Nursing Procedure Guide for Long-Term Care

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### Inserting a Urinary Catheter

Characteristics:
- Indwelling Urinary Catheter

Risks:
- Catheter related infection
- Micturation pain

Indications:
- Incontinence
- Nephrotic syndrome
- Metabolic disorders

Contraindications:
- Recent urinary tract infection

Preparation:
- Clean hands
- Check for catheter type and size

Steps:
1. Get the equipment
2. Check sterile pack integrity
3. Open sterile pack
4. Put on sterile gloves
5. Place the sterile field
6. Lubricate the catheter
7. Insert the catheter
8. Inflating the balloon
9. Check the bladder
10. Secure the catheter

Post-procedure:
- Monitor the patient
- Check the bladder
- Check the catheter

Notes:
- Enters the bladder through the urethra
- It is used to drain urine

### Implanted Port Deaccess

Characteristics:
- Implantation
- Access for therapy

Risks:
- Infection
- Bleeding

Indications:
- Outpatient chemotherapy
- infusion pump

Contraindications:
- Recent implantation

Preparation:
- Clean hands
- Check sterile pack integrity

Steps:
1. Get the equipment
2. Check sterile pack integrity
3. Open sterile pack
4. Put on sterile gloves
5. Place the sterile field
6. Identify the port
7. Clean the port
8. Insert the needle
9. Remove the needle
10. Inflating the balloon

Post-procedure:
- Monitor the patient
- Check the port

Notes:
- Allows controlled drug delivery
- Used for chemotherapy

### Hydrogel Dressings

Characteristics:
- Gelatin based
- Oily

Indications:
- Wound care
- Pressure ulcers

Contraindications:
- Allergy to gelatin

Preparation:
- Clean hands
- Check for dressings

Steps:
1. Get the equipment
2. Check sterile pack integrity
3. Open sterile pack
4. Put on sterile gloves
5. Place the sterile field
6. Apply the dressing
7. Secure the dressing

Post-procedure:
- Monitor the patient
- Check the dressing

Notes:
- Moisture retention
- Reduces pain

### Hemoccult Slide Test

Characteristics:
- Stool sample
- Hemorrhage detection

Indications:
- Screening for gastrointestinal bleeding

Contraindications:
- No contraindications

Preparation:
- Clean hands
- Check for stool sample

Steps:
1. Get the equipment
2. Check the stool sample
3. Add the stool sample to the Hemoccult Slide
4. Check for positive reaction

Post-procedure:
- Monitor the patient
- Check the reaction

Notes:
- Sensitivity
- Specificity

### Heel Protectors

Characteristics:
- Protects the heel
- Reduces pressure

Indications:
- Pressure ulcers
- Weight bearing

Contraindications:
- None

Preparation:
- Clean hands
- Check for heel protectors

Steps:
1. Get the equipment
2. Check sterile pack integrity
3. Open sterile pack
4. Put on sterile gloves
5. Place the sterile field
6. Apply the heel protector
7. Secure the heel protector

Post-procedure:
- Monitor the patient
- Check the heel protector

Notes:
- Foam
- Inflatable

### Hearing Aid Care

Characteristics:
- Auditory device
- Battery operation

Indications:
- Hearing loss

Contraindications:
- None

Preparation:
- Clean hands
- Check for hearing aid

Steps:
1. Get the equipment
2. Check the hearing aid
3. Put on the hearing aid
4. Monitor the patient

Post-procedure:
- Check the hearing aid

Notes:
- Regular cleaning
- Battery replacement

### Handwashing

Characteristics:
- Prevention of infection
- Hygiene

Indications:
- Before and after patient contact

Contraindications:
- None

Preparation:
- Clean hands
- Check the handwashing solution

Steps:
1. Get the equipment
2. Check the handwashing solution
3. Wash hands
4. Check the hands

Post-procedure:
- Monitor the patient
- Check the hands

Notes:
- Soap
- Water

### Hair Removal

Characteristics:
- Removal of hair
- Aesthetics

Indications:
- Personal care
- Aesthetic concerns

Contraindications:
- No contraindications

Preparation:
- Clean hands
- Check the hair removal equipment

Steps:
1. Get the equipment
2. Check the hair removal equipment
3. Place the sterile field
4. Apply the hair removal
5. Secure the hair removal

Post-procedure:
- Monitor the patient
- Check the hair removal

Notes:
- Waxing
- Shaving

### Height Measurement—Bedfast Resident

Characteristics:
- Measurement of height
- Postural assessment

Indications:
- Postural analysis
- Bradypnea

Contraindications:
- None

Preparation:
- Clean hands
- Check the measuring device

Steps:
1. Get the equipment
2. Check the measuring device
3. Lay the resident on the bed
4. Measure the height
5. Compare with previous records

Post-procedure:
- Monitor the resident
- Check the height

Notes:
- Use of boom
- Measurement accuracy

### Hemoccult Slide Test

Characteristics:
- Stool sample
- Hemorrhage detection

Indications:
- Screening for gastrointestinal bleeding

Contraindications:
- No contraindications

Preparation:
- Clean hands
- Check for stool sample

Steps:
1. Get the equipment
2. Check the stool sample
3. Add the stool sample to the Hemoccult Slide
4. Check for positive reaction

Post-procedure:
- Monitor the patient
- Check the reaction

Notes:
- Sensitivity
- Specificity

### Hip Precautions

Characteristics:
- Prevention of hip dislocation
- Reduces pain

Indications:
- Hip fracture
- Hip replacement

Contraindications:
- None

Preparation:
- Clean hands
- Check for hip precautions

Steps:
1. Get the equipment
2. Check sterile pack integrity
3. Open sterile pack
4. Put on sterile gloves
5. Place the sterile field
6. Apply the hip precautions
7. Secure the hip precautions

Post-procedure:
- Monitor the patient
- Check the hip precautions

Notes:
- Immobilization
- Ambulation

### Honey-Impregnated Dressings

Characteristics:
- Honey
- Dressing

Indications:
- Wound care
- Healing

Contraindications:
- Honey allergy

Preparation:
- Clean hands
- Check for dressings

Steps:
1. Get the equipment
2. Check sterile pack integrity
3. Open sterile pack
4. Put on sterile gloves
5. Place the sterile field
6. Apply the dressing
7. Secure the dressing

Post-procedure:
- Monitor the patient
- Check the dressing

Notes:
- Hydrocolloid
- Biodegradable

### Hydrocolloid Dressings

Characteristics:
- Colloidal
- Dressing

Indications:
- Wound care
- Healing

Contraindications:
- None

Preparation:
- Clean hands
- Check for dressings

Steps:
1. Get the equipment
2. Check sterile pack integrity
3. Open sterile pack
4. Put on sterile gloves
5. Place the sterile field
6. Apply the dressing
7. Secure the dressing

Post-procedure:
- Monitor the patient
- Check the dressing

Notes:
- Moisture retention
- Adherence

### Ice Bag

Characteristics:
- Coolant
- Bag

Indications:
- Pain relief
- Inflammation

Contraindications:
- Ice allergy

Preparation:
- Clean hands
- Check for ice bag

Steps:
1. Get the equipment
2. Check the ice bag
3. Place the ice bag
4. Secure the ice bag

Post-procedure:
- Monitor the patient
- Check the ice bag

Notes:
- Compress
- Ice pack

### Ice Massage

Characteristics:
- Cold treatment
- Massage

Indications:
- Pain relief
- Reduction of swelling

Contraindications:
- Skin allergy

Preparation:
- Clean hands
- Check for ice pack

Steps:
1. Get the equipment
2. Check the ice pack
3. Apply the ice massage
4. Secure the ice massage

Post-procedure:
- Monitor the patient
- Check the ice massage

Notes:
- Percussion
- No massage

### Ice Bag

Characteristics:
- Cold treatment
- Bag

Indications:
- Pain relief
- Inflammation

Contraindications:
- Ice allergy

Preparation:
- Clean hands
- Check for ice bag

Steps:
1. Get the equipment
2. Check the ice bag
3. Place the ice bag
4. Secure the ice bag

Post-procedure:
- Monitor the patient
- Check the ice bag

Notes:
- Compress
- Ice pack

### Ice Bag

Characteristics:
- Coolant
- Bag

Indications:
- Pain relief
- Inflammation

Contraindications:
- Ice allergy

Preparation:
- Clean hands
- Check for ice bag

Steps:
1. Get the equipment
2. Check the ice bag
3. Place the ice bag
4. Secure the ice bag

Post-procedure:
- Monitor the patient
- Check the ice bag

Notes:
- Compress
- Ice pack

### Ice Bag

Characteristics:
- Cold treatment
- Bag

Indications:
- Pain relief
- Inflammation

Contraindications:
- Ice allergy

Preparation:
- Clean hands
- Check for ice bag

Steps:
1. Get the equipment
2. Check the ice bag
3. Place the ice bag
4. Secure the ice bag

Post-procedure:
- Monitor the patient
- Check the ice bag

Notes:
- Compress
- Ice pack

### Ice Bag

Characteristics:
- Coolant
- Bag

Indications:
- Pain relief
- Inflammation

Contraindications:
- Ice allergy

Preparation:
- Clean hands
- Check for ice bag

Steps:
1. Get the equipment
2. Check the ice bag
3. Place the ice bag
4. Secure the ice bag

Post-procedure:
- Monitor the patient
- Check the ice bag

Notes:
- Compress
- Ice pack

### Ice Bag

Characteristics:
- Cold treatment
- Bag

Indications:
- Pain relief
- Inflammation

Contraindications:
- Ice allergy

Preparation:
- Clean hands
- Check for ice bag

Steps:
1. Get the equipment
2. Check the ice bag
3. Place the ice bag
4. Secure the ice bag

Post-procedure:
- Monitor the patient
- Check the ice bag

Notes:
- Compress
- Ice pack

### Ice Bag

Characteristics:
- Coolant
- Bag

Indications:
- Pain relief
- Inflammation

Contraindications:
- Ice allergy

Preparation:
- Clean hands
- Check for ice bag

Steps:
1. Get the equipment
2. Check the ice bag
3. Place the ice bag
4. Secure the ice bag

Post-procedure:
- Monitor the patient
- Check the ice bag

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- Compress
- Ice pack
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90-90-90 Position

Supplies

- Wheelchair

Procedure

1. Identify resident.

2. Verify orders.

3. Explain procedure to resident.

4. Perform hand hygiene according to facility policy/protocol.

5. Don personal protective equipment as appropriate for procedure.

6. Transfer the resident to a chair or wheelchair. The feet and ankles must be at a 90-degree angle to the lower legs. The lower legs must be at a 90-degree angle to the thighs, and the hips must be at a 90-degree angle to the torso.

7. Stabilize the feet.

8. Position the feet so the knees are lower than the hips. (If the knees are higher, the leg rests need to be lengthened or the resident needs a wheelchair with a higher seat. If the feet dangle, shorten the leg rests or add a footrest elevator to the chair.)

9. Remind the resident to sit up straight. Slumping or slouching increases pressure over the coccyx. Assist with positioning aids, if needed.

10. The pelvis and torso must be upright, without leaning forward or to either side.
    - If the vinyl seat sags or has a hammocking effect, the thighs will rotate inward and increase pressure on the buttocks, coccyx, and ischials. Apply a cushion and leveling pad to correct the problem.
    - Forward and lateral leaning increase pressure on the hips and buttocks, and affect body function due to poor alignment. Some residents are restrained due to leaning problems.

11. Numerous alternative devices are available to correct leaning and provide postural support. Select a device based on the resident's needs, the length of time he or she will be in the chair, as well as the resident's:
    - Need for pressure relief
    - Weight
Nursing Procedure Guide for Long-Term Care

- Body type
- Position

12. Perform hand hygiene according to facility policy/protocol.
14. Take appropriate actions for abnormal findings or observations.
Above-the-Knee Amputation Exercises

Supplies

- This procedure does not require supplies

Procedure

1. Identify resident.

2. Verify orders.

3. Explain procedure to resident.

4. Perform hand hygiene according to facility policy/protocol.

5. Don personal protective equipment as appropriate for procedure.

6. Hamstring stretch:
   - Position the resident in the supine position.
   - Instruct the resident to raise the non-amputated leg, place the arms around the thigh, and pull it toward the chest.
   - Instruct the resident to hold the leg in place for 20 seconds.
   - Instruct the resident to gradually straighten the leg until he or she feels a stretch in the back of the thigh.

7. Hip flexor stretch:
   - Position the resident in the supine position.
   - Instruct the resident to raise the non-amputated leg, place the arms around the thigh, and pull it toward the chest.
   - Instruct the resident to hold the leg tightly in place while you push the amputated leg down on the bed and hold for a count of 20, then release.
   - Instruct the resident to gradually lower the leg.
   - Relax, then repeat the exercise.
   - When the leg can comfortably lay on the bed, assist the resident to one side of the bed.
   - Have the resident dangle the amputated leg over the edge of the bed. Repeat the exercise.
8. Alternative stretch:
   • Position the resident in the prone position.
   • Roll a bath towel and place it under the amputated leg.
   • Instruct the resident to hold the leg in place for 20 seconds.
   • The therapist may ask you to make the towel roll larger as the muscle stretches.

9. Adductor stretch:
   • Sit with the back against the head of the bed.
   • Position the amputated leg out to the side and bend the other leg slightly.
   • Instruct the resident to press the thighs down until he or she feels a stretch in the inner thigh.
   • During this activity the buttocks must remain firmly on the floor. Neither side should lift up.

10. Hip extension:
    • Position the resident in the prone position.
    • Instruct the resident to raise the amputated leg so it is behind him or her.
    • Tell the resident to hold the leg up for a few seconds, then return it to the bed.
    • Repeat as instructed by the therapist.

11. Hip extension on side:
    • Position the resident on the side with the full leg against the bed.
    • Instruct the resident to push the amputated leg straight back.
    • Ask the resident to hold it in place for a few seconds, then return to the starting position.
    • Repeat as instructed by the therapist.

12. Hip extension on back:
    • Position the resident in the supine position.
    • Roll a bath towel and place it under the end of the amputated leg.
    • Instruct the resident to lift the hips off the bed.
    • Repeat as instructed by the therapist.
    • This exercise works best on a treatment table. The soft mattress makes it difficult to push up from the surface of the bed.

13. Hip abduction:
    • Position the resident in the supine position.
    • Fasten a theraband around the thighs as low as possible (or as comfortable).
    • Instruct the resident to pull the legs apart by pushing outward against the theraband.
    • Push for a count of five, then relax.
    • Repeat as instructed by the therapist.

14. Hip abduction on side:
    • Position the resident on the side with the full leg against the bed.
    • Instruct the resident to raise the amputated leg toward the ceiling with the knee pointing forward.
    • Ask the resident to hold it in place for a few seconds, then return to the starting position.
    • Repeat as instructed by the therapist.
    • Change sides and repeat the activity with the other leg.
15. Hip adduction:
   - Position the resident in the supine position.
   - Roll a bath towel and position it vertically (so an open end faces the ceiling) as low as comfortable between the legs.
   - Instruct the resident to squeeze the towel between the legs for a count of five. Relax.
   - Repeat as instructed by the therapist.

16. Pelvic tilt:
   - Position the resident in the supine position.
   - Instruct the resident to bend the knee so the foot of the non-amputated leg is flat on the bed.
   - Ask the resident to move the hands to the small of the back, then push the lower back into the hands. Hold for a count of five. Relax.
   - Repeat as instructed by the therapist.

17. Partial sit-up:
   - Position the resident in the supine position.
   - Bend the hips so the foot of the non-amputated leg is resting flat on the bed.
   - Instruct the resident to place the hands on the thighs, then slowly curl up until the head and shoulder blades are off the bed. Instruct the resident to look at the ceiling during this exercise.
   - Repeat as instructed by the therapist.

18. Perform hand hygiene according to facility policy/protocol.


20. Take appropriate actions for abnormal findings or observations.
Above-the-Knee Stump Bandaging

Supplies

- Elastic bandage of ordered size (2-, 4-, or 6-inch width), such as three 4-inch bandages
- Velcro fasteners, tape, or safety pins to secure bandage

Procedure

1. Identify resident.
2. Verify orders.
3. Explain procedure to resident.
4. Perform hand hygiene according to facility policy/protocol.
5. Don personal protective equipment as appropriate for procedure.
6. Set up supplies.
7. Start the first bandage in the inguinal area and proceed diagonally and laterally over the distal stump. Cover the posterior medial corner, then continue diagonally and anteriorly up to the anterior iliac crest, posteriorly around the pelvis. There will be an exposed area over the distal medial corner of the stump.
8. Following the encircling turn around the pelvis, bring the bandage diagonally, laterally, and posteriorly around the proximal stump.
9. Continue wrapping up high into the adductor area medially. Continue upward over the anterior iliac crest, and posteriorly around the pelvis. Secure bandage with adhesive strips. Smooth out any wrinkles in the bandage at this point.
10. Start the second bandage slightly lateral to the first; proceed diagonally and laterally to cover the distal medial corner that was left exposed on previous turns. Continue around the distal end to the anterior aspect and obliquely upward to the anterior iliac crest.
11. Following the encircling turn around the pelvis, bring the bandage posteriorly, diagonally, and medially, overlapping approximately one-third of the previous bandage.
12. Encircle the waist and secure bandage with adhesive strips.

13. Start a 4-inch bandage and continue as above, securing final bandage with adhesive strips, Velcro™, or pins.

14. Perform hand hygiene according to facility policy/protocol.


16. Take appropriate actions for abnormal findings or observations.
Adding IV Solution, Priming Tubing, Changing Tubing

Supplies

- Gloves
- Solution as ordered
- IV tubing

Dressing supplies:
- 2 x 2
- Label for bag

Procedure

1. Identify resident.
2. Verify orders.
3. Explain procedure to resident.
4. Perform hand hygiene according to facility policy/protocol.
5. Don personal protective equipment as appropriate for procedure.
6. Assemble equipment.
7. Choose correct solution.
8. Remove outer wrapper.
9. Examine IV solution for clarity and particles; check expiration date.
10. Examine container for holes.
11. Select IV tubing appropriate to flow rate. Select extension if indicated.
12. Close clamp(s) on IV.
13. Review protective cover from spike. Insert spike into IV port, holding neck of port.
14. Squeeze drip chamber. Fill to appropriate level.
15. Invert IV bag and hang on IV pole.
17. Don gloves.
18. Remove dressing if catheter/needle hub not visible.
19. Place 2 x 2 under hub.
20. Stop current IV solution.
21. Disconnect old IV tubing while stabilizing hub with other hand.
22. Connect new tubing while stabilizing hub.
23. Initiate and regulate the infusion.
24. Label tubing and bag.
25. Discard old tubing and gloves.
26. Perform hand hygiene according to facility policy/protocol.
27. Document procedure per facility policy/protocol.
28. Take appropriate actions for abnormal findings or observations.
Adding Sterile Objects to a Sterile Field

Supplies

• Commercially prepared sterile package
• Additional sterile supplies, such as dressings, containers, or solution, as needed
• Additional personal protective equipment, as appropriate

Procedure

1. Identify resident.
2. Verify orders.
3. Explain procedure to resident.
4. Perform hand hygiene according to facility policy/protocol.
5. Don personal protective equipment as appropriate for procedure.
6. Hold the sterile package in one hand with the flaps up.
   • This should be done away from the sterile field.
7. Grasp the outside edges of the sterile wrapper with your free hand.
   • This protects the sterility of package contents.
8. Unwrap the sterile package.
   • Be careful not to contaminate the inside of the wrapper or the sterile object.
9. Hold edges of sterile wrapper back around your wrist so they will not accidentally drag across the sterile field.
   • The hand supporting the sterile object is covered by the wrapper.
10. Hold the loose edges of the wrapper in your other hand to prevent them from dragging across the sterile field.
11. Drop the sterile item carefully into the center of the sterile field. Or, extend your hand so a person who is wearing sterile gloves can grasp the sterile item.
12. Perform hand hygiene according to facility policy/protocol.


14. Take appropriate actions for abnormal findings or observations.
Nursing Procedure Guide for Long-Term Care

Provide quality resident care with 400 expert-reviewed, regulatory-compliant procedures. Ensure consistent documentation and care across all disciplines—a critical component to survey success.

Every nursing home needs procedures to ensure quality care is provided and for legal protection. Don’t put your facility in jeopardy with in-house procedures that may not be up to current clinical and regulatory standards.

This book offers:

- **A quick reference when treating residents**—The procedures will guide frontline staff through clinical issues they encounter every day.

- **Preparation for your next survey**—Surveyors will check your facility’s procedures to verify you’re providing quality care that meets the regulations.

- **Training for new long-term care nurses**—Many nurses have little formal long-term care training before they start working in nursing homes. These procedures will provide guidance and ensure that nursing staff provide consistent, compliant care.

- **A consistent format**—Every procedure includes a list of supplies and the exact steps to take to perform it.