

THE VISITING NURSE ASSOCIATIONS OF AMERICA

2004 EDITION NURSING PROCEDURE MANUAL TABLE OF CONTENTS

SECTION 1: EYE, EAR, NOSE, THROAT

Procedure	Title	
1.01	Ear Irrigation.....	19
1.02	Ear Drops Administration	21
1.03	Eye Drops Instillation	23
1.04	Eye Irrigation	25
1.05	Eye Ointment Administration.....	27
1.06	Oral Care for the Irritated Mouth	29
1.07	Throat Culture	31
References	33

SECTION 2: RESPIRATORY

Procedure	Title	
2.01	Tracheostomy Care: Tube Change.....	39
2.02	Tracheostomy Care: Cleaning the Inner Cannula	41
2.03	Tracheal Suctioning	45
2.04	Use of Oxygen Administration System	47
2.05	Use of the Ultrasonic Nebulizer	51
2.06	Chest Physical Therapy	53
2.07	Controlled Cough	55
2.08	Sputum Specimen Collection	57
2.09	Cleaning and Disinfection of Respiratory Therapy Equipment	59
2.10	Chest Tube Management.....	61
2.11	Nursing Management of the Ventilator-Dependent Patient in the Home.....	65
2.12	Closed Chest Cavity Irrigation	69
2.13	Measurement of Oxygen Saturation Using Pulse Oximetry	71
2.14	Nursing Management of CPAP/BIPAP	73
2.15	“Pleurex” Pleural Catheter Drainage	75
References	77

SECTION 3: CARDIOVASCULAR

Procedure	Title	
3.01	Pulse: Apical Monitoring.....	83
3.02	Pulse: Radial Monitoring	85
3.03	Pulse: Femoral, Popliteal, Posterior Tibialis,and Dorsalis Pedis Monitoring	87
3.04	Blood Pressure – Auscultation	89
3.05	Blood Pressure – Palpation.....	91
3.06	Anti-Embolitic Stockings: Instructions for Use and Application	93
3.07	Blood Pressure - Lower Extremities.....	95
3.08	Blood Pressure – Postural	97
3.09	Measuring Peripheral Edema.....	99
3.10	Use of Ultrasonic Doppler	101
3.11	EKG Monitoring	103
3.12	Home Transtelephonic Pacemaker Monitoring.....	105
References	107

SECTION 4: GASTROINTESTINAL

Procedure	Title	
4.01	Bowel Training.....	113
4.02	Removal of Fecal Impaction.....	115
4.03	Enema, Harris Flush	117
4.04	Enema, Cleansing	119
4.05	Enema, Retention.....	121
4.06	Insertion and Removal of Nasogastric (N/G) Tube.....	123
4.07	Reinsertion of G-Tube With Foley Catheter or Balloon Replacement G-Tube.....	125
4.08	Nasogastric Tube Feeding	127
4.09	Gastrostomy or Jejunostomy Tube Feeding.....	129
4.10	Colostomy Irrigation (Descending/Sigmoid Colon)	131
4.11	Colostomy Irrigation for the Bedridden Patient	133
4.12	Colostomy Irrigation in Preparation for Diagnostic Procedures or Surgery	135
4.13	Colostomy/Ileostomy Appliance Application	137
4.14	Care of Mucous Fistula	139
References	141

SECTION 5: GENITOURINARY

Procedure	Title	
5.01	Bladder Instillation	147
5.02	Bladder Training for Neurogenic Bladder.....	149
5.03	Bladder Training for Non-Neurogenic Bladder.....	151
5.04	Urinary Catheter Care	153
5.05	Decontamination of Vinyl Urinary Drainage Bag	155
5.06	Intermittent Self-Catheterization	157
5.07	Intermittent Catheterization – Male	159
5.08	Intermittent Catheterization – Female.....	161
5.09	Insertion of Indwelling Catheter – Male.....	163
5.10	Insertion of Indwelling Catheter – Female	165
5.11	Removal of a Foley Catheter	167
5.12	Irrigation of Indwelling Foley Catheter - Open Method	169
5.13	Bladder Irrigation Through 3-Lumen Catheter	171
5.14	Reinsertion of Suprapubic Catheter.....	173
5.15	Application of External Catheter – Male.....	175
5.16	Clean Catch Urine Specimen Collection.....	177
5.17	Sterile Urine Specimen Collection from a Foley Catheter	179
5.18	Ileal Conduit: Application of Disposable Appliance.....	181
5.19	Care of Cutaneous Ureterostomy, Transureterostomy	183
5.20	Nephrostomy Catheter Care	185
5.21	Catheterization of Continent Urinary Diversion - Koch Pouch.....	187
5.22	Female Urinary Pouch: Application and Removal	189
5.23	Pessary - Removal, Care, and Insertion.....	191
5.24	Tenckhoff Catheter Care.....	193
References	195

SECTION 6: ENDOCRINE

Procedure	Title	
6.01	Urine Testing for Ketones	203
6.02	Obtaining Blood Samples: Fingerstick	205
6.03	Blood Glucose Monitoring with Blood Glucose Meter.....	207
6.04	Insulin Preparation - Single Insulin Dose	209
6.05	Insulin Preparation - Mixed Insulin Dose	211
6.06	Insulin Administration - Subcutaneous Injection	213
6.07	Prefilling Syringes	215
6.08	Hypoglycemia.....	217
6.09	Hyperglycemia	219
6.10	Glucagon Administration.....	221
References	223

SECTION 07: SKIN CARE

Procedure	Title	
7.01	Pressure Ulcer – Prevention	229
7.02	Pressure Ulcer – Assessment.....	231
7.03	Pressure Ulcer – Treatment of Stage I	233
7.04	Pressure Ulcer – Treatment of Stage II	235
7.05	Pressure Ulcer – Treatment of Stage III	237
7.06	Pressure Ulcer – Treatment of Stage IV	239
7.07	Wound Culture – Swab Technique	241
7.08	Wound Cleansing.....	243
7.09	Dressing Changes.....	245
7.10	Wound Packing	247
7.11	Wound Care Using a Collection Pouch.....	249
7.12	Wound Irrigation.....	251
7.13	Suture Removal.....	253
7.14	Skin Staple or Clip Removal	255
7.15	Gelatin Compression Boot (Unna Boot) Application	257
7.16	Transparent Film Application	259
7.17	Butterfly Strips	261
7.18	Montgomery Straps.....	263
7.19	Scoring of Eschar	265
7.20	Warm/Moist Compress.....	267
7.21	Moist Compress	269
7.22	Application of Multilayer Compression Bandage System	271

7.23	Ankle – Brachial Index	273
7.24	Physical Therapy – Instrumental Debridement.....	275
7.25	Negative Pressure Wound Therapy	277
7.26	Applying a V.A.C. Dressing.....	279
References	283

SECTION 8: MEDICATIONS

Procedure	Title	
8.01	Rectal Suppository Insertion	291
8.02	Oral Medication Administration	293
8.03	Intradermal Injection.....	295
8.04	Subcutaneous Injection.....	297
8.05	Heparin Injection	299
8.06	Intramuscular Injection	301
8.07	Gold Injection – Adult	303
8.08	Topical Medications	305
8.09	Vaginal Medications	307
8.10	Preparing Solutions in the Home	309
8.11	Administration of Aerosolized Pentamidine Isethionate.....	311
8.12	Administration of Intravenous Pentamidine Isethionate.....	313
8.13	Administration of Intravenous Antifungal Agents	315
8.14	Administration of Immune Globulin Intravenous (IGIV)	317
8.15	Administration of Intravenous Chemotherapeutic Agents.....	319
8.16	Nursing Management of Extravasation.....	321
8.17	Safe Handling of Antineoplastic Agents.....	323
8.18	Safe Administration of Investigational/New Therapies	325
8.19	Administration of Intravenous Dobutamine	327
	Attachment A - Management Of Dobutamine Side Effects & Complications	329
	Attachment B - Dobutamine Flow Sheet.....	331
8.20	Medication Disposal	333
8.21	Administration of the First Dose of Medication	335
References	337

SECTION 9: INFUSION THERAPY

Preface

Procedure	Title	
9.01	Administration of Intravenous Therapy In the Home	345
9.02	Maintenance of the Continuous Intravenous Infusion.....	349
9.03	Changing IV Solution Container and Tubing.....	351
9.04	Intravenous Infusion: Secondary Intravenous or PiggyBack	353
9.05	Adding Medications to IV Solutions Using Volume Control Set355 (Burette, Volutrol, Buritrol).....	355
9.06	Peripheral Intravenous Infusion: Insertion and Maintenance of a Heparin Lock or Catheter Injection Port.....	357
9.07	Intravenous Site Care	359
9.08	Intravenous Therapy, Assessment and Management of Infiltration and Phlebitis.....	361
9.09	Venipuncture: Vacutainer.....	363
9.10	Venipuncture: Needle and Syringe	365
9.11	Obtaining Blood Samples: Arterial Blood Gases (ABG)	367
9.12	Midline Catheter Insertion	369
9.13	Midline Catheter Maintenance and Management of Potential Complications	371
9.14	Peripherally Inserted Central Catheter (PICC) Insertion.....	375
9.15	Peripherally Inserted Central Catheter (PICC) Maintenance and Management of Potential Complications	377
9.16	Peripherally Inserted Central Catheter (PICC) Removal	381
9.17	Central Venous Catheter: Flushing / Heparinization.....	383
9.18	Central Venous Catheter: Intermittent Injection Port Change.....	385
9.19	Central Venous Catheter: Gauze Dressing Change.....	387
9.20	Central Venous Catheter: Transparent Semi-Permeable Adhesive Dressing Change.....	389
9.21	Central Venous Catheter: Drawing Blood	391
9.22	Central Venous Catheter: Drawing Blood Using a Vacutainer	393
9.23	Central Venous Catheter: Obtaining Blood for Blood Cultures.....	395
9.24	Central Venous Catheter: Assessment of Catheter Occlusion.....	397
9.25	Central Venous Catheter: Temporary Repair of Breakage.....	399
9.26	Central Venous Catheter: Permanent Repair of Damaged Catheter	401
9.27	Maintaining the Groshong Catheter	405
9.28	Implantable Vascular Access Device (IVAD): Insertion of Non-Coring Needle and Maintenance.....	409
9.29	Maintenance of Hemodialysis Indwelling Catheters	415
9.30	Administration of Pain Medications via Epidural/Intraspinal Route	417

9.31	Epidural Catheter, Site Care and Dressing Change	421
9.32	Subcutaneous Infusion Initiation and Maintenance	423
9.33	Continuous Intravenous Narcotic Infusion	425
9.34	Administration of Total Parenteral Nutrition	427
	Attachment A - Daily Monitoring Sheet	433
9.35	Administration of Platelets.....	435
9.36	Administration of Packed Red Cells with use of Microaggregate Blood Filter Set	437
9.37	Management of Blood Transfusion Reactions.....	441
	Attachment B - Report of Transfusion Reaction	443
References	445

SECTION 10: ANTEPARTUM/MATERNAL/NEWBORN

Procedure	Title	
10.01	Initiation of the Patient Diary	453
10.02	Method for Performing Fetal Kick Counts	455
10.03	Home Care of the Woman with Gestational Diabetes on Insulin.....	457
10.04	Home Care of the Woman with Hyperemesis Gravidarum.....	459
10.05	Home Care of the Woman with Pregnancy Induced Hypertension (PIH).....	461
10.06	Home Care of the Woman with Preterm Labor.....	463
10.07	Postpartum Home Visit	465
10.08	Manual Expression of Milk	467
10.09	Use of the Breast Pump	469
10.10	Perineal Care, Sitz Baths, and Dry Heat.....	471
10.11	Bathing the Newborn.....	473
10.12	Bottle Sterilization.....	475
10.13	Care of Non-Monilia Diaper Rash	477
10.14	Care of the Umbilical Stump	479
10.15	Circumcision Care	481
10.16	Cradle Cap Care	483
10.17	Measurement of Head Circumference	485
10.18	Weighing the Newborn.....	487
10.19	Newborn Screening Test.....	489
10.20	Formula Preparation	491
10.21	Home Phototherapy	493
10.22	Fetal Doppler.....	495
References	497

SECTION 11: PEDIATRICS

Procedure	Title	
11.01	Peripheral Intravenous Therapy.....	503
11.02	Intravenous Therapy with Central Venous Catheter.....	505
11.03	Capillary Blood Samples.....	507
11.04	Intramuscular Injection – Infant.....	509
11.05	Intramuscular Injection - Toddlers/School Age Children.....	511
11.06	Subcutaneous Injection.....	513
11.07	Tracheostomy Suctioning.....	515
11.08	Naso/Oropharyngeal Suctioning.....	517
11.09	Gavage Feeding.....	519
11.10	Gastrostomy Tube Feeding.....	521
11.11	Jejunostomy Tube Feeding.....	523
11.12	Cast Care.....	525
11.13	Home Apnea Monitoring.....	527
11.14	Temperature Taking - Axillary or Oral.....	529
11.15	Temperature Taking – Rectal.....	531
11.16	Blood Pressure – Infant.....	533
11.17	Blood Pressure – Child.....	535
11.18	Percussion and Postural Drainage.....	537
11.19	Tracheostomy Tie Change.....	539
11.20	Tracheostomy Tube Change.....	541
References	543

SECTION 12: NUTRITION

Preface	551
Procedure	Title	
12.01	Sample Nutrition Policy.....	557
References	559

SECTION 13: PERSONAL CARE AND SUPPORT

Procedure	Title	
13.01	Ambulation	563
13.02	Anti-Embolytic Stockings: Instructions for Use and Application	565
13.03	Back Rub	567
13.04	Bath: Bed.....	569
13.05	Bath: Self-Help	571
13.06	Bath: Shower.....	573
13.07	Bath: Sitz	575
13.08	Bath: Therapeutic - Alkaline.....	577
13.09	Bath: Therapeutic - Oatmeal or Bran	579
13.10	Bath: Tub.....	581
13.11	Bed Pan and Urinal, Use of.....	583
13.12	Blood Pressure.....	585
13.13	Body Mechanics.....	587
13.14	Brace: Application and Removal.....	589
13.15	Cast Care	591
13.16	Dentures, Care of.....	593
13.17	Dressing Change: Clean.....	595
13.18	Dressing Patient.....	597
13.19	Management and Safety Measures for Patients with Dysphagia	599
13.20	Feeding Patient	601
13.21	Foot, Care of	603
13.22	Laundry	605
13.23	Linen Change with Patient in Bed.....	607
13.24	Meal Preparation.....	609
13.25	Mechanical Lift, Use of.....	611
13.26	Nails, Care of.....	613
13.27	Oral Hygiene	615
13.28	Perineal Care, Female	617
13.29	Positioning.....	619
13.30	Prosthesis, Application of.....	621
13.31	Prosthesis, Eye: Insertion, Removal and Care	623
13.32	Pulse: Radial	625
13.33	Range of Motion: Passive (P.R.O.M.).....	627
13.34	Respiration	629
13.35	Shampoo: Bed.....	631

13.36	Shampoo: Sink.....	633
13.37	Shaving	635
13.38	Shopping	637
13.39	Skin Care.....	639
13.40	Temperature: Axillary	641
13.41	Temperature: Oral.....	643
13.42	Temperature: Rectal	645
13.43	Weighing Patient	647
13.44	Standing Pivot Transfer.....	649
References	651

SECTION 14: INFECTION CONTROL

Preface

Procedure	Title	
14.01	Standard Precautions.....	661
14.02	Preparation of Work Area and Bag Technique	663
14.03	Hand Hygiene.....	665
14.04	Sterile Technique	667
14.05	Gloves, Donning Sterile	669
14.06	Cleaning Equipment and Instruments.....	671
14.07	Disinfection of Equipment and Instruments Using Disinfecting Agents	673
14.08	Disinfection of Instruments by Moist Heat (Pasteurization)	675
14.09	Disinfection of Linen in the Home	677
14.10	Handling of Blood and Body Fluid Spill.....	679
14.11	Disposal/Handling of Infectious Medical Waste.....	681
14.12	Specimens, Obtaining and Transporting.....	683
14.13	Methicillin-Resistant Staph Aureus (MRSA) and Vancomycin-Resistant Enterococcus (VRE), Precautions for Care of Patients with	685
14.14	Pediculosis (Lice), Treatment of	689
14.15	Scabies, Treatment of.....	691
14.16	Tuberculosis, Precautions for Care of Patients with (Pulmonary Mycobacterium Tuberculosis)	693
14.17	Isolation/Precaution Categories.....	695
	Appendix A - Home Disinfection Table	697
References	699

SECTION 15: EMERGENCY

Procedure	Title	
15.01	Anaphylactic Shock.....	705
15.02	Bites – Human.....	707
15.03	Bites and Stings – Animal	709
15.04	Blunt Trauma.....	711
15.05	Burns – Thermal.....	713
15.06	Burns – Chemical and Electrical	715
15.07	Cardiopulmonary Resuscitation (CPR) Adult.....	717
15.08	Cardiopulmonary Resuscitation (CPR) Infant/Child.....	719
15.09	Childbirth	721
15.10	Convulsions.....	723
15.11	Cuts and Abrasions.....	725
15.12	Cuts and Punctures of Eye or Eyelid	727
15.13	Discharge from Ears	729
15.14	Fainting.....	731
15.15	Foreign Body in Eye.....	733
15.16	Foreign Body Airway Obstruction (Heimlich Maneuver).....	735
15.17	Foreign Body in Nose.....	737
15.18	Fractures - Open and Closed.....	739
15.19	Joint Dislocation	741
15.20	Splinting for Transporting the Patient with a Fracture or Dislocation.....	743
15.21	Sprains and Strains.....	745
15.22	Gunshot and Knife Wounds	747
15.23	Head Injury	749
15.24	Heat Exposure.....	751
15.25	Hemorrhage	753
15.26	Nosebleed (Epistaxis)	755
15.27	Postpartum Hemorrhage.....	757
15.28	Poisoning.....	759
15.29	Autonomic Dysreflexia (Hyperreflexia).....	763
15.30	Manual Ventilation With a Hand-Held Resuscitator.....	765
15.31	Spinal and Neck Injuries	767
15.32	Stroke	769
15.33	Unexpected Death in the Home.....	771
15.34	Hypothermia.....	773
15.35	Drug Overdose.....	775

15.36	Accidental Extubation.....	777
15.37	Shock, Hypoperfusion.....	779
References	781

SECTION 16: GENERAL PRACTICE GUIDELINES

Procedure	Title	
16.01	Physical and/or Chemical Restraints.....	789
16.02	Latex Allergy - Patient Management.....	791
References	793