

## PROCEDURE 25-1

## Getting Ready

- | S                        | U                        | COMMENTS |
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11. If the side rails are in use, lower the side rail on the working side of the bed. Lower the head of the bed so that the bed is flat (as tolerated). ☐ ☐ \_\_\_\_\_
12. Perform hand hygiene and put on a clean pair of gloves. ☐ ☐ \_\_\_\_\_
13. Fanfold the top linens to the foot of the bed. ☐ ☐ \_\_\_\_\_
14. Ask the person to bend her knees, press her heels into the mattress, and lift her buttocks so that you can remove the bedpan and bed protector. (Or help the person to roll onto her side, facing away from you, while you hold the bedpan securely in place against the mattress to prevent the contents from spilling. Remove the bedpan and bed protector and then help the person to roll back.) If necessary, help the person to use the toilet paper. ☐ ☐ \_\_\_\_\_
15. Cover the bedpan with the bedpan cover or paper towels. Remove one of your gloves if you need to raise the side rails or open a door using a doorknob. Take the bedpan to the bathroom. (If the side rails are in use, raise them before leaving the bedside.) ☐ ☐ \_\_\_\_\_
16. Remove your gloves and dispose of them in a facility-approved waste container. Perform hand hygiene. ☐ ☐ \_\_\_\_\_
17. Return to the bedside. Put on a clean pair of gloves. Give the person a wet washcloth or moist hand wipes and help the person to wash her hands. Make sure the person's perineum is clean and dry. If necessary, provide perineal care. Remove your gloves and perform hand hygiene. ☐ ☐ \_\_\_\_\_
18. Adjust the person's hospital gown or pajama bottoms as necessary to cover the buttocks. Help the person back into a comfortable position, straighten the bottom linens, and draw the top linens over the person. Raise the head of the bed, as the person requests. Make sure that the bed is lowered to its lowest position and that the wheels are locked. ☐ ☐ \_\_\_\_\_
19. Return to the bathroom. Put on a clean pair of gloves. If the person is on intake and output (I&O) status, measure the urine. Note the color, amount, and quality of the urine or feces before emptying the contents of the bedpan into the toilet. (If anything unusual is observed, do not empty the bedpan until a nurse has had a chance to look at its contents.) Clean and disinfect the bedpan according to your facility policy. ☐ ☐ \_\_\_\_\_
20. Gather the soiled linens and place them in the linen hamper or linen bag. Dispose of disposable items in a facility-approved waste container. Clean equipment and return it to the storage area. ☐ ☐ \_\_\_\_\_
21. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene. ☐ ☐ \_\_\_\_\_

## Finishing Up

22. Complete the "Finishing Up" steps. ☐ ☐ \_\_\_\_\_

**PROCEDURE 25-2****Assisting a Man With Using a Urinal****Getting Ready**

1. Complete the “Getting Ready” steps.

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**Procedure**

2. Ask the man what position he prefers—lying, sitting, or standing. If necessary, raise the head of the bed as tolerated. If the man would prefer to stand, help him to sit on the edge of the bed and then to stand up.
3. Perform hand hygiene and put on the gloves.
4. Hand the man the urinal. If necessary, assist him in positioning it correctly.
5. Remove your gloves and perform hand hygiene.
6. Make sure that the toilet paper and the call light control are within reach.
7. If safety permits, leave the room and ask the man to call you when he is finished. Remember to close the door on your way out.
8. Return when the man signals. Remember to knock before entering.
9. Perform hand hygiene and put on a clean pair of gloves. Have the man hand you the urinal, or remove it if he is unable to hand it to you. Put the lid on the urinal and hang it on the side rail while you assist the man with handwashing and perineal care as needed. Remove your gloves and perform hand hygiene. Lower the head of the bed as the man requests.
10. Put on a clean pair of gloves. Take the urinal to the bathroom. If the man is on intake and output (I&O) status, measure the urine. Note the color, amount, and quality of the urine before emptying the contents of the urinal into the toilet. (If anything unusual is observed, do not empty the urinal until a nurse has had a chance to look at its contents.) Clean and disinfect the urinal according to your facility policy.
11. Gather the soiled linens and place them in the linen hamper or linen bag. Dispose of disposable items in a facility-approved waste container. Clean equipment and return it to the storage area.
12. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene.

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**Finishing Up**

13. Complete the “Finishing Up” steps.

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**PROCEDURE 25-3****Collecting a Routine Urine Specimen****Getting Ready**

1. Complete the “Getting Ready” steps.

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**Procedure**

2. Complete the label with the person’s name, room number, and other identifying information. If your facility uses computer-generated printed labels for specimens, make sure it is correct for the person. Put the completed label on the specimen container. Take the specimen container to the bathroom. Place a paper towel on the counter. Open the specimen container and place the lid on the paper towel, with the inside of the lid facing up.
 

<input type="checkbox"/>	<input type="checkbox"/>	_____
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3. If the person will be using a regular toilet or bedside commode, fit the specimen collection device underneath the toilet or commode seat. Otherwise, provide the person with a bedpan or urinal, as applicable.
 

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4. Assist the person with urination as necessary. Before leaving the room, remind the person not to have a bowel movement or place toilet paper into the specimen collection device, bedpan, or urinal. Provide a plastic bag or waste container for the used toilet paper.
 

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5. Return when the person signals. Remember to knock before entering.
 

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6. Perform hand hygiene and put on the gloves.
 

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7. If the person used a regular toilet or bedside commode, assist the person with handwashing and perineal care as necessary and then help the person to return to bed. If the person used a bedpan or urinal, cover and remove the bedpan or urinal and assist the person with handwashing and perineal care as necessary.
 

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8. Take the covered bedpan, urinal, or specimen collection device (if the person used a bedside commode) to the bathroom. (If the side rails are in use, raise the side rails before leaving the bedside.)
 

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9. If the person is on intake and output (I&O) status, measure the urine. Note the color, amount, and quality of the urine.
 

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10. Raise the toilet seat. While holding the specimen container over the toilet, carefully fill it about three quarters full with urine from the specimen collection device, bedpan, or urinal. Discard the rest of the urine into the toilet.
 

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11. Put the lid on the specimen container. Make sure that the lid is tight. Put the specimen container on the paper towel on the counter.
12. Remove one glove and dispose of it in a facility-approved waste container. Holding the plastic transport bag in your ungloved hand, place the specimen container into the transport bag with your gloved hand. Avoid touching the outside of the transport bag with your glove.
13. Remove the other glove, dispose of it in a facility-approved waste container, and perform hand hygiene. Put on a clean pair of gloves.
14. Gather the soiled linens and place them in the linen hamper or linen bag. Dispose of disposable items in a facility-approved waste container. Clean equipment and return it to the storage area. Remove your gloves and perform hand hygiene.
15. Take the specimen container to the designated location.

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### **Finishing Up**

16. Complete the "Finishing Up" steps.

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## PROCEDURE 25-4

## Collecting a Midstream ("Clean Catch") Urine Specimen

## Getting Ready

1. Complete the “Getting Ready” steps.

## Procedure

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| 2. Complete the label with the person's name, room number, and other identifying information. If your facility uses computer-generated printed labels for specimens, make sure it is correct for the person. Put the completed label on the specimen container.          | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. If the person will be using a regular toilet or bedside commode, help the person to the bathroom or bedside commode. Otherwise, provide the person with a bedpan or urinal, as applicable.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4. Perform hand hygiene and put on the gloves.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. Place a paper towel on the counter (if the person is in the bathroom) or on the over-bed table (if the person is using a bedside commode, bedpan, or urinal). Open the specimen container and place the lid on the paper towel, with the inside of the lid facing up. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6. Open the "clean catch" kit. Have the person clean his or her perineum using the wipes in the kit. Assist as necessary:  |                          |                          |       |
| a. <b>If the person is a woman:</b> Use one hand to separate the labia. Hold the wipe in the other hand. Place your wipe-covered hand at the top of the vulva and stroke downward to the anus.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| b. <b>If the person is a circumcised man:</b> Use one hand to hold the penis slightly away from the body. Hold the wipe in the other hand. Place your wipe-covered hand at the tip of the penis and wash in a circular motion, downward to the base of the penis.        | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| c. <b>If the person is an uncircumcised man:</b> Retract the foreskin by gently pushing the skin toward the base of the penis. Place your wipe-covered hand at the tip of the penis and wash in a circular motion, downward to the base of the penis.                    | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7. Assist the person with urination as necessary. Before leaving the room, remove your gloves and perform hand hygiene. Then:  |                          |                          |       |
| a. Make sure that the toilet paper, call light control, and specimen container are within reach.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

- b. Remind the person that he or she must start the stream of urine, then stop it, then restart it. The urine sample is to be collected from the restarted flow. If the person is a woman, she must hold the labia open until the specimen is collected. If the person is an uncircumcised man, he must keep the foreskin pulled back until the specimen is collected. ☐ ☐ \_\_\_\_\_
8. Return when the person signals. Remember to knock before entering. ☐ ☐ \_\_\_\_\_
9. Perform hand hygiene and put on a clean pair of gloves. ☐ ☐ \_\_\_\_\_
10. If the person used a regular toilet or bedside commode, assist the person with handwashing and perineal care as necessary and then help the person to return to bed. If the person used a bedpan or urinal, remove the bedpan or urinal and assist the person with handwashing and perineal care as necessary. ☐ ☐ \_\_\_\_\_
11. Remove your gloves and perform hand hygiene. Put on a clean pair of gloves. ☐ ☐ \_\_\_\_\_
12. Put the lid on the specimen container, being careful not to touch the inside of the lid or container. Make sure that the lid is tight. Put the specimen container on the paper towel on the counter or over-bed table. ☐ ☐ \_\_\_\_\_
13. Remove one glove and dispose of it in a facility-approved waste container. Holding the plastic transport bag in your ungloved hand, place the specimen container into the transport bag with your gloved hand. Avoid touching the outside of the transport bag with your glove. ☐ ☐ \_\_\_\_\_
14. Remove the other glove, dispose of it in a facility-approved waste container, and perform hand hygiene. Put on a clean pair of gloves. ☐ ☐ \_\_\_\_\_
15. Gather the soiled linens and place them in the linen hamper or linen bag. Dispose of disposable items in a facility-approved waste container. Clean equipment and return it to the storage area. Remove your gloves and perform hand hygiene. ☐ ☐ \_\_\_\_\_
16. Take the specimen container to the designated location. ☐ ☐ \_\_\_\_\_

## Finishing Up

17. Complete the "Finishing Up" steps. ☐ ☐ \_\_\_\_\_

## PROCEDURE 25-5

## Collecting a Stool Specimen

## Getting Ready

1. Complete the “Getting Ready” steps.

## Procedure

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|---|--------------------------|--------------------------|-------|
| 2. Complete the label with the person's name, room number, and other identifying information. If your facility uses computer-generated printed labels for specimens, make sure it is correct for the person. Put the completed label on the specimen container. Take the specimen container to the bathroom. Place a paper towel on the counter. Open the specimen container and place the lid on the paper towel with the inside of the lid facing up. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. Perform hand hygiene and put on gloves. If the person will be using a regular toilet or bedside commode, fit the specimen collection device underneath the toilet or commode seat. Otherwise, provide the person with a bedpan.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 4. Assist the person with defecation as necessary. Remove your gloves and perform hand hygiene. Before leaving the room, remind the person not to urinate or place toilet paper into the specimen collection device or bedpan. Provide a plastic bag or waste container for the used toilet paper.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. Return when the person signals. Remember to knock before entering.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6. Perform hand hygiene and put on the gloves.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7. If the person used a regular toilet or bedside commode, assist the person with handwashing and then help the person to return to bed. Provide perineal care as necessary. If the person used a bedpan, cover and remove the bedpan and assist the person with handwashing and perineal care as necessary.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 8. Take the covered bedpan or specimen collection device (if the person used a bedside commode) to the bathroom. (If the side rails are in use, raise the side rails before leaving the bedside, making sure you remove your gloves and perform hand hygiene before touching the side rails or other items.)  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 9. Put on a clean pair of gloves. Note the color, amount, and quality of the feces. Using the tongue depressor, take about 1 inch of feces from the bedpan or specimen collection device and put it into the specimen container. Dispose of the tongue depressor in a facility-approved waste container. Empty the remaining contents of the bedpan or specimen collection device into the toilet.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |



10. Put the lid on the specimen cup. Make sure that the lid is tight. Put the specimen container on the paper towel on the counter.
11. Remove one glove and dispose of it in a facility-approved waste container. Holding the plastic transport bag in your ungloved hand, place the specimen container into the transport bag with your gloved hand. Avoid touching the outside of the transport bag with your glove.
12. Remove the other glove, dispose of it in a facility-approved waste container, and perform hand hygiene.
13. Put on a clean pair of gloves. Gather the soiled linens and place them in the linen hamper or linen bag. Dispose of disposable items in a facility-approved waste container. Clean equipment and return it to the storage area. Remove your gloves and perform hand hygiene.
14. Take the specimen container to the designated location.

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### **Finishing Up**

15. Complete the “Finishing Up” steps.

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**PROCEDURE 25-6****Providing Catheter Care****Getting Ready**

1. Complete the “Getting Ready” steps.

S	U	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	_____

**Procedure**

2. Clean the over-bed table and cover it with paper towels.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Lower the head of the bed so that the bed is flat (as tolerated). Make sure that the bed is positioned at a comfortable working height (to promote good body mechanics) and that the wheels are locked.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Fill the wash basin with warm water (110°F [43.3°C] to 115°F [46.1°C] on the bath thermometer). Place the wash basin, soap, towels, and washcloths on the over-bed table.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. If the side rails are in use, lower the side rail on the working side of the bed. The side rail on the opposite side of the bed should remain up.	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Perform hand hygiene and put on the gloves.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Spread the bath blanket over the top linens (and the person). If the person is able, have him or her hold the bath blanket. If not, tuck the corners under the person's shoulders. Fanfold the top linens to the foot of the bed.	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Adjust the person's hospital gown or pajama bottoms as necessary to expose the person's perineum.	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Ask the person to open his legs and bend his knees, if possible. If the person is not able to bend his knees, help the person to spread his legs as much as possible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Position the bath blanket over the person so that one corner can be wrapped under and around each leg.	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Position a bed protector under the person's buttocks to keep the bed linens dry.	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Lift the corner of the bath blanket that is between the person's legs upward, exposing only the perineal area.	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Form a mitt around your hand with one of the washcloths. Wet the mitt with warm, clean water and apply soap or the no-rinse cleanser.			
a. <b>If the person is a woman:</b> Using the other hand, separate the labia. Place your washcloth-covered hand at the top of the vulva and stroke downward to the anus. Repeat, using a different part of the wash-cloth each time, until the area is clean. Rinse and dry the vulva and perineum thoroughly.	<input type="checkbox"/>	<input type="checkbox"/>	_____

- b. **If the person is a circumcised man:** Place your washcloth-covered hand at the tip of the penis and wash in a circular motion, downward to the base of the penis. Repeat, using a different part of the washcloth each time, until the area is clean. Rinse and dry the tip and the shaft of the penis thoroughly. ☐ ☐ \_\_\_\_\_
- c. **If the person is an uncircumcised man:** Retract the foreskin by gently pushing the skin toward the base of the penis. Place your washcloth-covered hand at the tip of the penis and wash in a circular motion, downward to the base of the penis. Repeat, using a different part of the washcloth each time, until the area is clean. Rinse and dry the tip and the shaft of the penis thoroughly before gently pulling the foreskin back into its normal position. ☐ ☐ \_\_\_\_\_
14. Using a clean washcloth, apply soap or use no-rinse cleanser and clean the catheter tubing, starting at the body and moving outward from the body about 4 inches. Hold the catheter near the opening of the urethra. This will help to prevent tugging on the catheter as you clean it. ☐ ☐ \_\_\_\_\_
15. Rinse the catheter tubing, if necessary, using a clean washcloth. Dry the perineal area thoroughly using a towel. ☐ ☐ \_\_\_\_\_
16. Check that the catheter tubing is free from kinks. Make sure that it is securely taped to the person's leg. ☐ ☐ \_\_\_\_\_
17. Remove your gloves and perform hand hygiene. ☐ ☐ \_\_\_\_\_
18. Assist the person into the supine position. Remove the bath blanket, and help the person into the clean clothing. ☐ ☐ \_\_\_\_\_
19. If the side rails are in use, return the side rails to the raised position. Raise the head of the bed as the person requests. Make sure that the bed is lowered to its lowest position and that the wheels are locked. ☐ ☐ \_\_\_\_\_
20. Put on a clean pair of gloves. Gather the soiled linens and place them in the linen hamper or linen bag. Dispose of disposable items in a facility-approved waste container. Clean the over-bed table according to facility policy. Clean equipment and return it to the storage area. ☐ ☐ \_\_\_\_\_

## Finishing Up

21. Complete the "Finishing Up" steps. ☐ ☐ \_\_\_\_\_

**PROCEDURE 25-7****Emptying a Urine Drainage Bag****Getting Ready**

1. Complete the “Getting Ready” steps.

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<input type="checkbox"/>	<input type="checkbox"/>	_____

**Procedure**

2. Perform hand hygiene and put on the gloves.
3. Place a paper towel on the floor, underneath the urine drainage bag. Unhook the drainage bag emptying spout from its holder on the urine drainage bag. Position the graduate on the paper towel underneath the emptying spout.
4. Unclamp the emptying spout on the urine drainage bag and allow all of the urine to drain into the graduate. Avoid touching the tip of the emptying spout with your hands or the side of the graduate.
5. After the urine has drained into the graduate, wipe the emptying spout with an alcohol wipe (or follow facility policy). Reclamp the emptying spout and return it to its holder.
6. If the person is on intake and output (I&O) status, measure the urine. Note the color, amount, and quality of the urine before emptying the contents of the graduate into the toilet. (If anything unusual is observed, do not empty the graduate until a nurse has had a chance to look at its contents.)
7. Dispose of disposable items in a facility-approved waste container. Clean equipment and return it to the storage area.
8. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene.

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**Finishing Up**

9. Complete the “Finishing Up” steps.

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## PROCEDURE 25-8

## Administering a Soapsuds (Large-Volume) Enema

## Getting Ready

1. Complete the “Getting Ready” steps.

## Procedure

2. Make sure that the bed is positioned at a comfortable working height (to promote good body mechanics) and that the wheels are locked.
3. Prepare the enema solution in the bathroom or utility room. Clamp the tubing and then fill the enema bag with warm water (105°F [40.5°C] on the bath thermometer) in the specified amount (usually from 500 to 1,000 mL). Add the castile soap packet and mix by gently rotating the enema bag. Do not shake the solution vigorously.
4. Release the clamp on the tubing and allow a little water to run through the tubing into the sink or bedpan. This will remove all of the air from the tubing. Reclamp the tubing.
5. Hang the enema bag on the IV pole and bring it to the person's bedside. Adjust the height of the IV pole so that the enema bag is hanging no more than 18 inches above the person's anus.
6. If the side rails are in use, lower the side rail on the working side of the bed. The side rail on the opposite side of the bed should remain up. Lower the head of the bed so that the bed is flat (as tolerated).
7. Spread the bath blanket over the top linens (and the person). If the person is able, have her hold the bath blanket. If not, tuck the corners under her shoulders. Fanfold the top linens to the foot of the bed.
8. Ask the person to lie on her left side, facing away from you, in Sims' position. Help her into this position, if necessary.
9. Perform hand hygiene and put on the gloves.
10. Adjust the bath blanket and the person's hospital gown or pajama bottoms as necessary to expose the person's buttocks. Position the bed protector under the person's buttocks to keep the bed linens dry.
11. Open the lubricant package and squeeze a small amount of lubricant onto a paper towel. Lubricate the tip of the enema tubing to ease insertion.

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<input type="checkbox"/>	<input type="checkbox"/>	_____

12. Suggest that the person take a deep breath and slowly exhale as the enema tubing is inserted. With one hand, raise the person's upper buttock to expose the anus. Using your other hand, gently and carefully insert the lubricated tip of the tubing into the person's rectum (not more than 3 to 4 inches for adults). Direct the tube upward toward the umbilicus, not the bladder. Never force the tubing into the rectum. If you are unable to insert the tubing, stop and call the nurse. ☐ ☐ \_\_\_\_\_
13. Unclamp the tubing and allow the solution to begin running slowly. Allow 5 to 10 minutes for all of the solution to be instilled. Hold the enema tubing firmly with one hand so that it does not slip out of the rectum. If the person complains of pain or cramping, slow down the rate of flow by tightening the clamp a bit. If the pain or cramping does not stop after slowing the rate of flow, stop the procedure and call the nurse. ☐ ☐ \_\_\_\_\_
14. When the fluid level reaches the bottom of the bag, clamp the tubing to avoid injecting air into the person's rectum. ☐ ☐ \_\_\_\_\_
15. Remove the tubing from the person's rectum and place it inside the enema bag. Gently place several thicknesses of toilet paper against the person's anus to absorb any fluid. ☐ ☐ \_\_\_\_\_
16. Ask the person to retain the enema solution for the specific amount of time. ☐ ☐ \_\_\_\_\_
17. Dispose of the enema bag, tubing, and other items. Remove your gloves and perform hand hygiene before touching any items that are clean, such as the side rails of the bed. ☐ ☐ \_\_\_\_\_
18. Perform hand hygiene and put on gloves. Assist the person with expelling the enema as necessary, using the bedpan, bedside commode, or toilet. If the person is using a regular toilet, ask her not to flush the toilet after expelling the enema. ☐ ☐ \_\_\_\_\_
19. If the person used a regular toilet or bedside commode, assist her with handwashing and then help her to return to bed. Provide perineal care as necessary. If the person used a bedpan, cover and remove the bedpan and assist her with handwashing and perineal care as necessary. ☐ ☐ \_\_\_\_\_
20. Remove your gloves and perform hand hygiene. ☐ ☐ \_\_\_\_\_
21. Raise the head of the bed as the person requests. Make sure that the bed is lowered to its lowest position and that the wheels are locked. (If the side rails are in use, raise the side rails before leaving the bedside.) ☐ ☐ \_\_\_\_\_
22. Put on gloves. Take the covered bedpan or commode bucket (if the person used a bedside commode) to the bathroom. ☐ ☐ \_\_\_\_\_

23. Note the color, amount, and quality of feces before emptying the contents of the bedpan or commode bucket into the toilet. (If anything unusual is observed, do not empty the bedpan or commode bucket until a nurse has had a chance to look at its contents.)
24. Gather the soiled linens and place them in the linen hamper. Dispose of disposable items in a facility-approved waste container. Clean equipment and return it to the storage area.
25. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene.

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### **Finishing Up**

26. Complete the “Finishing Up” steps.

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**PROCEDURE 25-9****Providing Routine Ostomy Care****Getting Ready**

1. Complete the “Getting Ready” steps.

S	U	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	_____

**Procedure**

2. Clean the surface of the over-bed table and cover it with paper towels. Place the ostomy supplies and clean linens on the over-bed table.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Make sure that the bed is positioned at a comfortable working height (to promote good body mechanics) and that the wheels are locked.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. If the side rails are in use, lower the side rail on the working side of the bed. The side rail on the opposite side of the bed should remain up. If necessary, lower the head of the bed so that the bed is flat (as tolerated).	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Fanfold the top linens to below the person’s waist.	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Position the bed protector on the bed alongside the person to keep the bed linens dry. Adjust the person’s clothing as necessary to expose the person’s stoma.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Perform hand hygiene and put on the gloves.	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Remove the clamp from the end of the ostomy bag and fold the end of the pouch upward like a cuff. Empty the contents of the ostomy bag into the graduate container.	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Wipe the lower 2 inches of the ostomy bag with toilet tissue and uncuff the pouch. Reapply the closure clip.	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Take the graduate container to the bathroom. If you must raise the side rails on the bed or touch the door handle, remove one of your gloves.	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Remove your gloves and perform hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Put on a clean pair of gloves. Disconnect the ostomy appliance from the ostomy belt if one is used. Remove the belt. If the ostomy belt is soiled, dispose of it in a facility-approved waste container (if it is disposable), or place it in the linen hamper or linen bag (if it is not disposable).	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Remove the ostomy appliance by holding the skin taut and gently pushing the skin away from the appliance, starting at the top. If the adhesive is making removal difficult, use warm water or the adhesive solvent to soften the adhesive. Place the ostomy appliance in the bedpan.	<input type="checkbox"/>	<input type="checkbox"/>	_____



- |  |                          |                          |       |
|--|--------------------------|--------------------------|-------|
| 14. Gently wipe the stoma with toilet paper to remove any feces or drainage. Place the toilet paper in the bedpan. Cover the stoma with the gauze pad to absorb any drainage that may occur until the new appliance is in place.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 15. Cover the bedpan with the bedpan cover or paper towels. Take the bedpan to the bathroom. (If the side rails are in use, remove one glove and raise them before leaving the bedside.)   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 16. Note the color, amount, and quality of the feces before emptying the contents of the ostomy appliance and the bedpan into the toilet. (If anything unusual is observed, do not empty the ostomy appliance until a nurse has had a chance to look at its contents.)   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 17. Dispose of the ostomy appliance in a facility-approved waste container.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 18. Remove your gloves and perform hand hygiene.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 19. Fill the wash basin with warm water (110°F [43.3°C] to 115°F [46.1°C] on the bath thermometer). Return to the bedside. Place the basin on the over-bed table. If the side rails are in use, lower the side rail on the working side of the bed.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 20. Perform hand hygiene and put on a clean pair of gloves.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 21. Form a mitt around your hand with one of the washcloths. Wet the mitt with warm, clean water and apply mild soap (or other cleansing agent, per facility policy). Remove the gauze pad from the stoma and dispose of it in a facility-approved waste container. Clean the skin around the stoma. Rinse and dry the skin around the stoma thoroughly. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 22. Apply the skin barrier if needed, according to the manufacturer's directions.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 23. Put the clean ostomy belt on the person if an ostomy belt is used.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 24. Make sure that the opening on the ostomy appliance is the correct size. Remove the adhesive backing on the ostomy appliance.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 25. Center the appliance over the stoma, making sure that the drain or the end of the bag is pointed down. Gently press around the edges to seal the ostomy appliance to the skin.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 26. Connect the ostomy appliance to the ostomy belt, if one is used.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 27. Remove the bed protector.  | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 28. Remove your gloves and perform hand hygiene.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 29. Adjust the person's clothing as necessary to cover the ostomy appliance. If the bedding is wet or soiled, change the bed linens. Help the person back into a comfortable position, straighten the bottom linens, and draw the top linens over the person. Raise the head of the bed, as the person requests.   | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

30. If the side rails are in use, return the side rail to the raised position. Make sure that the bed is lowered to its lowest position and that the wheels are locked.
31. Put on gloves and gather the soiled linens and place them in the linen hamper or linen bag. Dispose of disposable items in a facility-approved waste container. Clean the over-bed table according to facility policy. Clean equipment and return it to the storage area. Remove your gloves and perform hand hygiene.

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### Finishing Up

32. Complete the “Finishing Up” steps.

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