

Clinical Skills Checklist

BEDPAN

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- place protective pad on bed over bottom sheet, under buttocks before placing bedpan?
- position bedpan under resident according to form/shape of the selected bedpan to allow for comfort and collection?
- raise the head of bed to level of resident's comfort, after positioning the resident on the bedpan?
- provide resident with toilet paper before removing the bedpan?
- lower head of bed before removing bedpan?
- empty contents of bedpan into toilet?
- rinse, dry and store bedpan in bottom shelf/drawer of bedside cabinet?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

BRUSH TEETH

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- position resident in a sitting position (minimum of 45 degrees) before beginning mouth care?
- place protective covering over clothing before providing mouth care?
- moisten toothbrush with water and apply toothpaste before brushing teeth?
- brush all surfaces of teeth and the gum-line with a gentle motion?
- offer resident the opportunity to rinse out mouth and spit into emesis basin as needed?
- leave area around resident's mouth clean and dry?
- clean and store equipment at completion of procedure, remove protective clothing cover and leave work area tidy?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?

CATHETER CARE

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- apply gloves before beginning catheter care?
- place incontinent pad under buttocks before beginning procedure?
- ensure water is at safe and comfortable temperature?
- use soapy washcloth to clean around the catheter at the insertion site?
- change spot on washcloth for each washing stroke, wiping from front to back?
- cleanse catheter, washing away from body and down the catheter about 3-4 inches?
- use clean wet washcloth for rinsing?
- change spot on washcloth for each rinsing stroke, wiping from front to back?
- dry entire perineal area, from front to back, and catheter after completing cleaning and rinsing of each area?
- leave tubing coiled on bed, without kinks, obstructions, or loops of tubing hanging over the side of the bed?
- remove incontinent pad at the completion of the procedure?
- clean and store equipment at completion of procedure and leave work area tidy?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

CHANGE AN OCCUPIED BED

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- lower head of bed before changing linen?
- position resident safely on side and on nonworking side of bed?
- roll dirty bottom linen and tuck under resident?
- place clean bottom linen on working side, securing under mattress at head of bed and along working side?
- extend clean bottom linen on working side, across bed and tuck under resident?
- ask or assist resident to turn to face opposite side of bed?

- complete placement of bottom linen, securing flat sheet under mattress at head of bed and on side and if using fitted sheet by securing all four sides?
- leave bottom linen free of wrinkles?
- place clean top linen(s)?
- avoid exposure of resident throughout procedure?
- secure top linen(s) under foot of mattress allowing room for foot movement?
- leave top linens untucked on sides?
- replace pillowcase?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

CHANGE OF POSITION

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- position and align resident to ensure safe turning?
- position device/padding/pillow behind resident's back to maintain side-lying position?
- align legs with knees slightly bent to alleviate hip and back strain?
- position device/padding/pillow placed between legs to avoid contact between bony prominences of knees and ankles?
- position device/padding/pillow place between legs to ensure (upper) hip and leg in proper alignment?
- adjust resident's left arm and shoulder to avoid pressure?
- position pillow to provide support/alignment of neck and head?
- provide positioning device/padding/pillow to support right shoulder/arm?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

DRESSING

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?

- include resident in decision-making about clothing to wear?
- collect all garments (socks, undergarments, pants, shirt or dress) before undressing from gown?
- support affected right arm while undressing and dressing?
- remove gown from affected right arm last?
- dress affected right arm first?
- gather up sleeve to ease pulling over affected arm?
- assist resident to put on underwear, T-shirt, slacks and top or dress and socks?
- move resident's body and extremities gently and without over-extension or force when assisting with undressing and dressing?
- adjust all clothing for comfort, neatness and alignment and close all fasteners?
- place dirty gown in designated hamper?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

FEEDING

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- raise head of bed with resident in sitting position (minimum 60 degrees) and in proper alignment, before feeding?
- offer and assist resident to wash hands before feeding?
- sit to maintain eye level contact with resident while feeding?
- apply clothing protector before feeding?
- offer fluid to drink to moisten mouth before offering food?
- use spoon to feed?
- offer fluids to drink throughout feeding (after at least every 3-4 bites of food)?
- check to see if resident has swallowed before offering next bite?
- offer encouragement to resident toward maximizing food and fluid intake?
- converse with resident during meal?
- leave area around resident's mouth clean and dry?
- remove protective clothing cover and tidy work area to completion of task?
- accurately record percent of food intake on Food Acceptance Record?

- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

HAIR AND NAIL CARE

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- use comb or brush to groom hair, pulling gently through hair without tearing or breaking hair or causing discomfort to the resident?
- soak nails in water of safe, comfortable temperature before removing residue from under nails or dipping?
- remove residue from under nails with either nailbrush or orangewood stick?
- dry hands after soaking?
- leave nails smooth and free of jagged edges?
- apply lotion to hands after nails are cleaned and shaped?
- clean and store equipment at completion of procedure and leave work area tidy?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

HANDWASHING

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- wet hands and apply soap?
- work up lather cleansing front and back of hands, between fingers, around cuticles, under nails and up wrist (hands-width)?
- provide cleansing friction for a minimum of 10 seconds?
- remove all soap, rinsing while holding fingers lower than wrists?
- dry hands with paper towel and limit contact of towel to cleansed skin surfaces?
- turn off water with paper towel and dispose of towel?
- complete task without contaminating hands, such as against sink?
- promote resident rights throughout procedure?

HEIGHT AND WEIGHT

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- ensure scale balance at zero before measuring weight?
- provide assistance to help resident onto scale platform?
- provide assistance to help resident off scale platform?
- record resident's height within +1 inch of CSOs measurement?
- record resident's weight within +2 lbs. of CSOs measurement?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

MEASURING AND RECORDING CONTENT OF URINARY DRAINAGE BAG

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- empty urinary drainage bag into graduated container without touching tubing against the container?
- wipe drain with alcohol swab after emptying urine contents?
- clamp and tuck drain into protective pocket of urinary drainage bag after emptying?
- leave bag secured to nonmovable part of bed, insuring drainage bag and tubing are not touching floor?
- set graduated container on flat surface in bathroom to read?
- position self to read urine amount in graduated container at eye level?
- empty urine in graduated container into toilet, rinse container and store?
- remove gloves and wash hands before recording output?
- record output within +/- 50cc's of CSOs reading?
- record output as urine and indicate the correct time on the I&O sheet?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

MOUTHCARE: DENTURES

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- transport dentures to sink in a denture cup or emesis basin?
- line sink with washcloth or paper towels, or fills sink with water to reduce risk of denture breakage?
- use cool or tepid running water to clean and rinse dentures?
- brush all surfaces of the dentures?
- brush dentures over sink?
- rinse dentures to insure toothpaste/denture cleaner removed?
- store clean dentures in denture cup filled with clean cool or tepid water?
- protect resident clothing before beginning mouth care?
- provide mouth care to resident using a toothbrush/toothette/swab to massage gums, freshen mouth and remove food residue from gum pockets?
- offer resident the opportunity to rinse mouth and spit into emesis basin?
- leave area around resident's mouth clean and dry?
- clean and store equipment after use and leave area tidy?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

PARTIAL BEDBATH

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- ensure water is at safe and comfortable temperature?
- drape/cover resident to insure only area being cleansed is exposed?
- use washcloth without soap to wash face?
- wipe eye from the inside to out, changing to clean area of washcloth before returning to inner eye and before cleansing other eye?
- leave face clean and dry?
- contain corners of washcloth while washing and rinsing (e.g., forming mitt)?
- protect bedding by repositioning towel under resident throughout washing and rinsing?

- wash neck, hands, arms and chest using small amount of soap applied directly to washcloth (avoid soap poured directly into bath basin)?
- rinse neck, hands, arms and chest removing soap residue?
- dry neck, hands, arms and chest?
- ask or assist resident to turn safely on side to wash back?
- wash, rinse and dry back?
- warm lotion in hands before applying to resident's back?
- provide backrub using strokes to cover from base of spine and working toward neck and shoulders using gentle strokes and circular motions?
- remove unabsorbed excess lotion on resident's back?
- replace hospital gown without exposing resident and secure gown in back?
- clean and store equipment after use, and leave work area tidy?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

PERINEAL CARE—FEMALE

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- apply gloves before beginning perineal care?
- replace soiled pad under resident's buttocks before beginning perineal care?
- ensure water in basin is at a safe and comfortable temperature?
- use soapy washcloth to cleanse genital area?
- pass over urinary meatus with first stroke of washcloth?
- change spot on washcloth for each washing stroke?
- wipe from front to back with all washing and rinsing strokes?
- remove all soap from perineal area using a fresh wet washcloth for rinsing?
- change spot on washcloth for each rinsing stroke?
- cleanse all skin folds of perineal area, front and back?
- dry entire perineal area, from front to back after completing cleansing and rinsing of each area?
- replace basin of water during task if it becomes cold or soapy?

- position resident on side for cleansing of buttocks and rectal area?
- cleanse, rinse and dry rectal and buttocks area?
- leave resident on dry underpad at completion of procedure?
- clean and store equipment at completion of procedure and leave work area tidy?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

PULSE AND RESPIRATIONS

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- support resident's forearm while taking pulse?
- place fingers over radial pulse?
- count pulse for at least one full minute?
- record pulse rate?
- report pulse within +/- 4 beats per minute of CSOs measurement?
- conceal counting of respirations by not telling resident?
- count respirations for at least one full minute?
- record rate of respirations?
- report respirations within +/- 2 breaths per minute of CSOs measurement?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

RANGE OF MOTION: LOWER EXTREMITIES

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- support extremity above and below joints throughout ROM?
- take resident's hip and knee through ROM, flexing knee and hip and raising toward torso, and returning back to mattress?

- take resident's hip through abduction/adduction ROM (moving leg away from midline and returning to the midline, with leg lifted slightly off the bed)?
- take resident's hip through rotation ROM (e.g., rolling leg toward midline, and out toward edge of bed, or by turning foot toward midline and out toward edge of bed)?
- flex and extend ankle through ROM exercises?
- rotate ankle through ROM exercises?
- provide three repetitions of each ROM exercise?
- ascertain resident's comfort with movement either verbally or by observing resident's face through ROM exercises?
- control extremity through ROM to insure smooth, slow, nonforceful movement?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

RANGE OF MOTION: UPPER EXTREMITIES

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- support extremity above and below joints throughout exercises?
- take resident's shoulder through ROM, raising and lowering straightened arm, along side, toward head of bed and back to mattress?
- take resident's shoulder through abduction/adduction ROM, (moving straightened arm away from side, up toward head and returning along resident's side)?
- take resident's shoulder through rotation ROM, (positioning shoulder extended straight to the side with elbow flexed, rotating shoulder by moving forearm forward toward mattress and backward toward mattress)?
- flex and extend elbow through ROM exercises?
- rotate wrist through ROM exercises (e.g., gently moving wrist in circular motion to include flexion and extension, abduction and adduction of wrist) ?
- flex and extend finger and thumb joints as ROM exercises?
- provide three repetitions of each ROM exercise?
- ascertain resident's comfort with movement either verbally or by observing resident's face throughout ROM exercises?
- control extremity through ROM to insure smooth, slow, nonforceful movement?

- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning and end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?

TRANSFER

DOES THE CANDIDATE:

- greet resident, address by name and introduce self?
- provide explanations to resident before beginning and throughout procedure?
- place wheelchair near the bed before assisting resident to sitting position at the edge of the bed?
- lock wheelchair before beginning transfer?
- remove or swing footrests out of way before transferring resident?
- place nonskid footwear on resident before transferring resident?
- provide support to assist resident to sitting position on side of bed?
- apply gait belt securely around waist and insure gait belt is not restricting circulation or breathing or injurious to skin integrity?
- ensure resident's feet are flat on the floor before beginning transfer?
- position wheelchair adjacent to bed before beginning transfer with the front interior wheel close to bed to facilitate pivot transfer?
- stand in front of resident, bracing resident's legs, reaching around resident, under arms to hold gait belt securely at back?
- maintain own body mechanics in assisting resident to stand?
- complete transfer as a pivot?
- maintain own body mechanics in assisting resident to sit in wheelchair?
- provide support for controlled gentle lowering of resident into seat of wheelchair?
- position resident in proper body alignment in wheelchair with resident's hips in back of seat?
- place resident's feet on footrest?
- remove gait belt at completion of transfer?
- utilize standard (universal) precautions throughout procedure to include handwashing at the beginning at end of task?
- promote resident comfort throughout procedure?
- promote resident rights throughout procedure?
- promote resident safety throughout procedure?