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ISBN 978-1-60425-141-8

PRINTED IN CANADA

Second Printing, 2023

## 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 their healthcare facility.

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## Special Thanks

A heartfelt thank-you goes to our insightful and wonderful reviewers, listed in alphabetical order:

Heather Brown, RN  
Greeley, CO

Connie W. DeFillippo, BSN, RN  
Cincinnati, OH

Charles A. Illian, BSN, RN  
Orlando, FL

Nesha Jones, BSN, RN  
Omaha, NE

Roberta Scanlon, RN, Nurse Educator  
Eau Claire, WI

We are very appreciative of the many sources who shared their informative photos with us:

- Briggs Healthcare
- Detecto
- Dove
- Dreamstime
- Exergen Corporation
- Harrisburg Area Community College
- Hill-Rom Services, Inc.
- Hollister Incorporated
- The International Dysphagia Diet Standardisation Initiative
- Medline Industries, LP
- National Pressure Injury Advisory Panel
- North Coast Medical, Inc.
- Nova Medical Products
- RG Medical Diagnostics
- Sha Design LLC
- Statewide Program for Infection Control and Epidemiology (SPICE)
- Vancare, Inc.

## Gender Usage

This textbook uses gender pronouns interchangeably to denote healthcare team members and residents.

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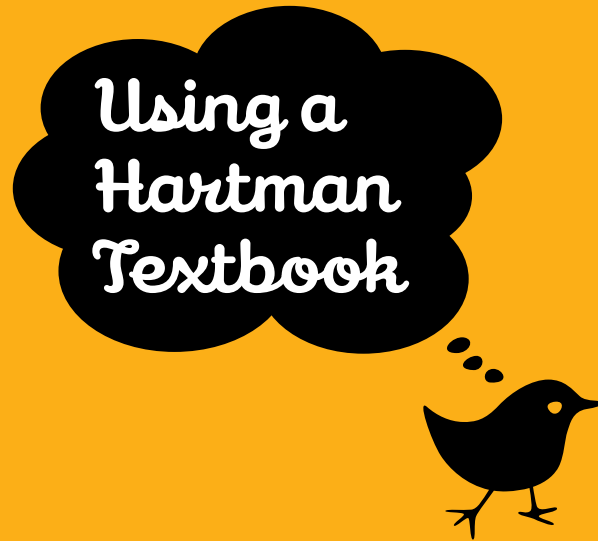
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Understanding how this book is organized and what its special features are will help you make the most of this resource!

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



## 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.



This icon indicates that Hartman Publishing offers a corresponding video for this skill.

### Guidelines: Preventing Falls

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

### Residents' Rights

#### Abuse and Alzheimer's Disease

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

# Beginning and ending steps in care procedures

For most care procedures, these beginning and ending 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 according to facility policy.**

A resident's room is his home. Residents have a legal 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 the procedure to the 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 the resident's right 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 prevents injury to you and to residents.



## Ending Steps



<p><b>Return the bed to its lowest position.</b></p> <p><b>Remove privacy measures.</b></p>	<p>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.</p>
<p><b>Place the call light within the resident's reach.</b></p>	<p>A call light allows the resident to communicate with staff as necessary. It must always be left within reach of the resident's stronger hand. You must respond to call lights promptly.</p>
<p><b>Wash your hands.</b></p>	<p>Handwashing is the most important thing you can do to prevent the spread of infection.</p>
<p><b>Report any changes in the resident to the nurse. Document the procedure using facility guidelines.</b></p>	<p>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 the resident's 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.</p>



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.

A few procedures in this book mention positioning side rails on beds, but most references to side rails have been omitted. This is due to the decline in their use because of risk of injury. Follow your facility's policies regarding side rails.