

# Caregiving & Nursing Assistant Skills Training



## MODULE 1

### CATEGORIES OF BASIC HUMAN NEEDS

All human behaviors are aimed towards the satisfaction of basic human needs, which are:

- Physical
- Emotional
- Social

**Physical Needs:** These are closely related to body functions and are sometimes referred to as Primary or Physiological drives. Physical needs include:

- Food
- Water
- Oxygen
- Elimination
- Clothing and shelter for body warmth and protection.

**Emotional Needs:** Emotional needs are closely interwoven with physical needs and are met in interaction with significant others, and they include as follows:

*Love, including approval and esteem.*

*Importance, including recognition and respect. This applies to the patient's perception of the nurse's feelings towards him. For example, if your patient feels that you do not approve of or respect him, he may become very demanding, or he may withdraw and not cooperate with your efforts to make him healthy again.*

**Social Needs:** Social needs grow out of the culture and society of which one is a member, and they include as follows:

- Identification of belonging
- Education or learning
- Recreation or play
- Religion or worship

## **ARTICLES OF EQUIPMENT REQUIRED - The patient Care Unit**

The patient care unit is the area of the hospital where the patient receives medical and nursing care and treatment, as well as where he/she lives during his/her hospital stay.

This area must be maintained as a safe, pleasant, clean, and orderly environment for the patient's physical and mental well-being. Constant effort is needed to achieve and maintain the necessary high level of order and sanitation.

After completing his lesson, you should be able to:

- Identify items of furniture normally found in the patient care area.
- Identify articles/equipment required in the patient care area.
- Identify guidelines/methods of bed-making.
- Identify guidelines for terminally cleaning the patient care unit.
- Recognize rules for the use of disposable and no-disposable items.

Furniture for the patient's basic care unit includes:

- Bed
- Bedside cabinet
- Overbed table
- Chair

The following items are provided for the patient:

### **Linens**

- Bed linens
- Towels
- Washcloth
- Blankets

### **Toilet Equipment**

- Wash basin
- Soap dish
- Emesis basin
- Bedpan
- Urinal
- Toilet paper

## **GUIDELINES FOR BED-MAKING**

*Gather all the required linen and accessories before making the bed as follows:*

- Sheets
- Pillowcases
- Blankets
- Bedspread
- Extra Pillows

*Avoid shaking the linen to prevent the spread of microorganisms and dust particles.*

- Avoid placing linens, clean or dirty, on another patient's bed.
- Do not place dirty linen on the floor.
- Do not hold dirty linen against your uniform.
- Always use good body mechanics: raise the bed to its highest position to make bed-making easier.
- Stay on one side of the bed until it is completely made: then move to the other side and finish the bed. This saves time and steps.

*Observe the patient and document any of the following conditions:*

- Check for areas of redness that may lead to decubitus formation. Note tolerance of activity level while out of bed.
- Note observations about the physical and emotional status of the patient. Note any patient teaching or reinforced teaching given and the patient's response.
- Check for drainage, wetness, or other body fluids and record observations.

### **Method of Bed-Making in Patient Care**

***Unoccupied (Closed) Bed;*** An unoccupied bed is made when it is not occupied by a patient.

Procedure: Raise the bed to a comfortable working height, if adjustable.

- ✓ Lower side rails, if present.
- ✓ Remove pillows and pillowcases. Set the pillows and pillowcases.
- ✓ Set the pillows aside in a clean area.
- ✓ Fold and set the blankets and spreads aside (to be reused).
- ✓ Loosen the linen along the edges of the bed, and move toward the end of the bed.
- ✓ Wash the mattress, if necessary, turn the mattress to the opposite side, and replace the mattress pad as needed.
- ✓ Observe the mattress for protruding springs.

### Method of Bed-Making – Unoccupied (Closed) Bed

<b>Flat Sheet</b>	<b>Fitted Sheet</b>
<b>Position the Sheet evenly</b> on the bed. Miter the corners at the top of the bed.	<b>Fit the sheet on the lower edges of the mattress</b> first.
<b>Lift the mattress slightly</b> , then stretch and tie the ends of the sheet together beneath the mattress.	<b>Then lift the mattress</b> and fit the sheet on the top edges of the mattress.
Repeat these steps for the bottom of the bed.	<b>Stretch and tuck</b> the free edges at the sides.
<b>Stretch and tuck</b> the <b>free edges</b> at the side.	

### Position of Sheets

- ❖ Place a draw sheet in the center of the bed, if it is needed.
- ❖ Tuck in the free edge on the one side.
- ❖ Stretch the draw sheet from the opposite side and tuck in the free edge.
- ❖ Place the top sheet, blanket (if used), and bedspread.
- ❖ Position evenly on the bed.
- ❖ Leave the loose ends free.
- ❖ Miter the bottom corners, tucking all three parts together.
- ❖ Fanfold the top linen back to the foot of the bed.
- ❖ Place a clean pillowcase over the pillow and place it at the head of the bed.

- ❖ Invert the pillowcase over one hand so the inner back seam is visible.
- ❖ Grasp the edge of the pillow with one hand, holding the pillowcase at the hem.
- ❖ Use the opposite hand to guide the pillowcase over the pillow.
- ❖ Adjust the bed to its lowest position, if adjustable.
- ❖ Reposition the head up slightly, if the patient prefers.
- ❖ Raise the side rail opposite the side of the bed where the patient will enter.

### **Method of Bed-Making**

Occupied (Open) Bed: An Occupied bed is made while occupied by a patient.

The procedure is as follows:

- ✓ Wash your hands.
- ✓ Identify the patient, explain the procedure, and be sure you will have the patient's cooperation
- ✓ Check the condition of the bed linens to determine which supplies you will need.
- ✓ Provide for the patient's privacy (throughout the procedure).
- ✓ Obtain the articles of linen that you will need.
- ✓ Place the bath blanket over the patient and the top cover.
- ✓ Loosen the top bedding from the foot of the bed and remove it.
- ✓ If possible, have the patient hold the bath blanket while you pull the top covers from under it from the foot of the bed.
- ✓ Move or turn the patient to the clean side of the bed. And finish making the bed on the opposite side.
- ✓ Place the clean linen on top, and remove the bath blanket.
- ✓ Move the mattress to the head of the bed. Move the patient to the distal side of the bed. Make the bed on one side.
- ✓ Attach the patient's signal cord within reach. Provide for the patient's safety and comfort. Tidy the room.

## Method of Bed-Making – Anesthetic, Surgical, or Post-Op

An Anesthetic, Surgical, or Post-Op Bed is a bed that is prepared to receive a patient from the operating room, the procedure for making this bed is as follows:

*Gather all the required supplies, such as:*

- Large sheets
- Draw a sheet or an additional large sheet
- Blanket
- Pillow(s)
- Pillowcase(s)
- Towel
- Chu's, if drainage is anticipated.



***The procedure for making an Anesthetic, Surgical, or Post-Op Bed is as follows:***

- ✓ Make the bed as though you are making an unoccupied bed, except that the top sheet and blanket are not tucked under the mattress at the foot of the bed, and the corners are not mitered.
- ✓ Fanfold the top covers to the side of the foot of the bed.
- ✓ Place a towel or disposable pad (Chux®) at the head of the bed. This is intended to protect the sheet if the patient should vomit.
- ✓ It is a good idea to place a draw sheet on the bed because it can be used to move the patient more easily.
- ✓ Place the pillow(s) on a chair near the bed or in an upright position at the head of the bed.
- ✓ Leave the bed in a high position. Lock the brakes on the bed.
- ✓ Move the furniture away from the bed to allow for easier access to the bed for the recovery room stretcher and



- personnel.
- ✓ Make certain an emesis basin is readily available and suction is available where indicated.
  - ✓ Keey Chux is available to use if necessary.

## **Terminal Cleaning of the Adult Patient Care**

Definition: The terminal Cleaning of the Patient Care Unit is the sanitation of the following:

- Bed
- Bedside
- Cabinet
- General Area

The patient care unit should be sanitized and cleaned with a detergent/germicidal agent after the patient is discharged or transferred from the nursing care unit. Performed at every patient care unit before the area is prepared for the next patient.

### **Reasons for Terminal Cleaning of the Patient Care Unit:**

- ✓ Prevention of the spread of microorganisms.
- ✓ Remove the encrusted secretions from the framework or beside the rails.
- ✓ Removal of the residue of body wastes from the mattress.
- ✓ Deodorizing of the bed frame, mattress, and pillow.

### **Guidelines for Terminal Cleaning are as follows:**

- ✓ Review ward SOP for specific procedures.
- ✓ Use only an authorized disinfectant/detergent or germicidal solution for cleaning.
- ✓ Check to ensure the bedside cabinet is cleared of any valuable belongings to the patient.
- ✓ Check bed linens for personal items (dentures, contact lenses, money, jewelry, etc.)

## **Equipment Required in Patient Care**

*Rules for the use of Disposable or Non-Reusable Items are as follows:*

- ✓ Do not attempt to reuse (for another patient) or de-sterilize disposables.
- ✓ Sterile disposables are considered sterile providing the wrapper is not broken or torn, or the expiration date has not passed.
- ✓ Sterile disposables with torn or broken wrappers must be discarded.
- ✓ Use disposables for the specific purpose(s) for which they were designed.

