

CHAPTER 22 PROCEDURE CHECKLISTS

PROCEDURE 22-1

Brushing and Flossing the Teeth

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 with paper towels. Place the oral care supplies 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.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Raise the head of the bed as tolerated. Place a towel across the person's chest.	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Perform hand hygiene and put on the gloves.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Wet the toothbrush. Put a small amount of toothpaste on the toothbrush.	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Brush the person's teeth as follows:			
a. Position the toothbrush at a 45-degree angle to the gums, against the outer surface of the top teeth. Starting at the back of the mouth, brush the outer surface of each tooth using a gentle circular motion. Repeat for the lower teeth. Allow the person to spit toothpaste into the emesis basin as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Position the toothbrush at a 45-degree angle to the gums, against the inner surface of the top teeth. Starting at the back of the mouth, brush the inner surface of each tooth using a gentle circular motion. Repeat for the lower teeth.	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Brush the chewing surfaces of the upper and lower teeth using a gentle circular motion.	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Brush the tongue.	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Offer the person the cup of water (and a straw, if desired) and ask her to rinse her mouth completely. Hold the emesis basin underneath the person's chin so that she can spit the water into the basin.	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Place the emesis basin on the over-bed table and dry the person's mouth and chin thoroughly using the washcloth.	<input type="checkbox"/>	<input type="checkbox"/>	_____

11. Cut a piece of dental floss measuring about 18 inches. Wrap the dental floss around the middle finger of each hand. Hold the dental floss between your thumb and index finger on each hand and stretch it tight. ☐ ☐ _____
12. Insert a segment of dental floss between two teeth, starting with the back upper teeth. Move the floss up and down gently, and then remove the dental floss from the person's mouth. Advance the floss a bit by releasing it from one middle finger and wrapping it around the other, and move on to the next two teeth. Use a new strand of dental floss as necessary. Offer the person the cup of water (and the straw, if desired) to rinse as necessary. Floss all of the person's teeth. ☐ ☐ _____
13. Offer the person the cup of water (and the straw, if desired) and ask her to rinse her mouth completely. Hold the emesis basin underneath the person's chin so that she can spit the water into the basin. ☐ ☐ _____
14. Place the emesis basin on the over-bed table and dry the person's mouth and chin thoroughly using the washcloth. ☐ ☐ _____
15. Pour a small amount of mouthwash (approximately $\frac{1}{4}$ cup) into the cup and help the person to rinse, as the person requests. ☐ ☐ _____
16. Apply lip lubricant to the lips, as the person requests. Remove your gloves, perform hand hygiene, and put on a clean pair of gloves. ☐ ☐ _____
17. If the side rails are in use, return the side rails to the raised position. Lower 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. ☐ ☐ _____
18. 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 per facility policy. Clean equipment and return it to the storage area. ☐ ☐ _____
19. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene. ☐ ☐ _____

Finishing Up

20. Complete the "Finishing Up" steps. ☐ ☐ _____

PROCEDURE 22-2

Providing Oral Care for a Person With Dentures

Getting Ready

1. Complete the “Getting Ready” steps.

Procedure

3. Clean the surface of the over-bed table and cover with paper towels. Place the oral care supplies on the over-bed table.
3. Make sure that the bed is positioned at a comfortable working height (to promote good body mechanics) and that the wheels are locked. Raise the head of the bed as tolerated. Place a towel over the person's chest.
4. Perform hand hygiene and put on the gloves.
5. Ask the person to remove his dentures and place them in the emesis basin. If the person needs assistance with removing his dentures:
 - a. Ask the person to open his mouth.
 - b. Holding a gauze square between your thumb and index finger, grasp the upper denture, moving it up and down slightly to break the seal. Ease the denture down, forward, and out of the mouth. Place the denture in the emesis basin.
 - c. Holding a gauze square between your thumb and index finger, grasp the lower denture. Turn the denture slightly, lifting it out of the mouth. Place the denture in the emesis basin.
6. Take the emesis basin, the washcloth, the denture cup, the denture brush or toothbrush, and the denture cleaner to the sink. Line the sink with the washcloth to provide extra cushioning. Fill the sink partially with lukewarm water. Do not place the dentures in the sink.
7. Wet the denture brush or the toothbrush. Put a small amount of denture cleaner on the denture brush or toothbrush. Working with one denture at a time, hold the denture in the palm of your hand and brush it on all surfaces until it is clean. Rinse the denture thoroughly under lukewarm running water and place it in the denture cup. Repeat with the other denture.
8. If the dentures are to be stored, fill the denture cup with lukewarm water, a mixture of one part mouthwash to one part lukewarm water, or a denture solution so that the dentures are covered. Put the lid on the denture cup. Return the denture cup to the person's bedside table, making sure that it is within easy reach.

[illegible]

9. If the dentures are to be reinserted in the person's mouth, take the emesis basin and the denture cup to the over-bed table. 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.
- a. Offer the person the cup of water (and a straw, if desired) and ask him to rinse his mouth completely. Some people may wish to use mouthwash instead of water. Hold the emesis basin underneath the person's chin so that he can spit the water or mouthwash into the basin. ☐ ☐ _____
- b. Place the emesis basin on the over-bed table and dry the person's mouth and chin thoroughly using a face towel. ☐ ☐ _____
- c. Gently clean the person's gums and tongue and the insides of the cheeks with the toothbrush or a foam-tipped applicator moistened with water or mouthwash. Use fresh applicators as needed. If the person has any remaining natural teeth, assist with brushing and flossing those teeth. ☐ ☐ _____
- d. Ask the person to insert his dentures. If the person needs assistance with inserting his dentures:
- Ask the person to open his mouth. ☐ ☐ _____
 - Gently lift the person's upper lip up. Grasp the upper denture between your thumb and index finger and insert it in the person's mouth. Press gently on the denture to be sure that it is seated properly. ☐ ☐ _____
 - Gently pull the person's lower lip down. Grasp the lower denture between your thumb and index finger and insert it in the person's mouth. ☐ ☐ _____
- e. Return the denture cup to the person's bedside table, making sure that it is within easy reach. ☐ ☐ _____
10. Dry the person's mouth and chin thoroughly using a towel. Apply lip lubricant to the lips, as the person requests. Remove your gloves, perform hand hygiene, and put on a clean pair of gloves. ☐ ☐ _____
11. Reposition the person comfortably and lower the head of the bed if necessary. If the side rails are in use, return the side rails to the raised position. Make sure that the bed is lowered to its lowest position and that the wheels are locked. ☐ ☐ _____
12. 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 per facility policy. Clean equipment and return it to the storage area. ☐ ☐ _____
13. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene. ☐ ☐ _____

Finishing Up

14. Complete the "Finishing Up" steps. ☐ ☐ _____

PROCEDURE 22-3**Providing Oral Care for an Unconscious Person****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 oral care supplies on the over-bed table.

<input type="checkbox"/>	<input type="checkbox"/>	_____
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3. Make sure that the bed is positioned at a comfortable working height (to promote good body mechanics) and that the wheels are locked. 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.

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4. Position the person onto his or her side, with the head tilted forward.

<input type="checkbox"/>	<input type="checkbox"/>	_____
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5. Place a towel across the pillow underneath the person's face and spread across his or her chest. Position the emesis basin on the towel underneath the person's chin.

<input type="checkbox"/>	<input type="checkbox"/>	_____
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6. Perform hand hygiene and put on the gloves.

<input type="checkbox"/>	<input type="checkbox"/>	_____
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7. Open the person's mouth by gently applying pressure to the lower jaw in front of the mouth. Be gentle; do not force the mouth open. Insert the tongue blade between the upper and lower teeth at the back of the mouth to hold the person's mouth open.

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8. Clean the inside of the mouth:

- a. If the person has natural teeth, they should be gently brushed as described in Procedure 21-1.

<input type="checkbox"/>	<input type="checkbox"/>	_____
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- b. If the person is edentulous, gently clean the person's gums and tongue and the insides of the cheeks with the toothbrush or a foam-tipped applicator moistened with water, saline, or mouthwash. Use fresh applicators as needed.

<input type="checkbox"/>	<input type="checkbox"/>	_____
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**Note: Do not use a foam-tipped applicator for people who may bite it. Pieces can be aspirated by the person if they remain in the mouth.*

9. Dry the person's mouth and chin thoroughly using a washcloth. Apply lip lubricant to the lips. Remove your gloves, perform hand hygiene, and put on a clean pair of gloves. Reposition the person comfortably.

<input type="checkbox"/>	<input type="checkbox"/>	_____
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10. If the side rails are in use, return the side rails to the raised position. Make sure that the bed is lowered to its lowest position and that the wheels are locked.
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 the over-bed table per facility policy. 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.

☐ ☐ _____☐ ☐ _____☐ ☐ _____

Finishing Up

13. Complete the “Finishing Up” steps.

☐ ☐ _____

PROCEDURE 22-4

Providing Female Perineal Care

Getting Ready

1. Complete the “Getting Ready” steps.

Procedure

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| 2. Clean the surface of the over-bed table and cover with paper towels. Place the wash basin, cleansing solution or soap, washcloths, towels, and bed protector on the over-bed table. Other clean linens and clothing (if needed) can be placed on a nearby clean bedside table or chair. | <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. Perform hand hygiene and put on the gloves. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 5. Because bathing often stimulates the urge to urinate, offer the bedpan. If the person uses the bedpan, empty and clean it before proceeding with the perineal care. Remove your gloves and dispose of them in a facility-approved waste container. Perform hand hygiene and put on a clean pair of gloves. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 6. Lower the head of the bed to a flat position (as tolerated). | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 7. Fill the wash basin with warm water (110°F [43.3°C] to 115°F [46.1°C] on the bath thermometer). If using a liquid no-rinse cleansing solution that is added to water, add the proper amount of the cleanser to the basin of water. Place the basin on the over-bed table. If using commercially packaged no-rinse disposable products, you will not need a basin of water unless the disposable cloths need to be placed in water to activate them. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 8. If the side rails are in use, lower the side rail on the working side. The side rail on the opposite side of the bed should remain up. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 9. 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 the person's shoulders. Fanfold the top linens to the foot of the bed. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 10. Assist the person with undressing. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 11. Ask the person to open her legs and bend her knees, if possible. If she is not able to bend her knees, help her spread her legs as much as possible. (If a person is unable to spread her legs enough to expose the perineal area, you may position her onto her side with her knees bent forward to expose the perineum for cleaning.) | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

12. Position the bath blanket over the person so that one corner can be wrapped under and around each leg. ☐ ☐ _____
13. Position the bed protector under the person's buttocks to keep the bed linens dry. ☐ ☐ _____
14. Lift the corner of the bath blanket that is between the person's legs upward, exposing only the perineal area. ☐ ☐ _____
15. Wash and rinse the groin area. ☐ ☐ _____
16. Form a mitt around your hand with one of the washcloths. Wet the mitt with warm, clean water and apply soap or no-rinse cleansing solution. If you are using the prepackaged disposable cleaning cloths, the steps of the procedure will remain the same. You will use a clean disposable cloth for each area you clean. ☐ ☐ _____
17. Using the other hand, separate the labia. Clean the vulva by placing your washcloth-covered hand at the top of the vulva and stroking downward to the anus. Use a different part of the washcloth for each stroke. Repeat until the area is clean. ☐ ☐ _____
18. Rinse the vulva and perineum thoroughly (if using a no-rinse product, omit this step):
 Form a mitt around your hand with a clean, wet washcloth. Using the other hand, separate the labia. Rinse the vulva by placing your washcloth-covered hand at the top of the vulva and stroking downward to the anus. Use a different part of the washcloth for each stroke. Repeat until the area is free of soap. ☐ ☐ _____
19. Dry the perineal area thoroughly using a towel. ☐ ☐ _____
20. Turn the person onto her side so that she is facing away from you. Help the person toward the working side of the bed so that her buttocks are within easy reach. Adjust the bath blanket to keep the person covered. ☐ ☐ _____
21. Form a mitt around your hand with one of the washcloths. Wet the mitt with warm, clean water and apply soap or no-rinse cleansing solution. ☐ ☐ _____
22. Using the other hand, separate the buttocks. Place your washcloth-covered hand at the front of the anal area and stroke toward the back. First clean one side, then the other side, and finally the middle, using a different part of the washcloth each time, until the anal area is clean. ☐ ☐ _____
23. Rinse (if necessary) and dry the anal area thoroughly. Remove the bed protector from underneath the person. ☐ ☐ _____
24. Remove your gloves and dispose of them in a facility-approved waste container. Perform hand hygiene and put on a clean pair of gloves. ☐ ☐ _____

25. Assist the person into the supine position. Reposition the pillow under her head. Remove the bath blanket and help the person into the clean clothing. ☐ ☐ _____
26. If the bedding is wet or soiled, change the bed linens. ☐ ☐ _____
27. If the side rails are in use, return the side rail 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. ☐ ☐ _____
28. 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 per facility policy. Clean equipment and return it to the storage area. ☐ ☐ _____
29. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene. ☐ ☐ _____

Finishing Up

30. Complete the "Finishing Up" steps. ☐ ☐ _____

PROCEDURE 22 - 5**Providing Male Perineal 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 with paper towels. Place the wash basin, toiletries, clean clothing, 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. Perform hand hygiene and put on the gloves.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Because bathing often stimulates the urge to urinate, offer the bedpan or urinal. If the person uses the bedpan or urinal, empty and clean it before proceeding with the perineal care. Remove your gloves and dispose of them in a facility-approved waste container. Perform hand hygiene and put on a clean pair of gloves.	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Lower the head of the bed to a flat position (as tolerated).	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Fill the wash basin with warm water (110°F [43.3°C] to 115°F [46.1°C] on the bath thermometer). If using a no-rinse cleansing solution, add the appropriate amount to the water in the basin. Place the basin on the over-bed table. If using commercially packaged no-rinse disposable products, you will not need a basin of water unless the disposable cloths need to be placed in water to activate them.	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. If the side rails are in use, lower the side rail on the working side. The side rail on the opposite side of the bed should remain up.	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Spread the bath blanket over the top linens (and the person). If the person is able, have him 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"/>	_____
10. Assist the person with undressing.	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Ask the person to open his legs and bend his knees, if possible. If he is not able to bend his knees, help him spread his legs as much as possible.	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. 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"/>	_____
13. Position the bed protector under the person's buttocks to keep the bed linens dry.	<input type="checkbox"/>	<input type="checkbox"/>	_____

14. Lift the corner of the bath blanket that is between the person's legs upward, exposing only the perineal area. ☐ ☐ _____
15. Wash and rinse the groin area. ☐ ☐ _____
16. 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 cleansing solution. If you are using the prepackaged disposable cleaning cloths, the steps of the procedure will remain the same. You will use a clean disposable cloth for each area you clean. ☐ ☐ _____
17. Using the other hand, hold the penis slightly away from the body.
 - a. If the person is circumcised: 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 (if using a no-rinse cleansing solution, omit the rinse):
Form a mitt around your hand with a clean, wet washcloth. Using the other hand, hold the penis slightly away from the body. Place your washcloth-covered hand at the tip of the penis and wipe 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 rinsed. Dry the penis thoroughly. ☐ ☐ _____
 - b. If the person is uncircumcised: 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 shaft of the penis thoroughly before gently pulling the foreskin back into its normal position. ☐ ☐ _____
18. Form a mitt around your hand with one of the washcloths. Wet the mitt with warm, clean water and apply soap or no-rinse cleansing solution. Wash the scrotum and perineum. Rinse (if necessary) and dry the scrotum and perineum thoroughly. ☐ ☐ _____
19. Turn the person onto his side so that he is facing away from you. Help the person toward the working side of the bed so that his buttocks are within easy reach. Adjust the bath blanket to keep the person covered. ☐ ☐ _____
20. Form a mitt around your hand with one of the washcloths. Wet the mitt with warm, clean water and apply soap or no-rinse cleaning solution. ☐ ☐ _____

21. Using the other hand, separate the buttocks. Place your washcloth-covered hand at the front of the body and stroke toward the back. First clean one side, then the other side, and finally the middle, using a different part of the washcloth each time, until the anal area is clean. ☐ ☐ _____
22. Rinse (if necessary) and dry the anal area thoroughly. Remove the bed protector from underneath the person. ☐ ☐ _____
23. Remove your gloves and dispose of them in a facility-approved waste container. Perform hand hygiene and put on a clean pair of gloves. ☐ ☐ _____
24. Assist the person into the supine position. Reposition the pillow under the person's head. Remove the bath blanket and help the person into the clean clothing. ☐ ☐ _____
25. If the bedding is wet or soiled, change the bed linens. ☐ ☐ _____
26. 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. ☐ ☐ _____
27. 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 per facility policy. Clean equipment and return it to the storage area. ☐ ☐ _____
28. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene. ☐ ☐ _____

Finishing Up

29. Complete the "Finishing Up" steps. ☐ ☐ _____

PROCEDURE 22-6

Assisting With a Tub Bath or Shower

Getting Ready

1. Prepare the tub room. If permanent nonskid strips are not present, place a nonskid mat on the floor of the tub or shower. If the person will be taking a tub bath, fill the tub halfway with warm water (105°F [43.3°C] on the bath thermometer) or as indicated on the person's care plan. Obtain a shower chair if necessary and place it in the shower. Place a towel on the chair in the tub room where the person will sit while drying off.
2. Complete the "Getting Ready" steps.

Procedure

3. Ask the person if she needs to use the bathroom before bathing.
4. Assist the person to the tub room.
5. If the person will be taking a tub bath, check the temperature of the water and make sure the nonskid mat is secure. If the person will be taking a shower, turn on the water and adjust the temperature until the water is comfortable.
6. Assist the person with undressing. Assist the person into the bathtub or shower.
7. If the person is able to bathe herself, either partially or completely:
 - a. Place bathing supplies within easy reach.
 - b. Many facilities require you to remain in the room while the person bathes or showers. If facility policy permits you to leave the room, explain how to use the call light control and ask the person to signal when bathing is complete or when she has done as much as she can on her own and needs help completing the bath. Stay nearby and check on the person every 5 minutes. The person should not remain in the bathtub or shower for longer than 20 minutes. Return when the person signals. Remember to knock before entering.
8. If the person is unable to bathe herself or requires assistance:
 - a. Perform hand hygiene and put on the gloves. Form a mitt around your hand with one of the washcloths.

S U COMMENTS

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b. If necessary, ask the person what parts of the body were not washed. Assist the person as needed with completing the bath. Wash the cleanest areas first and the dirtiest areas last:

- **Eyes.** Wet the mitt with warm, clean water. Do not use soap around the eyes. Ask the person to close her eyes. Place your washcloth-covered hand at the inner corner of the eye and stroke gently outward, toward the outer corner. Use a different part of the washcloth for each eye. ☐ ☐ _____
 - **Face, neck, and ears.** Ask the person if you should use soap on the face. Rinse the washcloth and apply soap, if requested. Wash the face, neck, and ears, moving from the top of the head to the bottom (so that the nose and mouth are washed last). Rinse thoroughly. ☐ ☐ _____
 - **Arms and axillae (armpits).** Rinse the washcloth and apply soap. Place your washcloth-covered hand at the shoulder and stroke downward, toward the hand, using long, firm strokes. Wash the hand. If necessary, assist the person with raising her arm so that you can wash the axilla. Repeat for the other arm and axilla. ☐ ☐ _____
 - **Chest and abdomen.** Using long, firm strokes, wash the person's chest and abdomen. ☐ ☐ _____
 - **Legs and feet.** Place your washcloth-covered hand at the top of the thigh and stroke downward, toward the foot, using long, firm strokes. Wash the foot. Repeat for the other leg. ☐ ☐ _____
 - **Back and buttocks:** Wash the person's back and buttocks, moving from top to bottom and using long, firm strokes. ☐ ☐ _____
 - **Perineal area:** Complete perineal care. ☐ ☐ _____
9. Make sure that soap is thoroughly rinsed from all parts of the body. ☐ ☐ _____
10. Remove your gloves and dispose of them in a facility-approved waste container. Perform hand hygiene and put on a clean pair of gloves. ☐ ☐ _____
11. If the person is taking a tub bath, drain the water and carefully assist the person out of the tub and into the towel-covered chair. If the person is taking a shower, turn the water off and assist the person into the towel-covered chair. ☐ ☐ _____
12. Wrap a towel around the person. Using another bath towel, help the person to dry off, patting the skin dry. Take care to ensure that areas where "skin meets skin" are dried thoroughly (for example, in between the toes and underneath the breasts). ☐ ☐ _____
13. Help the person to apply lotion, powder, deodorant, antiperspirant, or other personal care products as the person requests. ☐ ☐ _____

14. Help the person into the clean clothing. If the person is wearing nightwear, help her into a robe. Help the person into her slippers.
15. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene.
16. Assist the person back to her room.

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

Finishing Up

17. Complete the "Finishing Up" steps.
18. 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.
19. Clean the tub room and shower chair (if used), if housekeeping is not responsible for this task at your facility.

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

PROCEDURE 22-7**Giving a Complete Bed Bath****Getting Ready**

1. Complete the “Getting Ready” steps.

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

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| 2. Clean the surface of the over-bed table and cover with paper towels. Place the wash basin, toiletries, bed protectors, washcloths, and towels on the over-bed table. Place additional linens and clean clothing on a nearby clean bedside table or chair. | <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. Perform hand hygiene and put on the gloves. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Because bathing often stimulates the urge to urinate, offer the bedpan or urinal. If the person uses the bedpan or urinal, empty and clean it before proceeding with the bath. Remove your gloves and dispose of them in a facility-approved waste container. Perform hand hygiene and put on a clean pair of gloves. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Assist the person with oral care. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Remove the bedspread and blanket from the bed. If they are to be reused, fold them and place them on a clean surface, such as the chair. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Spread the bath blanket over the top linens (and the person). If the person is able, have him 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"/> | |
| 9. Assist the person with undressing. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Lower the head of the bed so that the bed is flat (as tolerated). Position the pillow under the person's head. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. Fill the wash basin with warm water (110°F [43.3°C] to 115°F [46.1°C] on the bath thermometer). If using a no-rinse cleansing solution, add the appropriate amount to the water in the basin. Place the basin on the over-bed table. If using commercially packaged no-rinse disposable products, you will not need a basin of water unless the disposable cloths need to be placed in water to activate them. | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12. 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"/> | |
| 13. Place a towel over the person's chest to keep the bath blanket dry. | <input type="checkbox"/> | <input type="checkbox"/> | |

14. To keep the bath water from becoming soapy too quickly, you can use two washcloths—one with soap, for washing; and one without soap, for rinsing. If using the commercially prepared disposable cleansing cloths, the steps of the procedure will remain the same. You will use a new cloth for each area and will omit the rinsing step. Form a mitt around your hand with one of the washcloths. Wet the mitt with warm, clean water. Ask the person to close his eyes. Place your washcloth-covered hand at the inner corner of the eye and stroke gently outward, toward the outer corner. Use a different part of the washcloth for each eye. Using a towel, dry the person's eyes. ☐ ☐ _____

15. Ask the person if you should use soap on the face. Rinse the washcloth and apply soap, if requested. Wash the face, neck, and ears, moving from the top of the head to the bottom (so that the nose and mouth are washed last). Using the clean washcloth, rinse thoroughly (if necessary), and pat the person's face, neck, and ears dry with a towel. ☐ ☐ _____

16. Place a bed protector under the person's far arm, to keep the linens dry. Form a mitt around your hand with the washcloth. Wet the mitt and apply soap. Place your washcloth-covered hand at the shoulder and stroke downward, toward the hand, using long, firm strokes. Wash the hand by placing it in the basin of water to soak for a moment. If necessary, assist the person with raising his arm so that you can wash the axilla. Rinse thoroughly (if necessary), and pat the person's arm, hand, and axilla dry with a towel. Remove the bed protector from underneath the person's arm. ☐ ☐ _____

17. Repeat for the other arm. ☐ ☐ _____

18. Place a towel horizontally across the person's chest. (The person is now covered with both a bath blanket and a towel.) With the towel in place, fold the bath blanket down to the person's waist. Wet the mitt and apply soap. Reach under the towel and wash the person's chest, using long, firm strokes. Using the clean washcloth, rinse thoroughly (if necessary), and pat the person's chest dry with a towel. ☐ ☐ _____

19. With the towel still in place, fold the bath blanket down to the pubic area. Form a mitt around your hand with the washcloth. Wet the mitt and apply soap. Reach under the towel and wash the person's abdomen, using long, firm strokes. Rinse thoroughly (if necessary) and pat the person's abdomen dry with a towel. ☐ ☐ _____

20. Replace the bath blanket by unfolding it back over the towel and the person's body. Slide the towel out from underneath the bath blanket. ☐ ☐ _____

21. Change the water in the wash basin if it is cool or soapy. (If the side rails are in use, raise the side rails before leaving the bedside.) ☐ ☐ _____

22. Fold the bath blanket so that the far leg is completely exposed. Place a bed protector under the person's far leg to keep the linens dry. Wet the mitt and apply soap. Place your washcloth-covered hand at the top of the thigh and stroke downward, toward the foot, using long, firm strokes. Rinse thoroughly (if necessary) and pat the person's leg dry with a bath towel. ☐ ☐ _____
23. Put the wash basin on the bed protector and place the person's foot in the basin. Wash the entire foot, including between the toes, with the soapy washcloth. Rinse thoroughly (if necessary) and pat the person's foot dry with a towel. Be sure to dry between the toes. Remove the wash basin. Remove the bed protector from underneath the person's leg. ☐ ☐ _____
24. Repeat for the other leg and foot. ☐ ☐ _____
25. Change the water in the wash basin. (If the side rails are in use, raise the side rails before leaving the bedside.) ☐ ☐ _____
26. Turn the person onto his or her side so that he or she is facing away from you. Help the person toward the working side of the bed so that his back is within easy reach. Adjust the bath blanket to keep the front of the person covered (exposing only the back and buttocks). Place a bed protector on the bed alongside the person's back to keep the linens dry. ☐ ☐ _____
27. Form a mitt around your hand with the washcloth. Wet the mitt and apply soap. Wash the person's back first and then the buttocks, moving from top to bottom and using long, firm strokes. Rinse thoroughly (if necessary) and pat the person's back and buttocks dry using a bath towel. At this point, a back massage may be given. ☐ ☐ _____
28. If the person is able to perform perineal care, assist the person into Fowler's position and adjust the over-bed table so that the bathing supplies are within easy reach. Place the call light control within easy reach and ask the person to signal when perineal care is complete. If the person is unable to perform perineal care, assist the person onto his back and complete perineal care. ☐ ☐ _____
29. Remove your gloves and dispose of them in a facility-approved waste container. Perform hand hygiene and put on a clean pair of gloves. ☐ ☐ _____
30. Help the person to apply lotion, powder, deodorant, antiperspirant, or other personal care products as the person requests. ☐ ☐ _____
31. Help the person into the clean clothing. ☐ ☐ _____
32. If the bedding is wet or soiled, change the bed linens. ☐ ☐ _____
33. Carry out range-of-motion exercises as ordered. ☐ ☐ _____

34. If the side rails are in use, return the side rails to the raised position. Raise or lower 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.

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35. 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 per facility policy. Clean equipment and return it to the storage area.

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36. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene.

☐ ☐

Finishing Up

37. Complete the “Finishing Up” steps.

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PROCEDURE 22 - 8**Giving a Partial Bed Bath****Getting Ready**

1. Complete the “Getting Ready” steps.

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Procedure

2. Clean the over-bed table and cover with paper towels. Place the wash basin, toiletries, washcloths, and towels on the over-bed table. Place additional linens and clean clothing on a clean bedside table or chair. Perform hand hygiene and put on the gloves.
3. Because bathing often stimulates the urge to urinate, offer the bedpan or urinal. If the person uses the bedpan or urinal, empty and clean it before proceeding with the bath. Remove your gloves and dispose of them in a facility-approved waste container. Perform hand hygiene and put on a clean pair of gloves.
4. Assist the person with oral hygiene. Remove your gloves and dispose of them in a facility-approved waste container. Perform hand hygiene.
5. Fill the wash basin with warm water (110°F [43.3°C] to 115°F [46.1°C] on the bath thermometer). If using a no-rinse cleansing solution that is added to water, add the appropriate amount to the basin. Place the basin on the over-bed table. If using commercially packaged no-rinse disposable products, you will not need a basin of water unless the disposable cloths need to be placed in water to activate them.
6. If the person will be bathing independently, make sure that the bed is lowered to its lowest position and that the wheels are locked. If you will be assisting the person with bathing, make sure that the bed is positioned at a comfortable working height (to promote good body mechanics) and that the wheels are locked. If the side rails are in use, lower the side rail on the working side. The side rails on the opposite side of the bed should remain up.
7. The bath may either be carried out with the person in Fowler’s position, or the person can be assisted to sit on the edge of the bed. Help the person to undress as necessary.

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8. If the person is able to bathe herself, either partially or completely:
 - a. Place bathing supplies within easy reach. ☐ ☐ _____
 - b. Many facilities require you to remain in the room while the person bathes. If facility policy permits you to leave the room, explain how to use the call light control and ask the person to signal when bathing is complete or when she has done as much as she can on her own and needs help completing the bath. Stay nearby and check on the person every 5 minutes. Return when the person signals. Remember to knock before entering. ☐ ☐ _____
9. If the person is unable to bathe herself, or requires assistance:
 - a. Put on the gloves and form a mitt around your hand with one of the washcloths. If commercially prepared disposable cloths or no-rinse cleansing solutions are being used, the steps of the procedure remain the same, just omit the rinsing. ☐ ☐ _____
 - b. If necessary, ask the person what parts of the body were not washed. Assist the person as needed with completing the bath. Wash the cleanest areas first and the dirtiest areas last:
 - **Face, neck, and ears.** Ask the person if you should use soap on the face. Rinse the washcloth and apply soap, if requested. Wash the face, neck, and ears, moving from the top of the head to the bottom (so that the nose and mouth are washed last). Rinse thoroughly (if necessary), and pat the person's face, neck, and ears dry with a towel. ☐ ☐ _____
 - **Hands.** Wash the hand. Rinse thoroughly (if necessary), and pat the hand dry with a towel. Repeat for the other hand. ☐ ☐ _____
 - **Axillae (armpits).** If necessary, assist the person with raising her arm so that you can wash the axilla. Rinse thoroughly (if necessary), and pat the axilla dry with a towel. Repeat for the other axilla. ☐ ☐ _____
 - **Back and buttocks.** Rinse the washcloth and apply soap. Wash the person's back first and then the buttocks, moving from top to bottom and using long, firm strokes. Rinse thoroughly (if necessary), and pat the back and buttocks dry with a towel. ☐ ☐ _____
 - **Perineal area.** Complete male or female perineal care. ☐ ☐ _____
10. Remove your gloves and dispose of them in a facility-approved waste container. Perform hand hygiene and put on a clean pair of gloves. ☐ ☐ _____

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| 11. Help the person to apply lotion, powder, deodorant, antiperspirant, or other personal care products as the person requests. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 12. Help the person into the clean clothing. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 13. If the bedding is wet or soiled, change the bed linens. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 14. Carry out range-of-motion exercises as ordered. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 15. If the side rails are in use, return the side rails to the raised position. Raise or lower 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. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 16. 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 per facility policy. Clean equipment and return it to the storage area. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 17. Remove your gloves, dispose of them in a facility-approved waste container, and perform hand hygiene. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Finishing Up

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| 18. Complete the "Finishing Up" steps. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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