

Chapter 15

RFOC Out Takes To Complete Training For The Certification Process For LTCW

Section 1:

1. Skill: Hand Washing

1. S.W.I.P.E.S.
2. Make sure supplies are within easy reach so that no contaminated surface is touched throughout the task.
3. Standing away from sink, turn on the faucet and adjust the water temperature. Keep your clothes dry, as moisture breeds bacteria.
4. Wet hands and wrists, keeping your hands lower than your elbows so water runs off your fingertips, not up your arm.
5. Use a generous amount of soap, rubbing hands together and fingers between each other to create lather. Friction helps clean your skin.
6. Continue to rub your hands together, pushing soap under your fingernails and cuticles with a brush or by working them in the palm of your hand. Soap about two inches above your wrist.
7. Wash for one minute.
8. Rinse thoroughly under running water, careful not to touch the sink.
9. Rinse from just above the wrists down to fingertips. Do not run water over unwashed arm down to clean hands.
10. Using a clean paper towel, dry from tips of fingers up to clean wrists. Do not wipe towel on unwashed forearm and then wipe clean hands.
11. Dispose of the towel without touching waste container.

Fundamentals

12. If your hands touch the sink or waste container, start over.
13. Using a clean paper towel, turn off faucet, which is considered contaminated. Properly discard towel.

2. Skill: Putting On & Taking Off Gloves

Putting On Gloves

1. S.W.I.P.E.S.
2. Wash hands before contact with gloves.
3. Check each glove for holes or other deterioration before using.
4. Grasp glove at cuff and pull onto other hand.
5. Grasp other glove at cuff and pull onto other hand.
6. Check to make sure glove is snugly fit over each finger.

Taking Off Gloves

1. With one gloved hand, grasp the other glove just below the cuff.
2. Pull glove down over hand so it is inside out.
3. Keep holding removed glove with gloved hand and crumple it into a ball.
4. With two fingers of bare hand, reach under the cuff of the second glove.
5. Pull the glove down inside out so it covers the first glove.
6. Throw gloves away.
7. Wash hands as final step.

3. Skill: Bed Bath

1. S.W.I.P.E.S.
2. Put on gloves.
3. Remove or fold back top bedding. Keep individual covered with bath blanket or top sheet.
4. Remove individual's gown/sleep wear.
5. Test water temperature and ensure it is safe. Adjust if necessary. Replace the water at any time it gets soapy, cool, or dirty.
6. Wet washcloth (no soap) and begin with the eyes. Use a different area of the washcloth for each eye, washing inner to outer corner.
7. Wash the rest of the face, ears, and neck, using soap (if the individual prefers).
8. Rinse. Dry areas with a towel – pat, don't rub.
9. Expose one arm and place a towel underneath it. Support the individual's arm with the palm of your hand underneath the individual's elbow. Wash the individual's arm, shoulder, and armpit. Rinse and pat dry.

Fundamentals

10. Place the individual's hand in the water basin. Wash the individual's hand, rinse, and pat dry. Repeat with the other arm and hand.
11. Wash, rinse, and pat dry the individual's chest and abdomen.
12. Uncover one of the individual's legs and place a towel lengthwise under the foot and leg. Bend the knee and support the leg with your arm. Wash the leg, rinse, and pat dry.
13. Slide the individual's foot in to the water basin. Wash the individual's foot, rinse and pat dry. Repeat with the other leg and foot.
14. Assist the individual to turn on his/her side, away from you. Place a bath blanket or towel alongside his/her back.
15. Wash the individual's back and buttocks, rinse and pat dry.
16. Assist the individual to his/her back. Provide privacy and let the individual perform his/her own perineal care.
17. Assist individual to get dressed.
18. Assist the individual to get up, or assist in a comfortable position if remaining in bed.
19. Remove bedding that may have gotten wet.
20. Empty, rinse, wipe bath basin and return to proper storage.
21. Place soiled clothing and linen in proper container.
22. Remove gloves and wash hands.

4. Skill: Assist Individual with a Weak Arm to Dress

1. S.W.I.P.E.S.
2. Ask individual what he/she would like to wear.
3. Assist individual to remove their gown/sleep wear while protecting privacy.
4. Assist individual to put the weak arm through the correct sleeve of the shirt, sweater, or slip.
5. Assist individual to put strong arm through the correct sleeve.
6. Assist individual to put on skirt, pants, shirt, or dress, and non-skid footwear.
7. Puts on all items, moving individual's body gently and naturally, avoiding force and over-extension of limbs and joints.
8. Finish with individual dressed appropriately (clothing right side out, zippers/buttons fastened, etc.) and seated.
9. Place gown in dirty laundry basket.
10. Wash hands.

5. Skill: Put Knee-High Elastic Stocking on an Individual

1. S.W.I.P.E.S.

Fundamentals

2. Have individual elevate leg(s) 15 minutes.
3. Turn stocking inside out, at least to heel area.
4. Place foot of stocking over toes, foot, and heel moving individual's foot and leg naturally, avoiding force and over-extension of limb and joints.
5. Pull top of stocking, over foot, heel, and leg.
6. Make sure stocking is smooth, with no twists or wrinkles, and is not too tight over the individual's toes.
7. Wash hands.

Section 2:

6. Skill: Turn and Reposition an Individual in Bed

1. S.W.I.P.E.S.
2. Bend individual's knees.
3. Before turning individual, move their body towards self.
4. Place your hands on the individual's hip and shoulder and gently roll the individual over on his/her side away from you.
5. Position individual in proper body alignment:
 - head supported by pillow;
 - shoulder adjusted so individual is not lying on arm and top arm is supported;
 - back supported by supportive device if applicable;
 - top knee flexed, top leg supported by supportive device if applicable with hip in proper alignment.
6. Cover individual with top sheet.
7. Remove gloves (if used) and wash hands as final step

7. Skill: Transfer Individual from Bed to Chair/Wheelchair

1. S.W.I.P.E.S.
2. Position chair/wheelchair close to bed with arm of the wheelchair almost touching the bed.
3. Fold up or remove footrests.
4. Lock wheels on wheelchair.
5. Assist client to roll toward side of bed.
6. Supporting the client's back and hips, assist client to a sitting position with feet flat on the floor.
7. Assist client to put on non-skid footwear.
8. Put on transfer belt, if necessary.
9. Assist client to scoot toward edge of bed.
10. With transfer (gait) belt:
 - Stand in front of client.
 - Grasp belt.
11. Without transfer belt:
 - Stand in front of client.

Fundamentals

- Place arms around client's torso under client's arms.
- 12. Brace client's lower extremities with your knees to prevent slipping.
- 13. Alert client you will begin transfer on the count of 3.
- 14. On signal, assist client to stand.
- 15. Assist client to pivot to front of wheelchair with back of client's legs against wheelchair.
- 16. Flex your knees and hips and lower the client into the wheelchair.
- 17. Have client hold onto armrests for support.
- 18. Reposition client with hips touching the back of the wheelchair and good body alignment. Remove transfer belt, if used.
- 19. Position client's feet on footrests.
- 20. Wash hands as final step.

8. Skill: Assisting an Individual to Walk

1. S.W.I.P.E.S.
2. Encourage individual to wear properly fasten non-skid footwear.
3. Stand in front of and face the individual.
4. Brace the individual's lower extremities.
5. With transfer (gait) belt:
 - o Place belt around the individual's waist and grasp the belt while assisting him / her to stand.
 - o Walk slightly behind and to one side (weaker side, if any) of individual for the full distance, while holding onto the belt.
6. Without transfer belt:
 - o Place arm around individual's torso while assisting him / her to stand.
 - o Walk slightly behind and to one side (weaker side, if any) of individual for the full distance with arm supporting his / her back.
7. Assist individual to where he/she is going and remove transfer belt, if used.

9. Skill: Passive Range of Motion for One Shoulder

1. S.W.I.P.E.S.
2. While supporting the limb through the following exercises, move joint gently, slowly, and smoothly through the range of motion to the point of resistance. Stop if pain occurs.
3. Support individual's arm at elbow and wrist, while performing range of motion for shoulder.
4. Raise individual's straightened arm toward ceiling, back towards the head of bed and return to a flat position. Repeat at least three times.
5. Move individual's straightened arm away from their side of body toward head of bed, And return individual's straightened arm to midline of their body. Repeat at least three times.

Fundamentals

6. Place individual's flexed elbow at individual's shoulder level, rotate forearm toward head of the bed and rotate forearm down toward hip. Repeat at least three times.
7. Wash hands.

10. Skill: Passive Range of Motion for One Knee and Ankle

1. S.W.I.P.E.S.
2. While supporting the limb through the following exercises, move joint gently, slowly, and smoothly through the range of motion to the point of resistance. Stop if pain occurs.
3. Knee. Support individual's leg at knee and ankle while performing range of motion for knee.
4. Bend the knee to the point of resistance and then return leg flat to bed. Repeat at least three times.
5. Ankle. Support foot and ankle while performing range of motion for ankle.
6. Keeping the individual's foot on bed, push/pull foot toward head and push/pull foot down, toes point down (as if pushing down or letting up on a gas pedal in a car).
7. Repeat at least three times.
8. Wash hands.

Section 3:

11. Skill: Medication Assistance

1. S.W.I.P.E.S.
2. Remind the individual it is correct, scheduled time to take his/her prescribed medication.
3. Take the medication container from where it is stored, look at the label, and verify the 5 Rights— medication, individual, amount, route, and time.
4. Open the container, look at the label and verify the 5 Rights again.
5. Hand the correct dosage to the individual, hand the open container to the individual, or transfer the medication to an enabler.
6. Offer the individual a full glass of fluid (for oral medications).
7. Observe and make sure the medication is taken.
8. Close the medication container and put it back in the appropriate place. Read the label and verify the 5 Rights once again.
 9. Document that the individual has taken the medication. If he/she has not, document that as well.
10. Common care practices were followed.
11. Wash hands.(skill taught in Safety training)

Fundamentals

12. Skill: Assisting an Individual to Eat

1. S.W.I.P.E.S.
2. Assist individual to put on clothing protector or cover, if needed.
3. Ensure individual is in an upright, sitting position.
4. Sit at individual's eye level.
5. Offer the food in bite-size pieces - alternating types of food offered.
6. Make sure the individual's mouth is empty before offering the next bite of food or sip of beverage.
7. Offer a beverage to the individual during the meal.
8. Talk with the individual throughout meal.
9. Wipe food from individual's mouth and hands as necessary and at the end of the meal.
10. Remove clothing protector if worn and dispose of in proper container.
11. Remove leftover food.
12. Wash hands as final step

3. Skill: Mouth Care

1. S.W.I.P.E.S.
2. Ensure individual is in an up-right sitting position.
3. Put on gloves.
4. Place towel across individual's chest before providing mouth care.
5. Moisten toothbrush or toothette and apply toothpaste.
6. Clean entire mouth (including tongue and all surfaces of teeth), with brush or toothette, using gentle motions.
7. Assist individual to rinse his/her mouth.
8. Assist individual to spit into sink.
9. Wipe individual's lips and face, and remove towel.
10. Dispose of soiled linen in soiled linen container.
11. Clean and return toothbrush, toothpaste, etc. to proper storage.
12. Remove gloves and wash hands.

14. Skill: Clean and Store Dentures

1. S.W.I.P.E.S.
2. Put on gloves.
3. Line sink/basin with a towel/washcloth or by filling it with water.

Fundamentals

4. Obtain dentures from individual or gently remove them from individual's mouth if he/she is unable to do so. Take the lower denture out first, then the upper denture.
5. Rinse dentures in cool running water before brushing them.
6. Apply toothpaste or denture cleanser to toothbrush.
7. Brush dentures on all surfaces.
8. Rinse all surfaces of denture under cool, running water.
9. Rinse denture cup before putting dentures in it.
10. Place dentures in clean denture cup with solution or cool water.
11. Return denture cup to proper storage.
12. Clean and return supplies and equipment to proper storage.
13. Dispose of sink liner.
14. Remove gloves and wash hands.

15. Skill: The Shave (With Safety Razor)

1. S.W.I.P.E.S.
2. Put on gloves.
3. Ask individual if he wears dentures. If so, make sure they are in his mouth.
4. Wash face with warm, wet washcloth.
5. Apply shaving lather to the area you are going to shave.
6. Hold razor securely.
7. Hold skin taut with free hand and shave with smooth even movements in the direction of hair.
8. Rinse safety razor in warm water between strokes to keep the razor clean and wet.
9. Shave sides first, then nose and mouth.
10. Wash, rinse, and dry face.
11. Clean equipment and put away.
12. Remove gloves and put in appropriate container.
13. Wash hands as final step.

16. Skill: Foot Care

1. S.W.I.P.E.S.
2. Put on gloves.
3. Put water in basin. Test water temperature. Ensure it is safe and comfortable before placing individual's feet in water. Adjust if necessary.
4. Put the individual's foot completely in the water.

Fundamentals

5. Supporting foot and ankle properly throughout procedure, remove foot from water, wash entire foot, including between toes, with soapy washcloth.
6. Rinse and then dry entire foot, including between toes. Pat, don't rub dry.
7. Gently clean dirt out from under nails using nail file.
8. File or cut nails, straight across, as needed with clippers or emery board.
9. Put lotion in your hand and massage lotion on individual's entire foot. Remove excess (if any) with towel.
10. Assist individual to replace socks and shoes.
11. Empty, rinse, wipe bath basin, and return to proper storage.
12. Remove gloves and wash hands.

17. Skill: Fingernail Care

1. S.W.I.P.E.S.
2. Put on gloves.
3. Put water in bowl. Test water temperature to make sure it is safe and comfortable before placing individual's fingers in water. Adjust if necessary.
4. Place water at a comfortable level for individual.
5. Put individual's fingers in water and allow to soak.
6. Dry individual's hand including between fingers. Pat, don't rub dry.
7. Clean under nails with a nail file. Wipe nail file on towel after each nail.
8. Groom nails with file or emery board.
9. Finish with nails smooth and free of rough edges.
10. Empty, rinse, wipe water bowl, and return to proper storage.
11. Dispose of soiled linen properly.
12. Remove gloves and wash hands.

Section 4:

18. Toileting

Toileting assistance to the individual may include:

1. cueing and reminding;
2. assisting the individual to and from the bathroom;
3. assisting the individual transfer on and off and use the toilet or assistive equipment;
4. undoing an individual's clothing, pulling down clothing, and refastening clothing;
5. correctly when he/she is done;
6. pericare;

Fundamentals

7. emptying the bedpan, urinal, or commode into the toilet;
8. assisting with pads, briefs, or moisture barrier cream;
9. performing routine colostomy or catheter care.
10. Privacy, dignity, and independence. Toileting is a very private matter. A reassuring attitude from you can help lessen feelings of embarrassment for the individual. The following guidelines are recommended when assisting an individual with toileting:
11. Assist the individual as much as possible into a normal, sitting position.
12. If assisting with a transfer to a toilet or assistive device, make sure the item is stable or locked down before beginning the transfer.
13. Put anything the individual requires within easy reach (e.g. toilet paper or soap to wash up afterwards).
14. If assisting with wiping, move from front to back and wear gloves.
15. When overseeing an individual's bowel and bladder function, your job as a ISS Staff is to:
16. have an understanding of what is and is not normal bowel and bladder function for an individual;
17. encourage the individual to make choices to maintain good urinary and bowel function;
18. know what to document and report to the appropriate person in your care setting if there are problems in this area; and
19. respond to the individual's toileting needs as quickly as possible.

19. Skill: Assist Individual with Use of Bedpan

1. S.W.I.P.E.S.
2. Place bedpan correctly under individual's buttocks (standard bedpan: position bedpan so wider end of pan is aligned with the individual's buttocks. Fracture pan: position bedpan with handle toward foot of bed). Have individual bend knees and raise hips (if able).
3. Put toilet tissue within individual's reach.
4. Ask individual to let you know when he/she is finished.
5. Put on gloves before removing bedpan.
6. Remove bedpan and empty contents into toilet.
7. Provide pericare, if needed.
8. Rinse bedpan, pouring rinse water into toilet. Return to proper storage.
9. Assist individual to wash hands and dispose of soiled washcloth or wipe in proper container.
10. Remove gloves and wash hands.

20. Skill: Assist Individual with Pericare

1. S.W.I.P.E.S.
2. Test water temperature and ensure that it is safe and comfortable before washing, and adjust if necessary.

Fundamentals

3. Put on gloves.
4. Expose perineal area, making sure that the individual's privacy is maintained.
5. Gently wash entire perineal area with soapy washcloth, moving from front to back, while using a clean area of the washcloth or clean washcloth for each stroke.
6. Rinse entire perineal area moving from front to back, while using a clean area of the washcloth or clean washcloth for each stroke.
7. Gently dry perineal area, moving from front to back and using a blotting motion with towel.
8. Wash, rinse, and dry buttocks and peri-anal area without contaminating perineal area.
9. Dispose of linen in proper containers.
10. Empty, rinse, wipe basin, and return to proper storage.
11. Remove and dispose of gloves without contaminating self after returning basin to storage.
12. Wash hands.

21. Skill: Catheter Care

1. S.W.I.P.E.S.
2. Test water in basin. Determine if water temperature is safe and comfortable before washing, and adjust if necessary.
3. Put on gloves before contact with linen and/or individual.
4. Expose area surrounding catheter only.
5. Place towel or pad under catheter tubing before washing.
6. Avoid tugging the catheter.
7. Apply soap to wet washcloth.
8. Hold catheter near opening where it enters the body to avoid tugging it.
9. Clean at least four inches of the catheter nearest the opening, moving from the opening downwards away from the body, using a clean area of the cloth for each stroke.
10. Rinse at least four inches of the outside of the catheter nearest the opening, moving from the opening downwards away from the body, using a clean area of the cloth for each stroke.
11. Make sure there are no kinks in catheter tubing.
12. Dispose of linen in proper containers.
13. Empty, rinse, wipe basin and return to proper storage.
14. Remove and dispose of gloves without contaminating self after returning basin to storage.
15. Wash hands.