

CHAPTER 20 PROCEDURE CHECKLISTS

PROCEDURE 20-1

Measuring an Oral Temperature (Glass or Electronic Thermometer)

Getting Ready

1. Complete the "Getting Ready" steps.

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

Procedure

2. Ask the person if he or she has eaten, consumed a beverage, chewed gum, or smoked within the last 15 minutes. If so, wait 15 to 30 minutes before proceeding (or follow facility policy).

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3. Prepare the thermometer.

- a. **Glass thermometer:** Run cool water over the thermometer to rinse away the disinfectant. Dry the thermometer with a paper towel and inspect it for cracks or chips. Carefully shake down the glass thermometer so that the indicator material is below the 94° mark (if using a Fahrenheit thermometer) or the 34° mark (if using a Celsius thermometer). Cover the end of the glass thermometer with the thermometer sheath.

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- b. **Electronic thermometer:** Cover the electronic probe with the probe sheath. Turn the thermometer on and wait until the "ready" sign appears on the display screen.

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4. Ask the person to open his or her mouth. Slowly and carefully insert the thermometer, placing the tip under the person's tongue and to one side.

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5. Ask the person to gently close his or her mouth around the thermometer without biting down. If necessary, hold the thermometer in place. Ask the person to breathe through his or her nose.

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6. Leave the thermometer in place for the specified amount of time:

- a. **Glass thermometer:** 3 to 5 minutes (or follow facility policy)

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- b. **Electronic thermometer:** until the instrument blinks or beeps (usually just a few seconds)

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7. Ask the person to open his or her mouth. Remove the thermometer from the person's mouth.

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8. Read the temperature measurement.

a. Glass thermometer: Using a tissue, remove the thermometer sheath from the glass thermometer, being careful not to touch the bulb end of the thermometer. Dispose of the tissue and the thermometer sheath in a facility-approved waste container. Hold the thermometer horizontally by the stem at eye level while facing a light source. Rotate the thermometer until you can see the level of the indicator material. Read the temperature.

☐ ☐ _____

b. Electronic thermometer: Read the temperature on the electronic thermometer's display screen. Remove the probe sheath from the probe by pushing the button on the top of the probe. Direct the probe sheath into a facility-approved waste container.

☐ ☐ _____**9. Prepare the thermometer for its next use.**

a. Glass thermometer: Shake down the glass thermometer, clean it according to facility policy, and return it to its disinfectant-filled case.

☐ ☐ _____

b. Electronic thermometer: Replace the probe into the electronic thermometer. (Always read the temperature before placing the probe in the instrument because this action clears the display screen.) Turn the instrument off if it does not automatically turn itself off. Place the thermometer in its charger.

☐ ☐ _____**Finishing Up****10. Complete the "Finishing Up" steps.**☐ ☐ _____

PROCEDURE 20-2**Measuring a Rectal Temperature (Glass or Electronic Thermometer)****Getting Ready**

1. Complete the “Getting Ready” steps.

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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.

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3. Prepare the thermometer.

- a. **Glass thermometer:** Run cool water over the thermometer to rinse away the disinfectant. Dry the thermometer with a paper towel and inspect it for cracks or chips. Carefully shake down the glass thermometer so that the indicator material is below the 94° mark (if using a Fahrenheit thermometer) or the 34° mark (if using a Celsius thermometer). Cover the end of the glass thermometer with the thermometer sheath.

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- b. **Electronic thermometer:** Cover the electronic probe with the probe sheath. Turn the thermometer on and wait until the “ready” sign appears on the display screen.

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4. Place the thermometer on a clean paper towel on the over-bed table. Open the lubricant package and squeeze a small amount of lubricant onto the paper towel. Lubricate the tip of the thermometer to ease insertion.

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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. Lower the head of the bed so that the bed is flat (as tolerated).

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6. Ask the person to lie on his or her side, facing away from you, in Sims’ position. Help the person into this position, if necessary.

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7. Fanfold the top linens to below the person’s buttocks. Adjust the person’s hospital gown or pajama bottoms as necessary to expose the person’s buttocks.

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8. Perform hand hygiene and put on the gloves.

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9. With one hand, raise the person’s upper buttock to expose the anus. Suggest that the person take a deep breath and slowly exhale as the thermometer is inserted. Using your other hand, gently and carefully insert the lubricated end of the thermometer into the person’s rectum (not more than 1 inch for adults, or ½ inch for children). Never force the thermometer into the rectum. If you are unable to insert the thermometer, stop and call the nurse.

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10. Hold the thermometer in place for the specified amount of time:
 - a. **Glass thermometer:** 3 to 5 minutes (or follow facility policy) ☐ ☐ _____
 - b. **Electronic thermometer:** until the instrument blinks or beeps (usually just a few seconds) ☐ ☐ _____
11. Remove the thermometer from the person's rectum. Wipe the person's anal area with a tissue to remove the lubricant, and adjust the person's hospital gown or pajama bottoms as necessary to cover the buttocks. ☐ ☐ _____
12. Read the temperature measurement.
 - a. **Glass thermometer:** Using a tissue, remove the thermometer sheath from the glass thermometer, being careful not to touch the bulb end of the thermometer. Dispose of the tissue and the thermometer sheath in a facility-approved waste container. Hold the thermometer horizontally by the stem at eye level while facing a light source. Rotate the thermometer until you can see the level of the indicator material. Read the temperature. ☐ ☐ _____
 - b. **Electronic thermometer:** Read the temperature on the electronic thermometer's display screen. Remove the probe sheath from the probe by pushing the button on the top of the probe. Direct the probe sheath into a facility-approved waste container. ☐ ☐ _____
13. Remove your gloves and dispose of them according to facility policy. Perform hand hygiene. ☐ ☐ _____
14. 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. ☐ ☐ _____
15. Make sure that the bed is lowered to its lowest position and that the wheels are locked. If the side rails are in use, return the side rails to the raised position. ☐ ☐ _____
16. Prepare the thermometer for its next use.
 - a. **Glass thermometer:** Shake down the glass thermometer, clean it according to facility policy, and return it to its disinfectant-filled case. ☐ ☐ _____
 - b. **Electronic thermometer:** Replace the probe into the electronic thermometer. (Always read the temperature before placing the probe in the instrument because this action clears the display screen.) Turn the instrument off if it does not automatically turn itself off. Place the thermometer in its charger. ☐ ☐ _____

Finishing Up

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

PROCEDURE 20-3**Measuring an Axillary Temperature (Glass or Electronic Thermometer)****Getting Ready**

1. Complete the “Getting Ready” steps.

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Procedure

2. Ask the person if he or she has bathed or applied deodorant or antiperspirant within the last 15 minutes. If so, wait 15 to 30 minutes before proceeding (or follow facility policy).
3. Prepare the thermometer.
 - a. **Glass thermometer:** Run cool water over the thermometer to rinse away the disinfectant. Dry the thermometer with a paper towel and inspect it for cracks or chips. Carefully shake down the glass thermometer so that the indicator material is below the 94° mark (if using a Fahrenheit thermometer) or the 34° mark (if using a Celsius thermometer). Cover the end of the glass thermometer with the thermometer sheath.
 - b. **Electronic thermometer:** Cover the electronic probe with the probe sheath. Turn the thermometer on and wait until the “ready” sign appears on the display screen.
4. Assist the person with removing his or her arm from the sleeve of his or her hospital gown or pajama top in order to expose the axilla. The thermometer must be placed directly in contact with the skin.
5. Pat the axilla (underarm area) gently with a paper towel.
6. Ask the person to lift his or her arm slightly. Position the tip of the thermometer in the center of the axilla and ask the person to hold the thermometer in place by holding his or her arm close to the body (or by grasping the arm with the opposite hand).
7. Leave the thermometer in place for the specified amount of time:
 - a. **Glass thermometer:** 10 minutes (or follow facility policy)
 - b. **Electronic thermometer:** until the instrument blinks or beeps (usually just a few seconds)
8. Ask the person to lift his or her arm slightly. Remove the thermometer.

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9. Read the temperature measurement.

a. **Glass thermometer:** Using a tissue, remove the thermometer sheath from the glass thermometer, being careful not to touch the bulb end of the thermometer. Dispose of the tissue and the thermometer sheath in a facility-approved waste container. Hold the thermometer horizontally by the stem at eye level while facing a light source. Rotate the thermometer until you can see the level of the indicator material. Read the temperature.

☐ ☐ _____

b. **Electronic thermometer:** Read the temperature on the electronic thermometer's display screen. Remove the probe sheath from the probe by pushing the button on the top of the probe. Direct the probe sheath into a facility-approved waste container.

☐ ☐ _____

10. Help the person back into his or her hospital gown or pajama top.

☐ ☐ _____

11. Prepare the thermometer for its next use:

a. **Glass thermometer:** Shake down the glass thermometer, clean it according to facility policy, and return it to its disinfectant-filled case.

☐ ☐ _____

b. **Electronic thermometer:** Replace the probe into the electronic thermometer. (Always read the temperature before placing the probe in the instrument because this action clears the display screen.) Turn the instrument off, if it does not automatically turn itself off. Place the thermometer in its charger.

☐ ☐ _____

Finishing Up

12. Complete the "Finishing Up" steps.

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PROCEDURE 20-4**Measuring a Tympanic Temperature (Tympanic Thermometer)****Getting Ready**

1. Complete the “Getting Ready” steps.

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Procedure

2. If the person wears a hearing aid, remove it carefully and wait 2 minutes before taking the person's temperature. If the person has been sleeping or lying on his or her side with their ear against the pillow, use the ear that was not against the pillow for the temperature.
3. Inspect the ear canal for excessive cerumen (earwax). If you see excessive wax build-up in the ear canal, gently wipe the ear canal with a warm, moist washcloth.
4. Cover the cone-shaped end of the thermometer with the probe sheath. Turn the thermometer on and wait until the “ready” sign appears on the display screen.
5. Stand slightly to the front of, and facing, the person. To straighten the ear canal (which will ease insertion of the thermometer), grasp the top portion of the person's ear and gently pull:
 - a. Up and back (in an adult)
 - b. Straight back (in a child)
6. Insert the covered probe into the person's ear canal, pointing the probe down and toward the front of the ear canal (pretend that you are aiming for the person's nose). This will seal off the ear canal by seating the probe properly, leading to a more accurate temperature reading.
7. To take the temperature, press the button on the instrument. Keep the button depressed and the probe in place until the instrument blinks or beeps (usually 1 second).
8. Remove the probe and read the temperature on the display screen.
9. Remove the probe sheath from the probe by pushing the button on the side of the instrument. Direct the probe sheath into a facility-approved waste container.
10. If your facility requires a tympanic temperature to be taken in both ears, repeat the procedure, using a clean probe cover for the other ear.
11. Turn the instrument off if it does not automatically turn itself off. Place the thermometer in its charger.

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Finishing Up

12. Complete the “Finishing Up” steps.

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PROCEDURE 20-5**Measuring a Temporal Artery Temperature****Getting Ready**

1. Complete the “Getting Ready” steps.

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Procedure

2. Brush the person’s hair aside if it is covering the temporal artery area. Anything covering the area, such as hair, a wig, a hat, bandages, or where the person’s head was resting against the pillow can result in a false high reading.
3. Apply the probe cover.
4. Hold the thermometer like a remote control device, with your thumb on the red “ON” button. Place the probe on the center of the forehead and hold the body of the thermometer sideways.
5. Press the ON button and keep it pressed throughout the measurement.
6. Slowly slide the thermometer straight across the forehead, midline, to the hairline. The thermometer will make a clicking noise.
7. With the ON button still pressed, lift the thermometer up from the forehead and touch it to the neck, just behind the ear lobe in the little depression. This is a double check for the thermometer.
8. Release the ON button and read the temperature measurement.
9. Remove the probe cover by holding the thermometer over a facility-approved waste container and gently push the probe cover with your thumb.
10. Turn the thermometer off if it does not automatically turn itself off.

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Finishing Up

11. Complete the “Finishing Up” steps.

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PROCEDURE 20-6**Taking a Radial Pulse****Getting Ready**

1. Complete the “Getting Ready” steps.

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Procedure

2. Rest the person’s arm on the over-bed table or on the bed. Locate the radial pulse in the person’s wrist using your middle two or three fingers. (TIP: The radial pulse will be on the person’s “thumb” side.)
3. Note the strength and regularity of the pulse. Look at your watch and wait until the second hand gets to the “12” or “6.” When the second hand reaches the “12” or the “6,” begin counting the pulse.
 - a. If the pulse rhythm is regular, count the number of pulses that occur in 30 seconds and multiply the result by 2 to arrive at the pulse rate.
 - b. If the pulse rhythm is irregular, count the number of pulses that occur in 60 seconds. Counting each pulse that occurs over the course of 1 full minute is the only way to obtain a truly accurate pulse rate when the pulse is irregular.

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Finishing Up

4. Complete the “Finishing Up” steps.

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PROCEDURE 20-7**Taking an Apical Pulse****Getting Ready**

1. Complete the “Getting Ready” steps.

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Procedure

2. Help the person to a semi-sitting position by raising the head of the bed.
3. Using alcohol wipes, clean the earpieces, the diaphragm, and the bell of the stethoscope. Place the earpieces in your ears.
4. Place the diaphragm (or the bell, if the person is a child or infant) of the stethoscope under the person's clothing, on the apical pulse site (located approximately 2 inches below the person's left nipple). The diaphragm or bell must be placed directly on the person's skin because clothing will distort the sound.
5. Using two fingers, hold the diaphragm or bell firmly against the person's chest. Look at your watch and wait until the second hand gets to the “12” or “6.” When the second hand reaches the “12” or the “6,” begin counting the heartbeat.
6. Count the number of heartbeats that occur in 60 seconds. Each time the heart beats, you will hear two sounds, best described as a “lubb” and a “dupp.” Both sounds make up one beat of the heart and should be counted as such.
7. After 60 seconds, remove the diaphragm of the stethoscope from the person's chest. Adjust the person's clothing as necessary and help the person back into a comfortable position. Lower the head of the bed, as the person requests.
8. Using alcohol wipes, clean the earpieces, the diaphragm, and the bell of the stethoscope.

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Finishing Up

9. Complete the “Finishing Up” steps.

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PROCEDURE 20-8**Counting Respirations****Getting Ready**

1. Complete the "Getting Ready" steps.

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Procedure

2. Look at your watch and wait until the second hand gets to the "12" or "6." When the second hand reaches the "12" or the "6," look at the person's chest (or place your hand near the person's collarbone or on his or her side) and begin counting each rise and fall of the chest as one breath.
 - a. If the respiratory rhythm is regular, count the number of breaths that occur in 30 seconds and multiply the result by 2 to arrive at the respiratory rate.
 - b. If the respiratory rhythm is irregular, count the number of breaths that occur in 60 seconds. Counting each respiration that occurs over the course of 1 full minute is the only way to obtain a truly accurate respiratory rate when the person's breathing is irregular.

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Finishing Up

3. Complete the "Finishing Up" steps.

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PROCEDURE 20-9**Measuring Blood Pressure****Getting Ready**

1. Complete the “Getting Ready” steps.

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Procedure

2. Assist the person into a sitting or lying position. Position the person's arm so that the forearm is level with the heart and the palm of the hand is facing upward. Assist the person with rolling up his or her sleeve so that the upper arm is exposed.
3. Using alcohol wipes, clean the earpieces, the diaphragm, and the bell of the stethoscope.
4. Stand no more than 3 ft away from the manometer. If it is not mounted on the wall, stand a mercury manometer upright on a flat surface, at eye level. Lay an aneroid manometer on a flat surface directly in front of you or leave it attached to the blood pressure cuff.
5. Squeeze the cuff to empty it of any remaining air. Turn the valve on the bulb clockwise to close it; this will cause the cuff to inflate when you pump the bulb.
6. Locate the person's brachial artery in the antecubital space by placing your fingers at the inner aspect of the elbow.
7. Place the arrow mark on the cuff over the brachial artery. Wrap the cuff around the person's upper arm so that the bottom of the cuff is at least 1 inch above the person's elbow. The cuff must be even and snug.
8. Place the stethoscope earpieces in your ears.
9. Pump the bulb until the pressure in the cuff is 30 mm Hg higher than the systolic pressure. There are two ways to do this:

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Method “A.” Hold the bulb in one hand and position the diaphragm of the stethoscope over the brachial artery with the other hand. Inflate the cuff until you hear the pulse stop and then inflate the cuff 30 mm Hg more.

Method “B.” Hold the bulb in one hand and feel for the person's brachial or radial pulse (in his or her wrist) with the other hand. Inflate the cuff until you are no longer able to feel the radial pulse and then inflate the cuff 30 mm Hg more.

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| 10. Position the diaphragm of the stethoscope over the brachial artery (or continue to hold it there if you used method "A" to inflate the cuff). | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 11. Turn the valve on the bulb slightly counterclockwise to allow air to escape from the cuff slowly. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 12. Note the reading on the manometer where the first Korotkoff sound is heard. This is the systolic reading. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 13. Continue to deflate the cuff. Note the reading on the manometer where the last Korotkoff sound is heard. This is the diastolic reading. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 14. Deflate the cuff completely and remove it from the person's arm. Remove the stethoscope from your ears. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 15. Return the sphygmomanometer to its case or wall holder. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 16. Using alcohol wipes, clean the earpieces, the diaphragm, and the bell of the stethoscope. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Finishing Up

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| 17. Complete the "Finishing Up" steps. | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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PROCEDURE 20-10**Measuring Height and Weight Using an Upright Scale****Getting Ready****S U COMMENTS**

1. Complete the "Getting Ready" steps.

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Procedure

2. Ask the person to urinate. If necessary, assist the person to the bathroom or offer the bedpan or urinal.

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3. Move the weights all the way to the left of the balance bar.

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4. Help the person onto the scale platform so that she is facing the balance bar. Once the person is on the scale platform, do not allow her to hold on to you or to the scale.

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5. Move the large weight on the lower scale bar to the right to the weight closest to the person's prior weight. For example, if the person weighed 155 lb the last time you weighed her, you would move the large weight to the "150" mark.

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6. Move the small weight on the upper scale bar to the right until the balance pointer is centered between the two scale bars.

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7. Read the numbers on the upper and the lower scale bars where each weight has settled and add these two numbers together. This is the person's weight.

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8. Have the person carefully turn around to face away from the scale bar. Slide the height scale up so that you can pull out the height rod, which extends from the top of the height scale. Be careful not to hit the person in the head with the height rod.

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9. Slide the height rod down so that it lightly touches the top of the person's head. Read the number at the point where the height rod meets the height scale. This is the person's height.

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10. Hold the height rod in your hand, and help the person step down from the scale.

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11. Assist the person back to her room.

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Finishing Up

12. Complete the "Finishing Up" steps.

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PROCEDURE 20-11**Measuring Weight Using a Chair Scale****Getting Ready**

1. Complete the "Getting Ready" steps.

S	U	COMMENTS
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Procedure

2. Ask the person to urinate. If necessary, assist the person to the bathroom or offer the bedpan or urinal.
3. Assist or wheel the person to the scale, using a transfer belt, a wheelchair, or both.
4. Reset the scale to "0" by turning it on.
5. Help the person onto the scale.
 - a. If a regular chair scale is being used, help the person to sit in the chair on the scale. Make sure the person is seated properly, with his or her buttocks against the back of the chair and feet on the footrests.
 - b. If a wheelchair scale is being used, roll the occupied wheelchair onto the platform and lock the wheels.
6. Read the weight on the display screen. If a wheelchair scale is being used, you must subtract the weight of the unoccupied wheelchair from this figure to determine the person's weight.
7. Help the person off the scale.
 - a. If a regular chair scale is being used, assist the person out of the chair and back into a wheelchair if one was used for the transfer.
 - b. If a wheelchair scale is being used, unlock the wheels and roll the wheelchair off the platform.
8. Assist the person back to his or her room.

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

Finishing Up

9. Complete the "Finishing Up" steps.

<input type="checkbox"/>	<input type="checkbox"/>	_____
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PROCEDURE 20-12**Measuring Height and Weight Using a Tape Measure and a Sling Scale****Getting Ready**

1. Complete the "Getting Ready" steps.

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

Procedure

2. Ask the person to urinate. If necessary, assist the person to the bathroom or offer the bedpan or urinal.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Position the sling scale next to the bed. 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.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Fanfold the top linens to the foot of the bed.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Center the sling under the person. (To get the sling under the person, move the person as if you were making an occupied bed. See Procedure 18-2.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Position the person in the supine position, or according to the manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Move the release valve on the sling scale to the closed position.	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Raise the sling scale so that it can be positioned over the person.	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Spread the legs of the sling scale to provide a solid base of support. The legs must be locked in this position, or the scale could tip over, injuring you, the person you are trying to weigh, or both.	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Move the scale into position over the person.	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. Fasten the sling to the straps or chains of the scale. Make sure the hooks face away from the person.	<input type="checkbox"/>	<input type="checkbox"/>	_____
12. Cross the person's arms over her chest.	<input type="checkbox"/>	<input type="checkbox"/>	_____
13. Slowly raise the sling until the person is clear of the bed.	<input type="checkbox"/>	<input type="checkbox"/>	_____
14. Read the weight on the display screen.	<input type="checkbox"/>	<input type="checkbox"/>	_____
15. Gently lower the person to the bed and remove the sling by gently rolling the person first to one side, then the other.	<input type="checkbox"/>	<input type="checkbox"/>	_____
16. Position the person in the supine position, with his arms by his sides and his legs straight.	<input type="checkbox"/>	<input type="checkbox"/>	_____
17. Using a pencil, make a small mark on the bottom sheet at the top of the person's head. Make another small mark at his heels.	<input type="checkbox"/>	<input type="checkbox"/>	_____