

Hartman's Nursing Assistant Care

Long-Term Care and Home Care

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Notice to Readers

Though the guidelines and procedures contained in this text are based on consultations with healthcare professionals, they should not be considered absolute recommendations. The instructor and readers should follow employer, local, state, and federal guidelines concerning healthcare practices. These guidelines change, and it is the reader's responsibility to be aware of these changes and of the policies and procedures of her or his healthcare facility.

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Gender Usage

This textbook uses the pronouns *he*, *his*, *she*, and *her* interchangeably to denote healthcare team members and residents and clients.

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Contents

	<i>Page</i>	<i>Learning Objective</i>	<i>Page</i>
1 Understanding Healthcare Settings			
1. Discuss the structure of the healthcare system and describe ways it is changing	1	4. Discuss abuse and neglect and explain how to report abuse and neglect	25
2. Describe a typical long-term care facility	4	5. List examples of behavior supporting and promoting Residents' Rights	28
3. Describe residents who live in long-term care facilities	4	6. Describe what happens when a complaint of abuse is made against a nursing assistant	29
4. Explain policies and procedures	5	7. Explain how disputes may be resolved and identify the ombudsman's role	29
5. Describe the long-term care survey process	6	8. Explain HIPAA and list ways to protect residents' privacy	30
6. Explain Medicare and Medicaid	6	9. Explain the Patient Self-Determination Act (PSDA) and discuss advance directives and related medical orders	31
7. Discuss the terms <i>culture change</i> and <i>person-centered care</i>	7		
2 The Nursing Assistant and The Care Team			
1. Identify the members of the care team and describe how the care team works together to provide care	9	4 Communication and Cultural Diversity	
2. Explain the nursing assistant's role	11	1. Define <i>communication</i>	34
3. Explain professionalism and list examples of professional behavior	12	2. Explain verbal and nonverbal communication	35
4. Describe proper personal grooming habits	14	3. Describe ways different cultures communicate	36
5. Explain the chain of command and scope of practice	14	4. Identify barriers to communication	36
6. Discuss the resident care plan and explain its purpose	16	5. List ways to make communication accurate and explain how to develop effective interpersonal relationships	38
7. Describe the nursing process	17	6. Explain the difference between facts and opinions	40
8. Describe <i>The Five Rights of Delegation</i>	17	7. Explain objective and subjective information and describe how to observe and report accurately	40
9. Demonstrate how to manage time and assignments	18	8. Explain how to communicate with other team members	41
3 Legal and Ethical Issues		9. Describe basic medical terminology and abbreviations	42
1. Define the terms <i>law</i> and <i>ethics</i> and list examples of legal and ethical behavior	20	10. Explain how to give and receive an accurate report of a resident's status	43
2. Explain the Omnibus Budget Reconciliation Act (OBRA)	21	11. Explain documentation and describe related terms and forms	44
3. Explain Residents' Rights and discuss why they are important	23	12. Describe incident reporting and recording	46
		13. Demonstrate effective communication on the telephone	48
		14. Explain the resident call system	49
		15. List guidelines for communicating with residents with special needs	49

Learning Objective **Page**

5 Infection Prevention and Control

1. Define <i>infection prevention</i> and discuss types of infections	57
2. Describe the chain of infection	58
3. Explain why the elderly are at a higher risk for infection	59
4. Explain Standard Precautions	60
5. Explain hand hygiene and identify when to wash hands	62
6. Discuss the use of personal protective equipment (PPE) in facilities	64
7. List guidelines for handling equipment and linen	68
8. Explain how to handle spills	69
9. Explain Transmission-Based Precautions	70
10. Define <i>bloodborne pathogens</i> and describe two major bloodborne diseases	73
11. Explain OSHA's Bloodborne Pathogens Standard	74
12. Define <i>tuberculosis</i> and list infection prevention guidelines	75
13. Discuss MRSA, VRE, and <i>C. Difficile</i>	77
14. List employer and employee responsibilities for infection prevention	78

6 Safety and Body Mechanics

1. Identify the persons at greatest risk for accidents and describe accident prevention guidelines	80
2. List safety guidelines for oxygen use	84
3. Explain the Safety Data Sheet (SDS)	84
4. Define the term <i>restraint</i> and give reasons why restraints were used	85
5. List physical and psychological problems associated with restraints	86
6. Discuss restraint alternatives	86
7. Describe guidelines for what must be done if a restraint is ordered	87
8. Explain the principles of body mechanics	87
9. Apply principles of body mechanics to daily activities	89
10. Identify major causes of fire and list fire safety guidelines	90

Learning Objective **Page**

7 Emergency Care and Disaster Preparation

1. Demonstrate how to recognize and respond to medical emergencies	93
2. Demonstrate knowledge of first aid procedures	94
3. Describe disaster guidelines	104

8 Human Needs and Human Development

1. Identify basic human needs	108
2. Define <i>holistic care</i> and explain its importance in health care	109
3. Explain why independence and self-care are important	109
4. Describe sexual orientation and gender identity and explain ways to accommodate sexual needs	111
5. Identify ways to help residents meet their spiritual needs	113
6. Identify ways to accommodate cultural and religious differences	114
7. Describe the need for activity	117
8. Discuss family roles and their significance in health care	118
9. List ways to respond to emotional needs of residents and their families	119
10. Describe the stages of human growth and development and identify common disorders for each stage	120
11. Distinguish between what is true and what is not true about the aging process	124
12. Explain developmental disabilities and list care guidelines	126
13. Identify community resources available to help the elderly and people who are developmentally disabled	128

9 The Healthy Human Body

1. Describe body systems and define key anatomical terms	130
2. Describe the integumentary system	131

<i>Learning Objective</i>	<i>Page</i>
3. Describe the musculoskeletal system	132
4. Describe the nervous system	134
5. Describe the circulatory system	137
6. Describe the respiratory system	139
7. Describe the urinary system	140
8. Describe the gastrointestinal system	141
9. Describe the endocrine system	143
10. Describe the reproductive system	144
11. Describe the immune and lymphatic systems	147

10 Positioning, Transfers, and Ambulation

1. Review the principles of body mechanics	149
2. Explain positioning and describe how to safely position residents	150
3. Describe how to safely transfer residents	157
4. Discuss how to safely ambulate residents	167

11 Admitting, Transferring, and Discharging

1. Describe how residents may feel when entering a facility	173
2. Explain the nursing assistant's role in the admission process	174
3. Explain the nursing assistant's role during an in-house transfer of a resident	179
4. Explain the nursing assistant's role in the discharge of a resident	180
5. Describe the nursing assistant's role in physical exams	182

12 The Resident's Unit

1. Explain why a comfortable environment is important for the resident's well-being	185
2. Describe a standard resident unit	186
3. Discuss how to care for and clean unit equipment	188

<i>Learning Objective</i>	<i>Page</i>
4. Explain the importance of sleep and factors affecting sleep	189
5. Describe bedmaking guidelines and perform proper bedmaking	189

13 Personal Care Skills

1. Explain personal care of residents	196
2. Identify guidelines for providing skin care and preventing pressure injuries	198
3. Explain guidelines for assisting with bathing	202
4. Explain guidelines for assisting with grooming	212
5. List guidelines for assisting with dressing	218
6. Identify guidelines for proper oral care	220
7. Define <i>dentures</i> and explain how to care for dentures	224

14 Basic Nursing Skills

1. Explain the importance of monitoring vital signs	226
2. List guidelines for measuring body temperature	227
3. List guidelines for measuring pulse and respirations	233
4. Explain guidelines for measuring blood pressure	236
5. Describe guidelines for pain management	239
6. Explain the benefits of warm and cold applications	240
7. Discuss non-sterile and sterile dressings	246
8. Discuss guidelines for elastic bandages	247
9. List care guidelines for intravenous (IV) therapy	248
10. Discuss oxygen therapy and explain related care guidelines	250

15 Nutrition and Hydration

1. Describe the importance of proper nutrition and list the six basic nutrients	254
2. Describe the USDA's MyPlate	255
3. Identify nutritional problems of the elderly or ill	258
4. Describe factors that influence food preferences	261

Learning Objective	Page
5. Explain the role of the dietary department	261
6. Explain special diets	262
7. Explain thickened liquids and identify three basic thickened consistencies	266
8. Describe how to make dining enjoyable for residents	266
9. Explain how to serve meal trays and assist with eating	267
10. Describe how to assist residents with special needs	271
11. Define <i>dysphagia</i> and identify signs and symptoms of swallowing problems	272
12. Explain intake and output (I&O)	273
13. Identify ways to assist residents in maintaining fluid balance	276

16 Urinary Elimination

1. List qualities of urine and identify signs and symptoms about urine to report	280
2. List factors affecting urination and demonstrate how to assist with elimination	280
3. Describe common diseases and disorders of the urinary system	286
4. Describe guidelines for urinary catheter care	288
5. Identify types of urine specimens that are collected	292
6. Explain types of tests performed on urine	296
7. Explain guidelines for assisting with bladder retraining	298

17 Bowel Elimination

1. List qualities of stool and identify signs and symptoms about stool to report	301
2. List factors affecting bowel elimination	301
3. Describe common diseases and disorders of the gastrointestinal system	303
4. Discuss how enemas are given	305
5. Demonstrate how to collect a stool specimen	309
6. Explain occult blood testing	310

Learning Objective	Page
7. Define <i>ostomy</i> and list care guidelines	311
8. Explain guidelines for assisting with bowel retraining	313

18 Common Chronic and Acute Conditions

1. Describe common diseases and disorders of the integumentary system	316
2. Describe common diseases and disorders of the musculoskeletal system	318
3. Describe common diseases and disorders of the nervous system	325
4. Describe common diseases and disorders of the circulatory system	330
5. Describe common diseases and disorders of the respiratory system	335
6. Describe common diseases and disorders of the endocrine system	338
7. Describe common diseases and disorders of the reproductive system	342
8. Describe common diseases and disorders of the immune and lymphatic systems	343
9. Identify community resources for residents who are ill	350

19 Confusion, Dementia, and Alzheimer's Disease

1. Describe normal changes of aging in the brain	352
2. Discuss confusion and delirium	352
3. Describe dementia and define related terms	353
4. Describe Alzheimer's disease and identify its stages	354
5. Identify personal attitudes helpful in caring for residents with Alzheimer's disease	355
6. List strategies for better communication with residents with Alzheimer's disease	357
7. Explain general principles that will help assist residents with personal care	359
8. List and describe interventions for problems with common activities of daily living (ADLs)	359

<i>Learning Objective</i>	<i>Page</i>
9. List and describe interventions for common difficult behaviors related to Alzheimer's disease	362
10. Describe creative therapies for residents with Alzheimer's disease	367
11. Discuss how Alzheimer's disease may affect the family	369
12. Identify community resources available to people with Alzheimer's disease and their families	370

20 Mental Health and Mental Illness

1. Identify seven characteristics of mental health	371
2. Identify four causes of mental illness	371
3. Distinguish between fact and fallacy concerning mental illness	372
4. Explain the connection between mental and physical wellness	372
5. List guidelines for communicating with residents who are mentally ill	372
6. Identify and define common defense mechanisms	373
7. Describe anxiety, depression, and schizophrenia	373
8. Explain how mental illness is treated	375
9. Explain the nursing assistant's role in caring for residents who are mentally ill	376
10. Identify important observations that should be made and reported	376
11. List the signs of substance abuse	377

21 Rehabilitation and Restorative Care

1. Discuss rehabilitation and restorative care	379
2. Describe the importance of promoting independence and list ways that exercise improves health	381
3. Describe assistive devices and equipment	382
4. Explain guidelines for maintaining proper body alignment	383

<i>Learning Objective</i>	<i>Page</i>
5. Explain care guidelines for prosthetic devices	383
6. Describe how to assist with range of motion exercises	385
7. Describe the benefits of deep breathing exercises	390

22 Special Care Skills

1. Understand the types of residents who are in a subacute setting	392
2. Discuss reasons for and types of surgery	392
3. Discuss preoperative care	393
4. Describe postoperative care	394
5. List care guidelines for pulse oximetry	395
6. Describe telemetry and list care guidelines	396
7. Explain artificial airways and list care guidelines	397
8. Discuss care for a resident with a tracheostomy	398
9. List care guidelines for residents requiring mechanical ventilation	399
10. Describe suctioning and list signs of respiratory distress	399
11. Describe chest tubes and explain related care	400

23 Dying, Death, and Hospice

1. Discuss the stages of grief	402
2. Describe the grief process	403
3. Discuss how feelings and attitudes about death differ	403
4. Discuss how to care for a resident who is dying	404
5. Describe ways to treat dying residents and their families with dignity and how to honor their rights	406
6. Define the goals of a hospice program	407
7. Explain common signs of approaching death	409
8. List changes that may occur in the human body after death	409
9. Describe postmortem care	409
10. Understand and respect different postmortem practices	411

Learning Objective **Page**

24 Introduction to Home Care

1. Explain the purpose of and need for home health care	413
2. Describe a typical home health agency	414
3. Explain how working for a home health agency is different from working in other types of facilities	414
4. Discuss the client care plan and explain how team members contribute to the care plan	416
5. Describe the role of the home health aide and explain typical tasks performed	417
6. Explain common policies and procedures for home health aides	419
7. Demonstrate how to organize care assignments	420
8. Identify an employer's responsibilities	420
9. Identify the client's rights in home health care	421

25 Infection Prevention and Safety in the Home

1. Discuss disinfection in the home	425
2. Describe guidelines for assisting a client when isolation has been ordered	426
3. List ways to adapt the home to principles of proper body mechanics	427
4. Identify common types of accidents in the home and describe prevention guidelines	428
5. List home fire hazards and describe fire safety guidelines	433
6. Identify ways to reduce the risk of automobile accidents	433
7. Identify guidelines for using a car on the job	434
8. Identify guidelines for working in high-crime areas	434

26 Medications in Home Care

1. List four guidelines for safe and proper use of medications	436
2. Identify the five "rights" of medications	437
3. Explain how to assist a client with self-administered medications	438

Learning Objective **Page**

4. Identify observations about medications that should be reported right away	440
5. Describe what to do in an emergency involving medications	440
6. Identify methods of medication storage	440
7. Identify signs of drug misuse and abuse and know how to report these	441

27 New Mothers, Infants, and Children

1. Explain the growth of home care for new mothers and infants	443
2. Identify common neonatal disorders	443
3. Explain how to provide postpartum care	443
4. List important observations to report and document	445
5. Explain guidelines for safely handling a baby	445
6. Describe guidelines for assisting with feeding a baby	446
7. Explain guidelines for bathing and changing a baby	450
8. Identify how to measure weight and length of a baby	454
9. Explain guidelines for special care	455
10. Identify special needs of children and describe how children respond to stress	457
11. List symptoms of common childhood illnesses and the required care	457
12. Identify guidelines for working with children	458
13. List the signs of child abuse and neglect and know how to report them	459

28 Meal Planning, Shopping, Preparation, and Storage

1. Explain how to prepare a basic food plan and list food shopping guidelines	462
2. List and define common health claims on food labels	465
3. Explain the information on the FDA-required Nutrition Facts label	466

<i>Learning Objective</i>	<i>Page</i>
---------------------------	-------------

4. List guidelines for safe food preparation	467
5. Identify methods of food preparation	468
6. Identify four methods of low-fat food preparation	471
7. List four guidelines for safe food storage	471

29 The Clean, Safe, and Healthy Home Environment

1. Describe how housekeeping affects physical and psychological well-being	474
2. List qualities needed to manage a home and describe general housekeeping guidelines	474
3. Describe cleaning products and equipment	476
4. Describe proper cleaning methods for living areas, kitchens, bathrooms, and storage areas	477
5. Describe how to prepare a cleaning schedule	481
6. List special housekeeping procedures to use when infection is present	482
7. Explain how to do laundry and care for clothes	482
8. List special laundry precautions to take when infection is present	484
9. List guidelines for teaching housekeeping skills to clients' family members	484
10. Identify hazardous household materials	485

30 Managing Time, Energy, and Money in the Home

1. Explain ways to work more efficiently	487
2. Describe how to follow an established work plan with the client and family	488
3. Discuss ways to handle inappropriate requests	488
4. List money-saving homemaking tips	489
5. List guidelines for handling a client's money	489

<i>Learning Objective</i>	<i>Page</i>
---------------------------	-------------

31 Caring for Your Career and Yourself

1. Discuss different types of careers in the healthcare field	491
2. Explain how to find a job and how to write a résumé	492
3. Demonstrate completing an effective job application	493
4. Demonstrate competence in job interview techniques	495
5. Describe a standard job description	496
6. Discuss how to manage and resolve conflict	497
7. Describe employee evaluations and discuss appropriate responses to feedback	497
8. Explain how to make job changes	498
9. Discuss certification and explain the state's registry	498
10. Describe continuing education	499
11. Define <i>stress</i> and <i>stressors</i>	500
12. Explain ways to manage stress	500
13. Describe a relaxation technique	502
14. List ways to remind yourself of the importance of the work you have chosen to do	502

Abbreviations	504
----------------------	------------

Appendix	507
-----------------	------------

Glossary	509
-----------------	------------

Index	529
--------------	------------

Procedure *Page*

Procedures

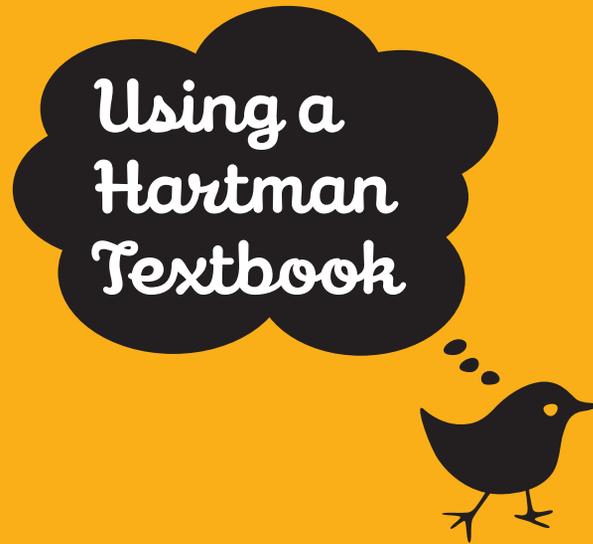
Washing hands (hand hygiene)	63
Putting on (donning) and removing (doffing) gown	64
Putting on (donning) mask and goggles	65
Putting on (donning) gloves	66
Removing (doffing) gloves	67
Donning a full set of PPE	67
Doffing a full set of PPE	68
Performing abdominal thrusts for the conscious person	95
Clearing an obstructed airway in a conscious infant	95
Responding to shock	96
Responding to a myocardial infarction	97
Controlling bleeding	98
Treating burns	99
Responding to fainting	100
Responding to a nosebleed	101
Responding to a seizure	102
Responding to vomiting	103
Moving a resident up in bed	152
Moving a resident to the side of the bed	153
Positioning a resident on the left side	154
Logrolling a resident	155
Assisting a resident to sit up on side of bed: dangling	156
Applying a transfer belt	158
Transferring a resident from bed to wheelchair	160
Transferring a resident from bed to stretcher	162
Transferring a resident using a mechanical lift	164
Transferring a resident onto and off of a toilet	166
Transferring a resident into a vehicle	167
Assisting a resident to ambulate	168
Assisting with ambulation for a resident using a cane, walker, or crutches	170

Procedure *Page*

Admitting a resident	176
Measuring and recording weight of an ambulatory resident	177
Measuring and recording height of an ambulatory resident	178
Transferring a resident	180
Discharging a resident	181
Making an occupied bed	190
Making an unoccupied bed	193
Making a surgical bed	194
Giving a complete bed bath	203
Giving a back rub	207
Shampooing hair	208
Giving a shower or tub bath	210
Providing fingernail care	213
Providing foot care	214
Shaving a resident	215
Combing or brushing hair	217
Dressing a resident	219
Providing oral care	221
Providing oral care for the unconscious resident	222
Flossing teeth	222
Cleaning and storing dentures	224
Measuring and recording an oral temperature	229
Measuring and recording a rectal temperature	230
Measuring and recording a tympanic temperature	231
Measuring and recording an axillary temperature	232
Counting and recording apical pulse	234
Counting and recording radial pulse and counting and recording respirations	235
Measuring and recording blood pressure (one-step method)	237
Applying warm compresses	241
Administering warm soaks	242
Applying an Aquamatic K-Pad	243
Assisting with a sitz bath	244

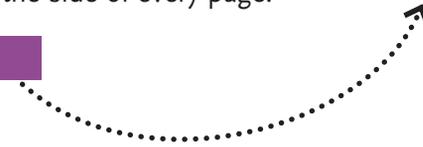
<i>Procedure</i>	<i>Page</i>
Applying ice packs	245
Applying cold compresses	245
Changing a dry dressing using non-sterile technique	246
Assisting in changing clothes for a resident who has an IV	249
Feeding a resident	269
Measuring and recording intake and output	275
Serving fresh water	278
Assisting a resident with the use of a bedpan	282
Assisting a male resident with a urinal	284
Assisting a resident to use a portable commode or toilet	285
Providing catheter care	289
Emptying the catheter drainage bag	291
Changing a condom catheter	291
Collecting a routine urine specimen	293
Collecting a clean-catch (mid-stream) urine specimen	294
Collecting a 24-hour urine specimen	295
Testing urine with reagent strips	297
Giving a cleansing enema	306
Giving a commercial enema	308
Collecting a stool specimen	310
Testing a stool specimen for occult blood	310
Caring for an ostomy	313
Putting elastic stockings on a resident	333
Collecting a sputum specimen	337
Providing foot care for a resident with diabetes	340
Assisting with passive range of motion exercises	386
Disinfecting using wet heat	426
Disinfecting using dry heat	426
Picking up and holding a baby	445
Sterilizing bottles	449
Assisting with bottle feeding	449
Burping a baby	449

<i>Procedure</i>	<i>Page</i>
Giving an infant sponge bath	451
Giving an infant tub bath	452
Changing cloth or disposable diapers	453
Measuring a baby's weight	454
Measuring a baby's length	454
Measuring an infant's axillary, tympanic, or temporal artery temperature	455
Cleaning a bathroom	480
Doing the laundry	483



Understanding how this book is organized and what its special features are will help you make the most of this resource!

We have assigned each chapter its own colored tab. Each colored tab contains the chapter number and title, and is located on the side of every page.



1. List examples of legal and ethical behavior

Everything in this book, the student workbook, and the instructor’s teaching material is organized around learning objectives. A learning objective is a very specific piece of knowledge or a very specific skill. After reading the text, if you can do what the learning objective says, you know you have mastered the material.

bloodborne pathogens

Bold key terms are located throughout the text, followed by their definitions. They are also listed in the glossary at the back of this book.

Making an occupied bed

All care procedures are highlighted by the same black bar for easy recognition.

Guidelines: Handwashing

Guidelines and Observing and Reporting lists are colored green for easy reference.

Residents’ Rights
Food Choices
right to make

Blue Residents’ Rights boxes teach important information about how to support and promote legal rights and person-centered care.

Chapter Review

Chapter-ending questions test your knowledge of the information found in the chapter. If you have trouble answering a question, you can return to the text and reread the material.

Beginning and ending steps in care procedures

For most care procedures, these steps should be performed. Understanding why they are important will help you remember to perform each step every time care is provided.

Beginning Steps

Identify yourself by name. Identify the resident by name.

A resident's room is his home. Residents have a right to privacy. Before any procedure, knock and wait for permission to enter the resident's room. Upon entering his room, identify yourself and state your title. Residents have the right to know who is providing their care. Identify and greet the resident. This shows courtesy and respect. It also establishes correct identification. This prevents care from being performed on the wrong person.

Wash your hands.

Handwashing provides for infection prevention. Nothing fights infection in facilities like performing consistent, proper hand hygiene. Handwashing may need to be done more than once during a procedure. Practice Standard Precautions with every resident.

Explain procedure to resident. Speak clearly, slowly, and directly. Maintain face-to-face contact whenever possible.

Residents have a legal right to know exactly what care you will provide. This promotes understanding, cooperation, and independence. Residents are able to do more for themselves if they know what needs to happen.

Provide for the resident's privacy with a curtain, screen, or door.

Doing this maintains residents' rights to privacy and dignity. Providing for privacy in a facility is not simply a courtesy; it is a legal right.

Adjust the bed to a safe level, usually waist high. Lock the bed wheels.

Locking the bed wheels is an important safety measure. It ensures that the bed will not move as you are performing care. Raising the bed helps you to remember to use proper body mechanics. This helps prevent injury to you and to residents.

Ending Steps

Make resident comfortable.	Make sure the sheets are wrinkle-free and lie flat under the resident's body. This helps prevent pressure injuries. Replace bedding and pillows. Check that the resident's body is in proper alignment. This promotes comfort and health after you leave the room.
Return bed to lowest position. Remove privacy measures.	Lowering the bed provides for the resident's safety. Remove extra privacy measures added during the procedure. This includes anything you may have draped over and around the resident, as well as privacy screens.
Place call light within resident's reach.	A call light allows the resident to communicate with staff as necessary. It must always be left within the resident's reach. You must respond to call lights promptly.
Wash your hands.	Handwashing is the most important thing you can do to prevent the spread of infection.
Report any changes in the resident to the nurse. Document procedure using facility guidelines.	You will often be the person who spends the most time with a resident, so you are in the best position to note any changes in a resident's condition. Every time you provide care, observe the resident's physical and mental capabilities, as well as the condition of his or her body. For example, a change in a resident's ability to dress himself may signal a greater problem. After you have finished giving care, document the care using facility guidelines. Do not record care before it is given. If you do not document the care you gave, legally it did not happen.



In addition to the beginning and ending steps listed above, remember to follow infection prevention guidelines. Even if a procedure in this book does not tell you to wear gloves or other PPE, there may be times when it is appropriate.

For example, the procedure for giving a back rub does not include gloves. Gloves are usually not required for a back rub. However, if the resident has open sores on his back, gloves are necessary.