting with Undressing and Dressing (Part 1)

- 1. Gather supplies:
 - · all clothing items
 - large bath towel or clean top sheet for privacy



- 3. Create a comfortable, warm environment.
- **4.** Encourage your client to do as much as he/she is able.

Undressing

- **5.** Unfasten buttons, zippers and other fasteners.
- **6.** For garments that fasten in the front:
 - If client is sitting or standing, slide the garment off. If client is weak on one side, start with the strong side first; move garment to the weak side and slide it off.
 - If client is lying on his/her back (supine position), gently lift his/her head and shoulders and gather the clothing around her neck. If this is not possible, roll the client to his/her side and continue with the procedures.
 - If client has weakness on one side, remove his/her strong arm from the garment and tuck the removed part of clothing underneath him/her. Turn the client to his/her side (lateral position), making sure he/she is not lying on the garment.
 - Turn the client so he/she is once again lying on his/her back; remove the garment from his/her weak side.
- **7.** For pull-over garments:
 - · Remove shirt from his/her strong side.
 - Raise the client's head and shoulders or turn him/her to a side-lying position.
 - Bring garment up to the client's neck.
 - Remove the garment from the client's weak side.
 - Remove clothing from the client's neck and head.
- **8.** Ask the client to lift his/her hips; gently slide pants and undergarments down his/her legs to remove. If the client cannot lift his/her hips, roll the client to his/her side and slide the garments down his/her legs to remove.

Dressing

- **9.** Underwear:
 - Facing the foot of the bed, hold the underwear at the waistband and gather them at the leg openings.
 - Slip one foot at a time through the openings.
 - Slide the garments up as far as possible; ask the client to lift his/her hips off the bed.
 - Slide the underwear over the buttocks and hips.
 - Underwear and pants can be pulled up at the same time over the hips to reduce stress on the client.



Grooming

Assisting with Undressing and Dressing (Part 2)

10. Bra:

- Working with the weak side first, slide the bra straps over her arms and position the bra on the chest.
- Adjust the cups to fit the breasts comfortably.
- Help the client lean forward; fasten the bra.

11. Pants: (See photo 11.)

- Follow the same procedures as with the underwear; assist the client throughout.
- Fasten buttons, snaps or zippers.

12. Shirts that fasten in front:

- Place your hand through the wrist of the sleeve on the client's weak side. Reach through to grasp the client's hand; slide the shirt up his/her arm. Adjust it to the shoulder.
- Slide the shirt behind the client's back.
- Guide the client's strong arm into the sleeve.
- Fasten buttons, snaps or zippers.

13. Pullover shirts: (See photo 13.)

- · Gather the shirt at the neck.
- Place the shirt over the client's head.
- Slip his/her arms through the openings, working with the weak side first.
- Slide the shirt down the client's torso.

14. Socks or stockings:

- Gather the opening of the sock or stocking to the toe area.
- Slip the sock or stocking over the client's foot; slide into position.
- Adjust for comfort and smooth any wrinkles.

15. Shoes:

- · Loosen fastenings on shoes.
- Guide one foot into the shoe; make sure the foot is properly positioned inside the shoe; secure fastenings.
- Repeat with other shoe.

16. 83

NOTE: Be aware of your client's physical activity limitations. He/she may become tired in the middle of the process.

Encourage your client to wear clothes that are easy to put on and take off. Garments with elastic waistbands and slip-on shoes are easy to work with.









Grooming

Denture Care (Part 1)

- 1. Gather supplies:
 - emesis basin/small plastic bowl
 disposable gloves
 - toothbrush
 - toothpaste or denture cleaning solution
 - paper towel
 - towel
 - cup of water

- soft cloth
- washcloth
- denture adhesive paste
- denture cup
- denture cleaning tablets
- optional: mouthwash, lip moisturizer



- 3. Put on disposable gloves.
- **4.** Place a towel across the client's chest.
- **5.** Place a paper towel in the emesis basin or plastic bowl.
- 6. Ask the client to remove his/her dentures. If the client is unable to remove them, grasp the upper dentures with a soft cloth and gently pull them down and out. Remove the lower dentures by pulling them up and out.
- 7. Put the dentures in the emesis basin or plastic bowl lined with a paper towel. Carry them to the sink.
- 8. Handle the dentures very carefully.
- **9.** Place a washcloth in the sink; fill the sink halfway with lukewarm water.
- **10.** Using cold water, brush the dentures with denture cleaner or toothpaste and a toothbrush; be sure to hold them securely. Rinse the dentures under lukewarm or cool running water.
- **11.** Place clean dentures in emesis basin lined with a clean paper towel.
- **12.** Brush the client's gums and tongue with toothbrush and toothpaste.
- 13. Ask the client to rinse his/her mouth with water and spit into the emesis basin or plastic bowl.
- **14.** If necessary, apply denture adhesive paste to dentures.
- **15.** Assist the client by placing the dentures into his/her mouth using denture cream as needed. Insert the top dentures first; press gently on the dentures to ensure a tight seal.



GroomingDenture Care (Part 2)

- **16.** If the dentures are not replaced immediately, place them in a denture cup with a denture cleaning tablet; fill cup with cold water; cover; set aside.
- **17.** Optional: assist with additional tasks.
 - Help your client use mouthwash. If mouthwash is too strong for your client, dilute it with water.
 - · Apply lip moisturizer.
- **18.** Remove gloves and dispose of them properly.
- 19. 83



Grooming *Nail Care*

- **1.** Gather supplies:
 - emesis basin or small plastic bowl with warm water
- several towels
- disposable gloves
- optional: lotion to prevent dry skin



- 3. Put on disposable gloves.
- **4.** Soak your client's hands and feet for 10 minutes in warm water (105°-115°F/40.5°-46.1°C). (See photo 4.)
- 5. Remove one hand or foot at a time; pat dry with towel.
- **6.** Gently push back cuticles with towel. (See photo 6.)
- **7.** File your client's nails straight across and even with the tips of the fingers and toes; smooth rough edges to prevent injury.
- **8.** Optional: apply lotion to prevent dry skin; do not apply lotion between the toes.
- **9.** Remove your gloves and discard of them properly.
- 10. 83

NOTE: CAREGivers may soak nails, push back cuticles without a utensil and file nails for the client. CAREGivers may NOT trim fingernails or toenails.







Grooming *Oral Care*

- 1. Gather supplies:
 - emesis basin or small plastic bowl
 - toothbrush
 - toothpaste

- towel
- cup of water
- disposable gloves
- · optional: mouthwash, lip moisturizer



- **3.** Place a towel across the client's chest.
- **4.** Put on gloves.
- **5.** Place a small amount of toothpaste on the toothbrush and wet the brush.
- **6.** Let the client brush his/her teeth if she is able.
- **7.** Gently brush the client's teeth beginning with the outside of the top teeth and then the lower teeth. Use small, circular motions while brushing. Ask the client to stick out his/her tongue; gently brush the tongue and soft surfaces. (See photo 7.)
- **8.** Give the client a sip of water; ask him/her to spit it into the sink or emesis basin as necessary. (See photo 8.)
- **9.** Ask the client to open mouth wide; brush the chewing and inside surfaces of the teeth with the same small, circular motions. (See photo 9.)
- **10.** Give the client a sip of water; ask him/her to spit it into the sink or emesis basin as necessary. (*See photo 8.*)
- **11.** Allow the client to pat his/her lips dry with the towel.
- **12.** Optional: assist with additional tasks.
 - Help your client use mouthwash. If mouthwash is too strong for your client, dilute it with water.
 - Apply lip moisturizer.
- 13. Remove gloves and dispose of them properly.
- 14. 83











Grooming

Shaving with an Electric Razor

- 1. Gather supplies:
 - · disposable gloves
 - towel
 - washcloth

- electric razor
- · optional: shaving lotion, aftershave



- 3. Put on disposable gloves.
- **4.** Allow the client to shave himself if he is able.
- **5.** Wash your client's face; remove food from around his mouth and in folds of the skin.
- **6.** Apply a warm washcloth to his face for two to three minutes to soften whiskers. (See photo 6.)
- **7.** Apply shaving lotion if the client desires.
- 8. Place a towel across the client's chest or drape around his shoulders.
- **9.** Hold his skin tight with one hand; shave the skin using gentle strokes. (The direction of the stroke depends on the type of razor. Move in small circles for circular blades or downward for straight razors.) (See photo 9.)
- **10.** Apply aftershave or lotion if the client desires.
- 11. 83











Grooming

Shaving with a Safety (Blade) Razor

- 1. Gather supplies:
 - disposable gloves
 - aftershave lotion
 - safety razor
- shaving cream
- washcloth
- towel



- 3. Put on disposable gloves.
- **4.** Place a towel across your client's chest or drape around his shoulders.
- **5.** Allow the client to shave himself if he is able.
- **6.** If you are shaving your client's face, apply shaving cream to his cheeks, chin, upper lip and neck.
- **7.** Hold his skin tight with one hand; and gently shave the skin using short, even strokes. Shave in the direction of the hair growth, not against it. (See photo 7.)
- **8.** Gently shave under the client's nose and chin. (See photo 8.)
- 9. Rinse the razor frequently.
- **10.** Rinse the client's face and pat dry with a towel when finished.
- **11.** Apply aftershave lotion.
- 12. 83







Application of Compression Stockings

- 1. Gather supplies:
 - compression stockings (TED Hose)
 - · optional: body powder
- 2. 38
- 3. Elevate client's legs for 15-30 minutes while he/she is lying on his/her back.
- **4.** Fanfold blankets to expose only one leg at a time.
- **5.** Evaluate skin for redness and swollen, warm or open areas. If present, call franchise office immediately.
- 6. Make sure skin is clean and dry.
- 7. Using a clean stocking, turn it inside out down to the heel.
- **8.** Position the stocking over the client's toes. Body powder may be applied to the stocking or leg to assist with the application if the client is not sensitive to powder. (See photo 8.)
- **9.** Slide the stocking over the foot, fitting the heel into the heel pocket. The hole should be at the ball of the client's foot with toes enclosed. (See photo 9.)
- **10.** Pull the stocking up the leg, making sure the fabric is evenly distributed and free of wrinkles. (See photo 10.)
- 11. Repeat with the other leg.
- 12. 83













Assisting a Client Who is Choking

If your client begins to show signs of choking:

- 1. Ask, "Are you choking?," "Can you breathe?" or "Can I help you?" If the client cannot verbally answer, continue with procedure for abdominal thrusts.
- **2.** Stand behind the client.
- 3. Place one leg between the client's legs and the other slightly behind.
- **4.** Wrap your arms around client's waist. (See photo 4.)
- **5.** Make a fist and place the thumb of your fist against the client's abdomen just above the navel and below the rib cage.
- **6.** Grab that fist with your other hand.
- **7.** Give a quick upward thrust into the client's abdomen.
- 8. Repeat thrusts until object pops out or client loses consciousness.
- 9. If client loses consciousness, call 911.
- **10.** Call franchise office to report event.





Changing an Occupied Bed (Part 1)

- **1.** Gather supplies:
 - sheets
 - pillow cases
 - large bath towel or additional clean top sheet
- disposable gloves
- · laundry basket







- 3. Put on gloves.
- **4.** Loosen soiled linen all the way around the bed.
- **5.** Remove bedspread and blanket; place in laundry basket or fold for reuse.
- **6.** For privacy, place a large bath towel or an extra clean top sheet over the existing top sheet.
- **7.** Ask the client to hold the top of the large bath towel or extra clean top sheet or tuck it around his/her shoulders. Pull the soiled top sheet out from under the large bath towel or clean top sheet without exposing the client.
- 8. Roll the soiled top sheet and place it in the laundry basket.
- **9.** Help the client turn to the opposite side of the bed from where you are standing. Make sure the client is positioned so he/she does not roll off of the bed.
- **10.** Keep the client covered; adjust the pillow for comfort.
- **11.** Roll the soiled bottom linen toward the client; tuck it slightly beneath the client's body. (See photo 11.)
- **12.** If necessary, straighten the mattress pad or roll it next to the client. If replacing the mattress pad, unfold the clean pad; center the middle fold toward the middle of the bed, and fanfold the pad next to the client.
- **13.** Place the middle of the clean bottom sheet next to the client; fanfold half against the client's back. (See photo 13.)
- **14.** Tuck in the clean bottom sheet.

If using a flat sheet:

- The bottom of the sheet should line up with the bottom of the mattress.
- Make mitered corners.
- Tuck the bottom flap under the mattress.
- Tuck the edge of the sheet under the mattress.



Changing an Occupied Bed (Part 2)

If using a fitted sheet:

- Pull the corners of the sheet over the corners of the mattress at the top and bottom of the bed.
- **15.** Help the client roll over the linen onto the other side of the bed. Be sure to keep the client covered for privacy. Reposition the pillow for comfort. Make sure the client is positioned so he/she does not roll off of the bed.
- **16.** Move to the opposite side of the bed.
- **17.** Remove the soiled bottom linens, one by one, and place them in the laundry basket. Look for personal belongings that may be in the sheets.
- 18. Straighten the mattress pad.
- **19.** Straighten the clean bottom sheet and tuck under mattress.

If using a flat sheet:

- The bottom of the sheet should line up with the bottom of the mattress.
- Make mitered corners.
- Tuck the bottom flap under the mattress.
- Tuck the edge of the sheet under the mattress.

If using a fitted sheet:

- Pull the corners of the sheet over the corners of the mattress at the top and bottom of the bed.
- **20.** Help the client roll onto his/her back. (See photo 20.)
- **21.** Center a clean top sheet over the client. (See photo 21.)
- **22.** Ask the client to hold the top of the clean top sheet or tuck it around his/her shoulders. Pull the large bath towel or extra clean top sheet out from under the clean sheet without exposing the client.
- **23.** Place blanket and/or bedspread over the top sheet.
- **24.** Tuck in the top sheet, blanket and/or bedspread at the foot of the bed. Make mitered corners. (*See photo 24.*)
- **25.** Make a toe pleat by lifting the top linens over the client's feet three to four inches to allow for foot room.











Changing an Occupied Bed (Part 3)

- **26.** Change the pillowcase. Make sure tags and zippers are on the inside of the pillow case. (*See photo 26.*)
- 27. Take dirty linens to washing machine.
- 28. Remove gloves and dispose properly.
- 29. 83









Changing an Unoccupied Bed (Part 1)

- **1.** Gather supplies:
 - sheets
 - pillow cases

- disposable gloves
- · laundry basket



- 3. Put on gloves.
- **4.** Remove bedspread and blanket; place in laundry basket or fold for reuse.
- **5.** Loosen linen all the way around the bed. Remove each piece separately looking for personal belongings. Roll up and place in laundry basket. (See photo 5.)
- 6. Remove gloves and dispose properly.
- **7.** Wash and dry your hands thoroughly.
- **8.** Straighten the mattress pad or replace if needed.
- **9.** Unfold the bottom sheet on top of the mattress.

If using a flat sheet:

- The bottom of the sheet should line up with the bottom of the mattress.
- Make mitered corners.
- Tuck the bottom flap under the mattress.
- Tuck the side of the sheet under the mattress.

If using a fitted sheet:

- Pull the corners of the sheet over the corners of the mattress at the top and bottom of the bed.
- **10.** Unfold the top sheet; place the smoothest side toward the client; place the top of the sheet even with the top of the mattress.
- **11.** Unfold the blanket and/or bedspread over the top sheet.
- **12.** Tuck all of the top linens in at the bottom of the bed.
- **13.** Make mitered corners. (See photo 13.)









Changing an Unoccupied Bed (Part 2)

- **14.** Put a clean pillowcase on the pillow without touching the linen to your clothing. Do not use your chin to hold the pillow. Make sure tags or zippers are on the inside of the pillow case. (See photo 14.)
- **15.** Take dirty linens to washing machine.
- **16.** Remove your gloves.
- 17. **\$3**









Feeding a Client

- **1.** Gather supplies:
 - food
 - napkins
 - utensils

- teaspoon
- optional: assistive devices





- 3. Wash your hands.
- **4.** Help the client wash his/her hands.
- **5.** Make sure the client's dentures are in place.
- **6.** Place napkins on the client's lap and under his/her chin.
- **7.** If feeding a client in bed, elevate his/her head to prevent choking or aspirating.
- **8.** If the client is visually impaired, describe the location of the food according to the numbers on a clock.
- 9. Encourage the client to do as much as he/she can himself/herself.
- **10.** Deliver the food to the client's mouth slowly; allow the client to set the pace.
- **11.** Fill the front half of a teaspoon; place the spoon on the client's tongue; encourage the client to pull the food off the spoon with his/her lips.
- **12.** Make sure the client chews and swallows between each bite.
- **13.** Offer fluids between bites.
- **14.** Wipe the client's face as needed.
- **15.** Help the client wash his/her hands and face when finished.
- **16.** Record quantity consumed in the Client Journal.
- 17. 83



Inserting a Hearing Aid

- 1. Gather supplies:
 - · hearing aid



- 3. Handle hearing aid carefully.
- **4.** Check that the hearing aid is intact and the volume is turned down to lowest level.
- 5. Hold hearing aid between your thumb and index finger.
- **6.** Slowly slide hearing aid gently into the client's ear.
- 7. Adjust the volume knob.
- **8.** Ask the client if he/she is able to hear clearly and if the aid is correctly positioned.
- 9. Adjust for comfort if needed.



Tips

- Open the battery compartment when the aid is not in use.
- Check that the battery is inserted correctly in the hearing aid.
- Make sure the aid is inserted in the correct ear.
- Be sure the hearing aid is turned on when the client is wearing it.
- Remove hearing aids before bathing, showering and shampooing.
- If the client says the hearing aid is "whistling," check it for fit and volume.
- Report and record excess ear wax, drainage or redness.
- Store hearing aids in a safe place.





Measuring Fluid Intake

- 1. 3
- 2. Take note of how much fluid has been offered to the client.
- 3. Record all fluid consumed by the client during your shift.
- 4. Estimate how much is gone from the container.
- 5. Record the information in the Client Journal.
- 6. 83

Measuring Fluid Output

- 1. Gather equipment:
 - · disposable gloves
 - graduate (a type of measuring cup that is marked to show amounts)



- 3. Put on gloves.
- **4.** Pour urine or other body fluid from the bedpan, urinal, emesis, basin or catheter bag into a graduate.
- **5.** Read the graduate at eye level on a flat surface.
- **6.** Observe urine for cloudiness, blood, sediment, odor and dark color; call the franchise office immediately if present.
- 7. Record the information in the Client Journal.
- **8.** Pour the urine into the toilet and flush.
- **9.** Remove your gloves.







Medication Management (Part 1)

Prescription Medications

CAREGivers[™] may assist clients with predosed* and non-predosed prescription medication according to the guidelines below.

CAREGivers may assist with predosed prescription medication by:

- · Filling pill boxes.
- Verbally reminding the client to take the medication.
- Reading the instructions on a prescription bottle to the client.
- Handing a pill box or prescription bottle to the client.
- Opening a compartment of a pill box or removing a bottle cap from a prescription bottle if the client is unable to do so independently.
- Emptying the compartment of a pill box into the client's hand if the client is unable to do so independently.
- Removing the specified dose from a prescription bottle and handing it to a client, if the client is unable to do so independently.

CAREGivers may **NOT** place medication in a client's mouth.

If a prescription is marked with the dosage and "Take as needed" but the client is able to verbalize the need for the medication, a CAREGiver may assist by opening a bottle or package and handing it to the client. If a client is unable to remove the specified dosage, the CAREGiver may remove the specified dose from the bottle or package and hand it to the client.

*For a prescription to be considered predosed, it must be stored in a container, such as a pill box, with individual compartments for each day, with the days clearly marked OR the medication must be in its original packaging that clearly indicates the quantity and time frame for the medication (for example, in a prescription bottle that reads "Take one tablet per day"). Medications with instructions that read, "Take as needed," are not considered predosed.

Prescription Eye Drops/Ear Drops

CAREGivers may assist with prescription eye drops by placing the prescribed number of drops in the client's eye. CAREGivers may assist with prescription ear drops by placing the prescribed number of drops in the client's ear.

Filling Pill Boxes

CAREGivers may assist clients by removing prescription medication from its packaging and placing it in the corresponding compartment of a pill box organizer according to the daily dosage. In order to place a medication in a pill box, the prescription package must clearly specify the dosage for a specific time frame (for example, "Take one tablet per day" or "Take one tablet in the morning and one in the evening").



Medication Management (Part 2)

CAREGivers who fill a pill box with predosed medications must verify that each medication is currently prescribed by comparing it to the medications on the client's service plan or plan of care.

Cutting/Crushing Pills

Some clients may be on a reduced dose of a medication, which requires a pill to be cut in half. Others may have difficulty swallowing a pill or tablet and wish to have a medication crushed in order to add it to their food. Due to a number of risk factors, CAREGivers may **NOT** cut or crush pills/tablets for a client.



Nebulizers

Nebulizers deliver medication in the form of a mist. The medication generally comes in the form of a premeasured (predosed) sealed vial. CAREGivers may assist by opening a predosed vial of medication and pouring it into the nebulizer cup according to a predefined schedule. CAREGivers may also assist by turning the nebulizer on/off and cleaning the tube according to manufacturer's instructions. CAREGivers may **NOT** measure medication into a nebulizer cup that is not predosed.

Pain Patches

Pain patches are another form of prescription medication that affix directly to the client's body. CAREGivers may assist by verbally reminding a client that he/she needs to apply a patch; the CAREGiver can assist by opening a package, but the CAREGiver may **NOT** apply the patch or remove it.

NOTE: CAREGivers must use caution when handling a pain patch as the medication may adhere to their skin. Always wear gloves when handling a pain patch.

Over-the-Counter Medications

If an over-the-counter medication is prescribed as a regular treatment, the prescription medication guidelines outlined above apply.

If a client is able to verbalize the need for a non-scheduled, over-the-counter medication, such as a pain reliever for an occasional headache, a CAREGiver may assist the client.

CAREGivers may also assist clients with over-the-counter eye drops and ear drops.



Wound Care

Wounds occur when the skin is broken or damaged due to an injury. The most common symptoms of wounds are pain, swelling and bleeding. Some large lacerations may not hurt very much if they are located in an area that has few nerve endings. Some wounds may bleed more than others if the area involved has a greater number of blood vessels, such as the scalp and face.

Source: eMedicineheath.com - online at http://www.emedicinehealth.com/wound_care/page3_em.htm (Accessed June 5, 2013)

When a client has a non-serious injury, such as a small cut or abrasion, CAREGivers™ may assist the client by helping him/her wash the injured area with soap and water and applying an adhesive or gauze bandage.

CAREGivers may also change an adhesive or gauze bandage on a small cut or abrasion. When CAREGivers change a bandage, they are responsible for reporting persistent redness or other signs of infection to the franchise office.

NOTE: When a client is on blood thinning medication, a small cut could be considered a serious injury and beyond the scope of care.

CAREGivers may not change a dressing on a wound that is a result of a medical procedure or a wound for which that the client is receiving medical treatment for (e.g., a bedsore).



Safety *Burns and Scalds*

- Keep containers of hot liquids away from edges of trays, counters or tables.
- · Pour liquids away from the client.
- Ask client to sit down before handing him/her something hot.
- Make sure lids are secure.
- Test the bath water before a client gets in tub or shower; temperature should stay between 105°-115°F/40.5°-46.1°C.
- Check electrical cords for frayed ends or loose plugs.
- Dry hands thoroughly after using alcohol-based hand gels.
- Use front burners on the stove so there is no need to lean over.



Safety *Fire Safety Tips*

- Periodically check to make sure smoke detectors are functional.
- Use ashtrays when the client is smoking; let the contents cool before you throw ashes away.
- Pay close attention to pots and pans while cooking.
- Check for extension cords with frayed wires or damaged outlets. Overloading the electrical system can cause electrical fires.
- Plug every appliance directly into its own outlet.
- Do not place curtains, clothing and bedding too close to heaters, furnaces, wood stoves, fireplaces, water heaters or open flames.
- Keep flammable liquids, such as gasoline, paint and cleaners, away from ovens, water heaters, stoves, fireplaces and open flames.
- Keep matches and lighters in a safe place and away from children who may visit.
- Know where the exits are in a client's home.
- Know what to do in case of a fire. Be aware that the primary exits may be unusable if fire or excessive smoke is blocking them. Keep in mind any special needs your client may have and plan ahead.
- Do not use electric blankets, use a warm water bottle instead.
- Do not wear loose clothing when cooking.
- Encourage your client not to smoke while in bed.
- If you discover a fire:
 - 1. Remove client and self to safe place.
 - 2. Activate alarm.
 - 3. Call 911.
 - 4. If possible, contain the fire by closing the door.
 - 5. If you are able, extinguish the small contained fire.
 - Use proper fire extinguisher procedures:
 - Stand between the fire and an exit.
 - Use PASS: Pull the pin, Aim at the base of the fire, Squeeze trigger, Swipe back and forth.
 - 6. Call the franchise office immediately.

NOTE: Your safety is just as important as the clients.



SafetyOxygen Safety

- Oxygen is considered a medication and must be ordered and monitored by a licensed professional.
- Keep the client's nose and mouth clean.
- Oral hygiene may need to be performed and monitored more frequently.
- Check the skin around the oxygen tubing for skin irritations. If irritation is present, contact the franchise office immediately.
- Make sure the tubing is free of kinks and is properly fastened to the oxygen supply.
- Do not allow smoking in the house while the client is receiving oxygen.
- Do not leave oxygen on when not in use.
- While oxygen is on, keep the tank at least 10 feet away from fireplaces, stoves or gas appliances.
- Do not use electrical equipment in an oxygen-enriched environment; as it may spark and cause a fire.
- Do not use candles while oxygen is on.
- If using an oxygen concentrator:
 - Plug it into a grounded outlet; do not use an extension cord or power strip.
 - Keep it in an open area; do not place it in a closet.
 - Keep tubing out of main traffic paths to avoid tripping.
- Make sure all smoke detectors are in working order.
- Keep the equipment away from open flames (i.e., candles).
- Do not use aerosol sprays near the oxygen equipment.
- Never place oxygen tubing, cannula or mask under clothing, bed sheets, blankets, comforters, carpet, etc., while oxygen is running; as the client could forget the oxygen is running and this could cause a dangerous buildup of oxygen concentration.



Safety

Preventing Pressure Sores

Pressure sores (pressure ulcers or bedsores) are areas of damaged skin caused by staying in one position for too long. This can impede circulation, which can damage tissue and cause injury and/or an open wound. Pressure sores commonly form where bones are close to the skin (ankles, back, elbows, heels and hips). Pressure sores can cause serious infections, some of which can be life-threatening.

Here are some ways to prevent pressure sores:

- Keep skin clean and dry.
- Avoid prolonged exposure. Encourage your client to change position at least every two hours.
- Make sure clothing, braces, splints are not too tight on the skin.
- Encourage good nutrition and hydration.
- Use lift devices for repositioning to prevent friction or shearing (pulling) the skin.
- Do not rub or pull the client's skin on bed linens or other fabric.
- Use pillows to elevate body parts to relieve pressure.
- Encourage the client to be active.
- Protect fragile skin from being scratched or torn.
- Make sure linens and clothing are clean, dry and wrinkle free.
- Report any changes to the client's skin to the franchise office.



Gloving

Gloves should be worn during procedures in which you may come in contact with bodily fluids.

Applying Disposable Gloves:

- 1. Wash and dry your hands thoroughly.
- **2.** Pull out one glove and slide it onto the opposite hand.
- **3.** Use the gloved hand to pull out another glove, and slide your ungloved hand into it.
- **4.** Interlace your fingers so the gloves fit snugly. (See photo at top.)

Removing Disposable Gloves:

- **1.** Pinch the palm of the opposite glove with the fingertips of one hand, taking care to touch only the glove. (See photo 1.)
- **2.** Pull the pinched glove toward the fingertips, and remove it, turning the glove inside out. (*See photo 2.*)
- **3.** Hold onto the loose glove with the gloved hand.
- **4.** Place the fingers of the ungloved hand inside the cuff of the gloved hand between the wrist and the glove, taking care not to touch the outside surface of the glove. (See photo 4.)
- **5.** Pull the glove toward the finger tips, turning the glove inside out. The glove you were holding with your hand is now inside the glove you are taking off. (See photo 5.)
- **6.** Discard gloves into the trash can.
- 7. Wash and dry your hands thoroughly.

NOTE: *Do not reuse disposable gloves.*

NOTE: Upon arrival to a shift with a client wash your hands thoroughly.

Gloves should be worn whenever you have an open area on your hands or fingers. This includes rashes, dry skin and chapped hands.













Hand Hygiene

- Wash hands with soap and water if they are visibly soiled.
- If hands are not visibly soiled, or after removing visible material with soap and water, decontaminate hands with alcohol-based hand rub. Alternatively, hands may be washed with an antimicrobial soap and water.
- Do not wear artificial fingernails or extenders if you have direct contact with high-risk clients.
- Keep natural nail tips shorter than ¼ inch (6.35 mm).
- Wear gloves if you risk coming in contact with blood or other potentially infectious materials, mucous membranes or non-intact skin.
- Change gloves during client care if moving from a contaminated body site to a clean body site.
- · Good hand hygiene is necessary:
 - Before having direct contact with clients.
 - After contact with blood, body fluids or excretions, mucous membranes, non-intact skin or wound dressings.
 - After contact with a client's intact skin (e.g., when taking a pulse, blood pressure or when lifting a client).
 - After contact with inanimate objects (including medical equipment) in the immediate vicinity of the patient.
 - After removing your gloves.
 - Before eating.
 - After using the restroom.



Hand Washing Process

- **1.** Use a clean paper towel to turn on water. (See photo 1.)
- **2.** Use warm water.
- **3.** Wet your hands with fingers pointed down.
- **4.** Apply soap to hands.
- **5.** Lather well, keeping fingers pointed down.
- **6.** Rub hands together in circular motion to create friction. (See photo 6.)
- **7.** Scrub fingernails on opposite palm. (See photo 7.)
- **8.** Wash for 15 seconds.
- **9.** Rinse off soap with fingers pointed down. (See photo 9.)
- **10.** Do not touch the bowl of the sink with your hands.
- 11. Dry hands thoroughly.
- **12.** Use a clean paper towel to turn off water. (See photo 12.)

NOTE: Upon arrival to a shift with a client wash your hands thoroughly.

Gloves should be worn whenever you have an open area on your hands or fingers. This includes rashes, dry skin and chapped hands.













Handling Wastes

- 1. Wash and dry your hands thoroughly.
- 2. Put on gloves.
- 3. Deposit soiled items in trash bag.
- 4. Clean contaminated surfaces with disinfectant.
- 5. Remove your gloves.
- **6.** Tie trash bag closed, touching only the outside of bag. (See photo 6.)
- **7.** Dispose of trash bag in appropriate location.
- 8. Wash and dry your hands thoroughly.

Handling Soiled Equipment (Bed Pans & Urinals)

- 1. Wash and dry your hands thoroughly.
- 2. Put on gloves.
- 3. Hold and carry soiled equipment away from your clothing. (See photo 3.)
- **4.** Clean equipment with cold water and disinfectant (if available).
- 5. Remove your gloves.
- 6. Wash and dry hands thoroughly.

Handling Soiled Bed Linens

- **1.** Wash and dry hands thoroughly.
- 2. Apply gloves.
- **3.** Roll soiled bed linens away from body being careful not to touch to your clothing with the fabric. (See photo 3.)
- 4. Place soiled linen in laundry bag or trash bag.
- 5. Remove gloves.
- 6. Touch only the outside of laundry bag or trash bag.
- **7.** Take linen bag or trash bag to the washing machine; make sure you touch only the outside of the bag.
- 8. Wash and dry hands thoroughly.



Gloves should be worn whenever you have an open area on your hands or fingers. This includes rashes, dry skin and chapped hands.









Putting On/Removing Personal Protective Equipment (PPE)

A mask and gown may be required anytime a CAREGiver[™] could be exposed to body fluid and/or droplets. The gown protects your clothing; the mask filters out pathogens (germs that cause serious infections).

Guidelines for Putting on Mask and Gown:

- 1. Wash and dry your hands thoroughly.
- **2.** Unfold the mask, and place it on your face.
- **3.** Adjust nose piece and ties behind your ears and neck.
- **4.** Put on the gown with the opening at the back.
- **5.** Make sure all clothing is covered.
- **6.** Fasten the gown at your neck and waist.
- **7.** Put on gloves; pull the cuffs of the gloves over the cuffs of the gown. (*See photo 7.*)

Guidelines for Removing Mask and Gown:

- 1. Untie the gown at your waist.
- 2. Remove gloves, and wash your hands.
- 3. Remove mask.
- **4.** Place used mask in appropriate container (trash bag).
- **5.** Until the gown at the neck.
- **6.** Pull the gown off and roll it so the contaminated areas are turned inward. Be careful not to touch any dirty surface with your bare hands.
- 7. Place the dirty gown in an appropriate container (trash bag).
- **8.** Wash and dry your hands thoroughly.

NOTE: Do not reuse gowns or masks.

NOTE: Upon arrival to a shift with a client wash your hands thoroughly.

Gloves should be worn whenever you have an open area on your hands or fingers. This includes rashes, dry skin and chapped hands.





Starting 3/Ending 3



Each personal care skill starts and ends with three, specific actions. Be sure to engage your client in conversation while performing the personal care task.



Perform these three actions before every personal skill service:

- 1. Communicate with the client.
 - Tell the client what you will be doing.
 - Tell the client what he/she will be doing.
- 2. Wash your hands.
- 3. Create a safe environment to:
 - Prevent injury.
 - Ensure proper use of assistive devices.



Ending 3

Perform these three actions after every personal skill service:

- 1. Wash your hands.
- 2. Clean the work space.
 - · Wipe the area after use.
 - Return supplies to original location.
- 3. Continue with the daily routine
 - · Help the client get dressed.
 - Return him/her to the bed or chair.

NOTE: Upon arrival to a shift with a client wash your hands thoroughly.

Gloves should be worn whenever you have an open area on your hands or fingers. This includes rashes, dry skin and chapped hands.

When you see 3 or 3 in the personal care skill sheets that follow, please refer back to this page for reference.



Toileting

Applying Incontinence Briefs

- 1. Gather supplies:
 - disposable gloves
 - clean brief
 - towel

- washcloth or disposable peri-wipe
- trash bag

NOTE: Make sure to use proper size and gender appropriate brief.



- 3. Put on gloves.
- **4.** Help the client lower his/her pants to expose brief.
- **5.** Loosen the fasteners.
- **6.** Roll front of brief downward from front and between the client's legs. (See photo 6.)
- **7.** Provide privacy by covering genital area with towel.
- **8.** Turn the client so his/her back is toward you. (See photo 8.)
- **9.** Remove soiled brief by rolling it inside itself.
- **10.** Dispose of soiled brief in trash bag.
- **11.** Assist client with peri-care.
- **12.** Remove gloves and wash your hands.
- **13.** Put on clean gloves.
- **14.** Place clean brief next to buttocks and position brief between the client's legs.
- **15.** Turn the client on his/her back and pull the brief up over the abdomen. Place brief in correct position; fasten tabs. (*See photo 15.*)
- **16.** Help the client dress.
- **17.** Remove your gloves.
- 18. 83











Toileting

Emptying the Urinary Drainage Bag

- 1. Gather supplies:
 - disposable gloves
 - alcohol wipes
 - paper towels
 - graduate (measuring device)



- 3. Put on gloves.
- 4. Place paper towels on the floor under the drainage bag.
- **5.** Place graduate on paper towel on floor.
- **6.** Open and drain the drainage bag; allow the urine to run into graduate; do not allow the drain tube to touch anything.
- **7.** Clamp the drain tube.
- **8.** Wipe the drain tube with alcohol wipes; replace tube into holder on bag.
- 9. Observe, measure and record fluid output if necessary.
- **10.** Dispose of urine in toilet.
- 11. Remove your gloves.
- 12. 83





Toileting

Helping a Client with a Commode

- 1. Gather supplies:
 - disposable gloves
- toilet paper
- commode with a bucket
 washcloth

towel



- 3. Put on gloves.
- 4. Position the commode next to the client's bed or chair.
- **5.** Lock the wheels of the commode.
- **6.** Put a small amount of water in the bucket before use.
- **7.** Help the client out of the bed or chair.
- **8.** Help the client remove his/her pants and underwear or briefs.
- **9.** Help the client sit down on the commode.
- **10.** If available, fasten the safety strap on the commode around the client's hips.
- **11.** Provide privacy by covering genital area with towel.
- **12.** Make sure toilet paper is within the client's reach.
- 13. Assist the client with wiping and peri-care if he/she is unable to do it on his/her own.
- **14.** Help the client wash his/her hands.
- **15.** Remove your gloves and wash your hands.
- **16.** Help the client redress and return to his/her bed or chair.
- **17.** Put on gloves.
- **18.** Remove the bucket of the commode and empty contents into the toilet.
- **19.** Clean the container with cool water and disinfectant.
- **20.** Remove your gloves.





Toileting *Use of a Bedpan (Part 1)*

- 1. Gather supplies:
 - disposable gloves
 - bedpan with a cover
 - toilet paper
- washcloth
- bed protector
- clean top sheet



- 3. Put on gloves.
- **4.** Fanfold the top bed linens to the foot of the bed.
- **5.** Help the client undress his/her lower body.
- **6.** Put bed protector on bed, if necessary.
- **7.** If client is able to assist you: (See photo 7.)
 - Ask the client to bend his/her knees and lift her buttocks off the mattress.
 - Slide the bedpan under the client's buttocks.
- **8.** If client is unable to assist you: (See photo 8.)
 - Turn the client so his/her back is toward you.
 - Place the bedpan in the proper position against his/her buttocks.
 - Roll the client onto the bedpan.
- **9.** The client's buttocks should rest on the rounded shelf; the narrow end should face the foot of the bed. (*See photo 9.*)
- **10.** If using a hospital bed, raise the head of the bed to a comfortable position. If not using hospital bed, use pillows to prop up the client's upper body. (See photo 9.)
- **11.** Provide privacy to the client:
 - Cover the client with clean top sheet.
 - · Leave the room if possible.
- **12.** Remove your gloves and wash your hands.
- **13.** Once the client is finished, put on clean gloves.
- **14.** Fanfold the top bed linens to the foot of the bed.
- **15.** If client is able to assist you:
 - Ask the client to bend his/her knees and lift her buttocks off the mattress.
 - Slide the bedpan out from under the client's buttocks.









Toileting *Use of a Bedpan (Part 2)*

- **16.** If client is unable to assist you: (See photo 16.)
 - Turn the client so his/her back is toward you.
 - Hold bedpan flat to avoid spills.
- 17. Assist the client with peri-care and hand washing.
- **18.** Empty contents of bedpan in toilet.
- 19. Remove your gloves and wash your hands.
- 20. Help the client dress.
- **21.** Clean the bedpan with cool water and disinfectant.
- 22. 83





Toileting *Use of a Urinal*

- 1. Gather supplies:
 - · disposable gloves
 - urinal and cover
 - · washcloth or disposable peri-wipes



- 3. Put on gloves.
- **4.** Help the client to a comfortable position in the bed/chair or to a standing position.
- **5.** Hand the urinal to the client; if he is unable to handle the urinal himself, place the urinal so the penis is inside.
- 6. Remove gloves and wash your hands.
- **7.** Provide privacy to the client:
 - · Cover him with clean top sheet.
 - Leave the room if possible.
- 8. Put on clean gloves.
- **9.** Once client is finished, cover the urinal.
- **10.** Assist the client with peri-care and hand washing.
- **11.** Take the urinal to the bathroom and empty in the toilet.
- **12.** Remove your gloves.
- 13. 83





Vital Signs *Measuring a Radial Pulse*

- 1. Gather supplies:
 - · wrist watch or wall clock with second hand
- 2. 3
- **3.** Position the client's hand and arm so he/she is comfortable and the client's arm is supported.
- **4.** Place your middle two or three fingers on the thumb side of the client's wrist.
- **5.** Press gently until you feel the client's pulse; note the strength and regularity of the pulse.
- **6.** Count the beats for one minute by watching the second hand on your watch or wall clock.
- **7.** Record the client's pulse in the Client Journal.
- 8. 83

NOTE: All instructions for a CAREGiver[™] to follow when taking and recording a client's temperature must be in writing, including outcomes that should result in a call to the franchise office or 911. A CAREGiver cannot interpret outcomes and respond without special instructions.





Vital Signs *Measuring Respirations*

- 1. Gather supplies:
 - · wrist watch or wall clock with second hand
- 2. 3
- **3.** Count the number of your client's respirations for one full minute.
- 4. Record the number of respirations in the Client Journal.
- 5. 83

NOTE: All instructions for a CAREGiver[™] to follow when taking and recording a client's temperature must be in writing, including outcomes that should result in a call to the franchise office or 911. A CAREGiver cannot interpret outcomes and respond without special instructions.



Vital Signs

Taking a Temperature (Electronic Oral Thermometer)

- 1. Gather supplies:
 - · electronic oral thermometer
 - probe cover



- **3.** Ask the client if he/she has had anything to eat or drink in the last 15 minutes; if so, wait 15 minutes before proceeding.
- **4.** Turn on the thermometer unit.
- **5.** Apply a disposable probe cover to the oral thermometer probe.
- **6.** Ask the client to open his/her mouth; place the probe under the client's tongue at a slight angle to the left or right.
- **7.** Ask the client to close his/her mouth around the probe.
- **8.** Hold the probe in place until the machine signals it is complete; remove the probe from the client's mouth.
- **9.** Read the client's temperature from the display window of the thermometer unit and record the reading in the Client Journal.
- **10.** Discard the probe cover in a waste container; be sure not to touch it.
- 11. Turn off the thermometer unit.
- 12. 83

NOTE: All instructions for a CAREGiver[™] to follow when taking and recording a client's temperature must be in writing, including outcomes that should result in a call to the franchise office or 911. A CAREGiver cannot interpret outcomes and respond without special instructions.





Vital Signs

Taking a Temperature (Mercury-In-Glass Oral Thermometer)

- 1. Gather supplies:
 - · mercury-in-glass oral thermometer



- 3. Rinse thermometer under cool water.
- **4.** Shake the thermometer in a downward motion until the mercury line is below 96.6° F/35.9° C.

To take a temperature orally:

- Ask the client if he/she has had anything to eat or drink in the last 15 minutes. If yes, wait 10-15 minutes before proceeding.
- Insert the tip of the thermometer under one side of the client's tongue toward the back.
- Ask the client to close his/her lips around the thermometer using his/her tongue to hold it in place.
- Leave the thermometer in the client's mouth for at least three minutes.
- Remove the thermometer and find the mercury line and record the thermometer reading in the Client Journal.
- · Rinse thermometer under cool water.

To take a temperature axillary (under the armpit)

- Place the end of the thermometer in the client's dry armpit.
- Hold the thermometer in place by gently pressing the client's elbow against the side of his/her torso.
- Leave the thermometer in the client's armpit for at least four minutes.
- Remove the thermometer and find the mercury line and record the thermometer reading in the Client Journal.
- · Rinse thermometer under cool water.



NOTE: All instructions for a CAREGiver[™] to follow when taking and recording a client's temperature must be in writing, including outcomes that should result in a call to the franchise office or 911. A CAREGiver cannot interpret outcomes and respond without special instructions.

NOTE: Normal temperature ranges: Oral: 97.6° - 99.6° F/36.4° - 37.5° C. Axillary: 96.6° - 98.6° F/35.9° - 37° C.



