

Home Health Aide Training

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Module 8. Infection Control

Skills Checklist 1. Washing Your Hands

Get ready to wash your hands.
1. Gather equipment: Soap and paper towels. If paper towels are not available, use a clean towel or cloth.
2. Roll up sleeves and remove watch and jewelry.
Wash your hands.
3. Wet your hands under clean, warm, running water.
4. Apply a generous amount of soap on your hands and lather well.
5. Rub your hands, fingers, and wrists. Clean between your fingers, and around and under the fingernails. Clean up to the area above the wrists.
6. Continue to rub your hands for at least 20 seconds. That’s about how long it takes to sing “Happy Birthday” two times.
7. Rinse your hands well under warm, running water. Point your fingers down so your hands are lower than your wrists.
Dry your hands.
8. Dry your hands with a clean paper towel or with a clean cloth towel, or air dry.
9. Turn off the water with a clean paper towel.
Use alcohol-based hand cleaners (hand sanitizers) when there is no running water or when hands are not visibly dirty.
1. Apply the cleaner to one hand. Read the product instructions for the proper amount.
2. Rub hands together. Rub all surfaces of the hands and fingers until your hands are dry.
<ul style="list-style-type: none">Remember—hand sanitizers do NOT eliminate all germs. Washing hands with soap and water is better.

Module 8. Infection Control

Skills Checklist 2. Putting On and Taking Off Gloves

Put on gloves.
1. Wash your hands.
2. Dry your hands well with a paper towel.
3. Check the gloves for tears or holes. Do not use the gloves if you find any.
4. Put the gloves on when you are ready to work with a client.
Take off gloves.
5. Use your gloved right hand to hold the left glove, near the wrist. Do not touch bare skin.
6. Peel the left glove off from the wrist. It should now be inside out.
7. Ball up the left glove in your right hand. Leave it inside out.
8. Put two fingers of your left hand inside the right glove. Do not touch the outside of the glove with your bare hand.
9. Peel the right glove off from the wrist. It should now be inside out, over the left glove.
10. Throw away the gloves in the right place.
11. Wash your hands.

Module 9. Body Mechanics

Skills Checklist 1. Lifting Things

Use good posture.
Hold your head up. Keep your shoulders back and your chest high. Tighten your stomach muscles. Pull in your buttocks.
Keep a wide base of support.
Spread your feet apart to the width of your shoulders.
Put one foot a little bit in front of the other.
Lift from your legs and buttocks.
Bend your knees to reach down. Do not bend at the waist.
Keep your back straight.
Push up with your legs.
Turn your whole body.
Move your feet and legs to face the thing you are lifting.
Do not turn at the waist.
Get close to what you're lifting.
Hold the thing at waist level. Work at waist level, if possible.
Do not reach out when lifting.
Use a ladder or step stool to reach or lift things above your head.

Module 9. Body Mechanics

Skills Checklist 2. Assisting a Client to a Sitting Position in Bed

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Get ready to assist the client.
1. Wash your hands.
2. Give the client privacy.
3. Explain the steps to the client. Be clear about what you will do and what he or she will do. Watch the client's face during this procedure, so you can see if she or he is in pain or about to pass out.
4. If the client is in a hospital bed: <ul style="list-style-type: none">• Lock the wheels.• Raise the bed to waist level.• Lower the top of the bed.• Lower the side rail that is closer to you.
5. Puts on gloves, as necessary.
Position yourself and the client in the right place.
6. Stand at the side of the bed and face the head of the bed. Keep your feet about 12 inches apart. Place the foot that is farther from the bed slightly in front of the other foot.
7. Raise the head of the bed if possible. If not, lock arms with the client (see steps 8 and 9).
8. Bend your arm that is closer to the client and place it between the client's arm that is closer to you and her body. Reach under with your hand and hold the client's shoulder.
9. Ask the client to bend that arm and reach up to hold your shoulder. This is called locking arms.
10. Ask the client to bend their other arm and place it across their abdomen and hold their wrist.
11. Ask the client to bend their knees if possible.
12. Slip your other arm under the client's neck and shoulders. Put your hand on the shoulder that is farther from you.

Module 9. Body Mechanics

Skills Checklist 2. Assisting a Client to a Sitting Position in Bed

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Raise the client to a sitting position.
13. Count out loud 1-2-3. Then take your weight off the foot that is closer to the top of the bed. Put your weight on the foot that is closer to the bottom of the bed. At the same time, pull the client to a sitting position. Use a rocking motion.
Use pillows to help the client stay sitting up.
14. Hold up the client with the arm that is under their shoulder. Use your other arm to place pillows behind the client's head, as needed.
Lower the client's head and shoulders.
15. Put your free arm back under the client's shoulders and neck.
16. Tell the client that you are ready to lower them.
17. Count out loud 1-2-3. Then lower the client's head and shoulders onto the pillows.
Make sure the client is safe and comfortable.
18. Check if the client feels dizzy or weak.
19. Make sure the client is comfortable. Ask them if they want a sheet or blanket.
20. If the client is in a hospital bed, readjust as needed.
21. Wash your hands.
22. Observe, record, and report any changes in condition or behavior.

Module 9. Body Mechanics

Skills Checklist 3. Assisting a Client to Move to the Side of the Bed

Get ready to move the client.
1. Wash your hands.
2. Greet the client by name.
3. Give the client privacy.
4. Explain the steps to the client. Be clear about what you will do and what he or she will do.
5. If the client is in a hospital bed: <ul style="list-style-type: none">• Lock the wheels.• Raise the bed to waist level.• Lower the top of the bed.• Lower the side rail that is closer to you.
Move the client's upper body.
6. Slip your arm under the top of their back. Hold the shoulder that is farther from you. Put your other arm under the middle of their back.
7. Count to three. Then move the client toward you. Use a rocking motion.
Move the client's buttocks.
8. Slip one arm under the client's waist. Put your other arm under their upper thighs. Hold the thigh that is farther from you.
9. Count out loud 1-2-3. Then move the client toward you. Use a rocking motion.
Move the client's legs.
10. Slip one arm under the client's lower thighs. Hold the thigh that is farther from you. Slip your other arm under the heel that is farther from you.
11. Count out loud 1-2-3. Then move the client toward you. Use a rocking motion.
Make sure the client is safe and comfortable.
12. Make sure the client is comfortable. Ask them if they want a sheet or blanket.
13. If the client is in a hospital bed, readjust as needed.
14. Wash your hands.

Module 9. Body Mechanics

Skills Checklist 4. Assisting a Client to Move Up the Bed

Get ready to move the client.
1. Wash your hands.
2. Greet the client by name.
3. Give the client privacy.
4. Tell the client what you will do and what he or she will do .
5. If the client is in a hospital bed: <ul style="list-style-type: none">• Lock the wheels.• Raise the bed to waist level.• Lower the top of the bed.• Lower the side rail that is closer to you.
Position yourself and the client in the right place.
6. Take the pillow out from under the client's head. Put it against the headboard.
7. Fold back the top sheet or blanket. Bend the client's knees up.
8. Put one hand under the client's shoulders. Put the other under the client's upper thigh.
9. Tell the client how they can help you. They will push down with their hands and feet and help you move their body up toward the top of the bed. Ask them to wait until you count to three.
Assist the client to move up the bed.
10. Count to three. Then take your weight off the foot that is closer to the bottom of the bed. Put your weight on the foot that is closer to the top of the bed. At the same time, help move the client's shoulders and thighs up the bed.
11. Do a short move, then stop. Repeat as needed.
Make sure the client is safe and comfortable.
12. Make sure the client is comfortable. Ask them if they want a sheet or blanket.
13. If the client is in a hospital bed, readjust as needed.
14. Wash your hands.

Module 9. Body Mechanics

Skills Checklist 5. Assisting a Client to Turn in Bed

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Get ready to move the client.
1. Wash your hands.
2. Greet the client by name.
3. Give the client privacy.
4. Tell the client what you will do and what he or she will do.
5. If the client is in a hospital bed: <ul style="list-style-type: none">• Lock the wheels.• Raise the bed to waist level.• Lower the top of the bed.• Lower the side rail that is closer to you.
Get the client into the right place.
6. Move the client's body toward your side of the bed. This gives you room to turn them toward the other side.
7. Fold the client's hands and arms on their chest.
8. Cross the client's leg that is closer to you over their other leg.
Turn the client away from you.
9. Put one of your hands under the client's shoulder. Put your other hand on their hip. Then gently roll the client away from you.
Turn the client toward you.
10. Follow these steps: <ul style="list-style-type: none">• Make sure the client is in the right place. Leave enough room to turn them.• Cross their leg that is farther from you over their other leg.• Hold the client behind their shoulder with one hand.• Hold them behind their hip with the other hand.• Roll the client gently and smoothly toward you. Use good body mechanics.

Module 9. Body Mechanics

Skills Checklist 5. Assisting a Client to Turn in Bed

Make sure the client is safe and comfortable.
11. Make sure the client's body is positioned correctly : <ul style="list-style-type: none">• Their head is held up by a pillow.• They are not lying on their arm.• Their top arm is held up by their body.• Their back is held up by a supportive device.• Their top knee is bent.• Their top leg is held up by a pillow or supportive device.• Their hip is in the right place.
12. Make sure the client is comfortable. Ask them if they want a sheet or blanket.
13. If the client is in a hospital bed, readjust as needed.
14. Wash your hands.

Module 16. Assisting with Self-Administered Medications

Skills Checklist 1. Assisting with the Self-Administration of Medications

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Checking the right person.
1. Wash your hands.
2. Read the container label.
3. Check the name on the label to make sure it's the client's name.
4. Check the name on the label against the name on the Care Plan.
5. If they are not the same, contact your supervisor for further instructions. Explain to the client why you're doing this.
6. If they are the same, go on to the next "right."
Checking the right medication.
7. Check the name of the medication on the label to make sure it's the same as the medication name on the Care Plan.
8. Check the expiration date.
9. If the medication is not the same as the one on the Care Plan, or the expiration date has gone by, contact your supervisor for further instructions. Explain to the client why you're doing this.
10. If the medication is the same as on the Care Plan, and the expiration date has not gone by, go on to the next "right."
Checking the right dose (amount).
11. Check the dose on the label to make sure it's the same as the dose on the Care Plan.
12. If the dose is not the same as on the Care Plan, contact your supervisor for further instructions. Explain to the client why you're doing this.
13. If the dose is the same as on the Care Plan, go on to the next "right."
Checking the right time.
14. Check the time for taking the medication against the time specified in the Care Plan.
15. If the time is not the same as on the Care Plan, contact your supervisor for further instructions. Explain to the client why you're doing this.
16. If the time is the same as on the Care Plan, go on to the next "right."

Module 16. Assisting with Self-Administered Medications

Skills Checklist 1. Assisting with the Self-Administration of Medications

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Checking the right route.
17. Check the label to see if it lists any information about the route by which the medication should be given, and compare this to the route specified in the Care Plan.
18. If the route is not the same as on the Care Plan, or if there is NO information on the label about the route for giving the medication, contact your supervisor for further instructions. Explain to the client why you're doing this.
19. If the route is the same as on the Care Plan, give the container to the client and/or assist with administration as described in the Care Plan.
20. Record and report any problems about the medication in question.

Module 18. Assisting with Ambulation and Transfers; Making a Bed

Skills Checklist 1. Assisting a Client to Walk

Prepare yourself and the client
1. Wash your hands.
2. Greet the client by name and explain that you are going to assist them to walk.
3. Reassure the client.
4. Instruct the client regarding which shoes to wear.
Walk beside the client
5. Assist the client in practicing standing and shifting weight.
6. Walk slowly, taking small steps.
7. Walk with the client on the client's weak side. Use correct positioning.
8. Walk for short distances.
Observe, record, and report.
9. Observe, record, and report any changes in the client's condition or behavior during and after walking.

Module 18. Assisting with Ambulation and Transfers: Making a Bed

Skills Checklist 2. Assisting a Client to Sit at the Side of the Bed

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Prepare yourself and the client
1. Wash your hands.
2. Greet the client by name. Tell your name if they don't know you.
3. Provide for privacy.
4. Tell the client that you are ready to assist them to sit at the side of the bed. Explain what you are going to do.
5. Put on gloves, if you may be in contact with body fluids.
Position bed (and chair or assistive device, if needed)
6. If a hospital bed is being used, lock the wheels of the bed.
7. A) If preparing for transfer to a wheelchair or chair, bring the wheelchair or chair close to the bed, with the arm of the chair almost touching the bed. Make sure the chair won't move (for a wheelchair, lock the wheels). B) If preparing to use a walker, cane, or crutches, bring those within reach.
8. If transferring to a wheelchair, place a pillow, folded blanket, towel, or cushion on the seat of the wheelchair. Fold the footrests out of the way.
9. If possible, raise or lower the bed to a level where the client can sit on the side with feet flat on the floor (see Step 15).
Assist client to sitting position on edge of bed
10. Ask the client to roll onto their side to face you. Assist as needed.
11. If hospital bed is being used, raise the head of the bed. Allow the client to lie on their side, with their head raised, for a couple of minutes.
12. Bend the client's knees.
13. Put one arm under the client's neck and shoulder area. Put the other arm under the client's knees.
14. Bend your knees; spread your feet apart.
15. Count 1-2-3 and rock back. While you do this, slowly swing the client's legs over the side of the bed and gently pull the client's shoulders toward you to help them to sit up. (If possible, their feet should be flat on the floor.)

Module 18. Assisting with Ambulation and Transfers; Making a Bed

Skills Checklist 2. Assisting a Client to Sit at the Side of the Bed

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16. Allow the client to sit for a couple of minutes. Remain in front of the client with both hands on him/her until you are sure the client is able to safely sit alone.
17. Wash your hands.
18. Observe, record, and report any changes in condition or behavior.

Module 18. Assisting with Ambulation and Transfers: Making a Bed

Skills Checklist 3. Assisting a Client to Stand from Bed

Assist the client to sit at the side of the bed
1. Follow the steps in Skills Checklist 2 to assist the client to sit at the side of the bed.
2. Put nonskid shoes on the client's feet.
Assist client to stand
3. Explain what the next steps will be—what the client will do and what you will do.
4. Place one foot forward between the client's feet. If the client has a weak knee, brace your knee against the client's weak knee.
5. Ask the client to put their stronger foot under him/herself. (Prepare to put their weight on their stronger leg or foot.)
6. Bend your knee and lean onto your front foot. Place both of your arms around the client's waist and hold the client close to you.
7. Ask the client to push down on the bed with their arms and lean forward. Count 1-2-3, rocking slightly. On "3" you and the client both begin to slowly straighten your legs and stand up.
8. Wait a moment and make sure the client is steady and able to safely stand alone before continuing.
9. Bring assistive device to client and assist as needed while they use it (Learner's Book 3). Or continue with transfer to chair or wheelchair.
10. Wash your hands.
11. Observe, record, and report any changes in condition or behavior.

Module 18. Assisting with Ambulation and Transfers: Making a Bed

Skills Checklist 4. Assisting a Client to Transfer from Bed to Wheelchair, Chair, or Commode

Assist client to stand
1. As part of your preparation, bring the wheelchair, chair, or commode next to the bed with the arm of the chair almost touching the bed. Make sure the chair won't move (for a wheelchair, lock the wheels).
2. Place a pillow, folded blanket, towel, or cushion on the seat of the chair. For a wheelchair, fold the footrests out of the way.
3. Follow the steps in Skills Checklist 2 and 3 to assist the client to stand up. If needed for the transfer, place a safety belt (transfer belt) on the client, after helping them to sit at the side of the bed.
Assist client to pivot and sit in wheelchair, chair, or commode
4. Continue holding on to each other. Take small steps together, and gradually turn your whole body toward the chair. Stop when the client's back is facing the chair.
5. Assist the client to back up until both of the client's legs are against the seat.
6. Ask the client to take their arms away from your shoulders and reach back for the chair arms, to help steady themselves.
7. Count 1-2-3, and slowly bend your knees and hips (together) to lower the client into the chair. Make sure you are using good body mechanics.
Make sure the client is safe and comfortable
8. Ask the client to move their hips until they are against the back of the chair. Assist if needed.
9. If using a wheelchair, put the footrests down and position the client's feet on them. Release the brakes.
10. Assist the client to get comfortable. Bring a blanket, if requested. If using a wheelchair, assist them to go where they want to go.
11. Wash your hands.
12. Record anything unusual you observed during the transfer.

Module 18. Assisting with Ambulation and Transfers: Making a Bed

Skills Checklist 5. Positioning a Client in a Wheelchair or Chair

Get ready
1. Wash your hands.
2. Greet your client and explain the procedure—what you will do and what he/she will do. Ask the client for his/her preferences.
3. Assemble the pillows you will need.
4. Put on gloves, if you may be in contact with body fluids.
Make client safe and comfortable
5. (Assuming that you have already assisted the client to sit in the chair) Position your client's hips back in the chair.
6. Position your client's feet appropriately.
7. Check for position of male genitals. Make sure your client is comfortable (nothing is pinching).
8. Check that your client's arms are supported, with pillows if needed.
9. Make sure your client is safe. Fasten a safety belt (transfer belt) if you are going outside in the wheelchair with the client.
10. Wash your hands.
11. Observe, record, and report any changes in the client's condition or behavior during this procedure.

Module 18. Assisting with Ambulation and Transfers; Making a Bed

Skills Checklist 6. Assisting a Client to Transfer from Wheelchair to Toilet

Get ready
1. Wash your hands.
2. Greet your client and explain the procedure—what you will do and what he/she will do. Ask the client for his/her preferences.
3. Put on gloves, if you may be in contact with body fluids.
4. Check the bathroom for supports and grab bars.
Assist the client to transfer from wheelchair to toilet
5. Place the wheelchair so that it is facing the toilet.
6. Lock the wheels.
7. Raise the footrests.
8. Assist the client to stand.
9. Assist the client to turn so that their back is toward the toilet.
10. Arrange the client's clothing.
11. Assist the client to sit on the toilet.
12. Provide for privacy.
Assist the client from toilet to wheelchair
13. After toileting, assist the client to clean themselves.
14. Wash your hands.
15. Assist client to stand.
16. Arrange the client's clothing.
17. Assist the client to turn so that their back is toward the wheelchair.
18. Assist the client to sit in the wheelchair.
Clean up and ORR
19. Assist the client to wash their hands.
20. Wash your hands again.
21. Observe, record, and report any changes in condition or behavior.

Module 18. Assisting with Ambulation and Transfers: Making a Bed

Skills Checklist 7. Assisting with the Use of a Mechanical/Hydraulic Lift (to Transfer a Client from Bed to Wheelchair or Chair)

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Get ready.
1. Wash your hands.
2. Greet the client. Explain what you are going to do and if they have any suggestions.
3. Gather all the equipment needed for the mechanical lift (sling, chains). Check whether valves are working on the lift.
4. Clear the floor around the area where you are working.
5. Put on gloves if you may come in contact with body fluids.
Position the lift and the client.
6. Open the legs of the lift stand to the widest position.
7. Bring a wheelchair or chair close to the bed. Lock the wheels of the wheelchair and bed (if hospital bed). a) If possible, raise or lower the bed to accommodate the height of the lift. b) If available, raise side rails on the far side of the bed.
8. Roll one long edge of the sling up to one-half of its width.
9. Place the sling on the bed, on the far side of the client. The sling should be midway between the client's head and thigh.
10. Roll the client towards you and move the sling so it covers one-half of the client's back.
11. Roll the client back onto the sling and over on the other side (over the hump of the sling).
12. Keeping the client rolled away from you, unroll the sling, making sure it is flat and unwrinkled.
13. Roll the client onto his/her back and adjust the sling so that it is midway between the client's head and thigh.

Module 18. Assisting with Ambulation and Transfers: Making a Bed

Skills Checklist 7. Assisting with the Use of a Mechanical/Hydraulic Lift (to Transfer a Client from Bed to Wheelchair or Chair)

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Engage the lift with the sling.
14. Raise the lift (by closing the valve and pumping up the lift arm).
15. Steady the swinging bar as you position it over the client.
16. Lower the lift arm and attach the chains or hangers to the sling. Attach the longer chain to the thigh part of the sling and the shorter chain to the head area. Be sure the tips of the chain or hangers are facing away from the client's body.
Use the lift to move the client.
17. Ask if the client is ready, and then start to pump up the lift.
18. After lifting the client a few inches—before you move the lift away—check that all the connections are fastened tightly and working properly.
19. Pump up the lift until the client is in a half-sitting position.
20. Lift the client's feet and move them off of the bed.
21. Move to the handles or bar of the lift for steering.
22. Gently and slowly move the base of the lift out from under the bed. Slowly turn the lift toward the wheelchair or chair.
23. Position the lift so the client is over the wheelchair or chair.
24. Lower the client to the seat by slowly opening the valve until the client is just above the seat.
25. Hold the sling near the client's head and put your knees against the client's knees. Support the client's upper body against yourself. Use your knees to push gently on the client's knees. Then release the valve so that the client sits in the wheelchair or chair.
26. Remove the S-shaped hooks while holding onto the bar.
27. Close the valve and pump the lift up and out of the client's way.
Clean up and ORR.
28. Make sure your client is safe and comfortable.
29. Move the lift away and store it properly.
30. Wash your hands.
31. Observe, record, and report any changes in the client's condition or behavior, or if there are problems with the equipment.

Module 18. Assisting with Ambulation and Transfers: Making a Bed

Skills Checklist 8. Assisting a Client with a Slide Board Transfer

Get ready.
1. Wash your hands.
2. Greet the client. Explain what you are going to do and if they have any suggestions.
3. Gather all the equipment needed.
4. Put on gloves if you may come in contact with body fluids.
5. Place the wheelchair or chair at a 45-degree angle to the bed or alternate chair (that the client is transferring to). If wheelchair, lock the breaks and remove the armrest (if possible).
6. If the client is not wearing any clothes below the waist, cover the board by slipping it into a pillowcase.
7. Position the slide board so that it is like a bridge between bed and wheelchair or chair.
8. Ask the client to lean away from the slide board.
9. Place the slide board under the client's buttocks. Transfer toward the client's strong side if possible.
10. Make sure the slide board is securely placed before the client begins the transfer.
Assist the Client to Use the Slide Board to Transfer
11. Ask client to place hands on the slide board, at each side and next to their thighs.
12. Ask the client to do small push-ups across the board until they reach the other side of the board. Assist the client with each push-up as needed.
13. Use a gait belt (safety or transfer belt), as needed.
Clean Up and ORR
14. When the transfer is complete, make sure the client is comfortable.
15. Clean and store the slide board.
16. Wash your hands.
17. Observe, record, and report any changes in condition or behavior.

Module 18. Assisting with Ambulation and Transfers: Making a Bed

Skills Checklist 9. Making an Empty Bed

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Get ready to make the bed.
1. Wash your hands.
2. Get the clean linens you will need. These may include: <ul style="list-style-type: none">• Bedspread• Blanket• Bottom sheet• Top sheet• Draw sheet• Pillowcase• Bed protector• Mattress pad
3. Put the clean linens in a clean place near the bed.
4. If the client's bed adjusts, raise the bed to a good height for working.
5. Put on gloves if bedding is soiled with body fluids.
Strip the bed
6. Take off bedding that will be used again. Fold them. Put them in a clean place.
7. Take off dirty linens. Fold them, holding them away from your body. Turn soiled pillowcase inside out.
8. Put dirty linens in a laundry bag or covered hamper.
9. Remove and discard gloves.
Make the bed
10. Smooth out wrinkles in the mattress pad or put on a clean one.
11. Put the clean bottom sheet in the middle of the bed. Unfold it. Tuck it in. If it's a flat sheet, miter the corners (fold up on a diagonal, then tuck under).
12. Put the draw sheet in the middle of the bed, if needed.
13. Put the clean top sheet in the middle of the bed. Unfold it, with the wrong side up and the wide hem at the top. Tuck it in, and miter corners.
14. Put the blanket in the middle of the bed. Unfold it. Tuck it in, and miter corners.
15. Put the bedspread in the middle of the bed. Unfold it. Make sure it covers the sheets and blanket.

Module 18. Assisting with Ambulation and Transfers; Making a Bed

Skills Checklist 9. Making an Empty Bed

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16. Put on the clean pillowcase. Here's how:

- Open the pillowcase.
- With one hand, hold the case by the middle of the bottom seam.
- Still holding the seam, turn the case inside out over your hand.
- With the same hand, hold the end of the pillow in the middle.
- With your other hand, pull the case over the pillow.

17. Put the pillow at the top of the bed, with the open end away from the door.

Pull the bedspread over the pillow.

Finish making the bed

18. Lower the bed if you raised it before.

19. Wash your hands.

Module 18. Assisting with Ambulation and Transfers; Making a Bed

Skills Checklist 10. Making a Bed with Someone in It

Page 1 of 2

Get ready to make the bed.
1. Wash your hands.
2. Greet the client by name.
3. Tell the client what you will do. Keep talking while making their bed.
4. Give the client privacy.
5. Get the clean linens you will need. These may include: <ul style="list-style-type: none">• Bedspread• Blanket• Bottom sheet• Top sheet• Draw sheet• Mattress pad• Bed protector• Pillowcase
6. Put the clean linens in a clean place near the bed.
7. If the client is in a hospital bed, raise the bed to a good height for working. Lower the head of the bed. Lower the side rail on the side where you will start.
8. Take off linens that will be used again. Fold them. Put them in a clean place.
Make one side of the bed
9. Put on gloves if you might touch body fluids.
10. Loosen the dirty top sheet and blanket at the bottom of the bed.
11. Assist client to turn on their side, facing away from you. Loosen the dirty bottom sheet on the side near you. Move it to the middle of the bed.
12. Put on a clean bottom sheet on the side near you. Unroll it halfway across the bed. Tuck it in.
13. Assist client to turn on their other side, onto the clean bottom sheet.
14. If the client's bed has side rails, raise the side rail by the client's face.

Module 18. Assisting with Ambulation and Transfers; Making a Bed

Skills Checklist 10. Making a Bed with Someone in It

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Make the other side of the bed
15. Go to the other side of the bed. Lower the side rail if there is one.
16. Take off the dirty bottom sheet. Fold it, holding it away from your body. Put it in a laundry bag or covered hamper.
17. Finish unrolling the clean bottom sheet. Tuck it in. Smooth out wrinkles.
18. Take off the dirty top sheet. Fold it, holding it away from your body. Put it in a laundry bag or covered hamper.
19. Cover the client with the clean top sheet. Tuck it in, and miter corners.
Finish making the bed
20. Cover the client with the clean blanket. Tuck it in, and miter corners.
21. Put the bedspread in the middle of the bed. Unfold it. Make sure it covers the sheets and blankets.
22. Gently take the pillow out from under the client's head. Take off the dirty pillowcase. Turn it inside out, holding it away from your body. Put it in a laundry bag or covered hamper.
23. Put on the clean pillowcase. Follow steps in Skills Checklist 10.6.
24. Gently put the pillow back under the client's head. Assist the client to get comfortable.
25. Raise the side rail. Lower the bed, if you raised it before.
26. Throw away your gloves. Wash your hands.

Module 19. Supporting Clients' Dignity While Providing Personal Care

Skills Checklist 1. Giving a Bed Bath

Page 1 of 2

Get ready
1. Wash your hands.
2. Ask if they have ever had a bed bath. If they say “yes,” ask what that was like.
3. Tell the client what you will do. Ask if they have any questions. Keep talking with them during the bath. Encourage the client to wash themselves as much as possible.
4. Get the things you will need. Put them by the bed. <ul style="list-style-type: none">• Gloves• Washbasin• Liquid soap, or soap dish and soap• Bath blanket (optional)• Washcloths (3)• Face towel• Bath towels (2)• Clean clothing (for after the bath)• Brush and/or comb• Other personal items (deodorant, body lotion, etc.)
5. Give the client privacy and make sure they are not cold.
6. Put on gloves.
7. Raise the bed to a good height for working if possible; keep the side rail raised.
8. Prepare bedding for bath; protect bed with towels, as necessary. Then bring a basin of warm water to the bed. Test the temperature of the water.
9. Lower the side rail. Assist the client to lie on their back. Take off or fold back the blanket and top sheet. Assist the client to take off their night clothes and underwear. Cover the client with a bath blanket or top sheet.
10. Remember to wash and dry from head to toe; from cleanest to least clean.

Module 19. Supporting Clients' Dignity While Providing Personal Care

Skills Checklist 1. Giving a Bed Bath

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Wash the client's face.
11. Form a mitt with the washcloth.
12. Ask the client if they want to wash their own face. If they say "no," wash it for them.
13. Use plain water. Do not use soap. Wash each eye from the inside corner to the outside corner. Wash the rest of the face. Pat dry.
Wash the front of the client's body and feet.
14. Move from shoulders to feet. Wash with soap, rinse, and dry one part at a time. Put a towel under the part being washed. Keep the rest of the body covered.
15. Put the basin on a towel by the client's feet. Put one foot in the basin. Wash, rinse, and dry that foot. Then do the other foot.
16. Change the water in the basin. Get a clean washcloth.
Wash the back of the client's body.
17. Assist the client to turn on their side, facing away from you.
18. Clean the client's back and thighs. Clean the genitals and buttocks last. Wash, rinse, and dry one part at a time. Put a towel under the part being washed. Keep the rest of the body covered.
19. Rub the client's back with lotion, if requested and in the care plan. Then assist the client to turn onto their back.
20. Ask the client if they can wash between their legs. If they say "no," do the tasks on Skills Checklist 2. Cleaning Between the Legs; begin with step 13.
Finish and clean up.
21. Assist the client to put on clean underwear and nightclothes. Allow the client to rest.
22. Comb or brush the client's hair, if they want assistance (see Skills Checklist 6 in the ADL: Bathing and Personal Care module).
23. Shave men (see Skills Checklist 9 in the ADL: Bathing and Personal Care module).
24. Dump out the water in the basin. Clean and put away the things you used.
25. Throw away your gloves. Wash your hands.
26. Write down and report any problems you saw, such as bruises or red areas.

Module 19. Supporting Clients' Dignity While Providing Personal Care

Skills Checklist 2. Cleaning Between the Legs (Pericare)

Page 1 of 3

Get ready.
1. Wash your hands.
2. Greet the client by name and tell them your name, if they don't know you.
3. Tell the client what you will do. Ask if they have any questions. Keep talking to them while working.
4. Get the things you will need and put them near the bed. <ul style="list-style-type: none">• Gloves• Washbasin (with warm water, no hotter than 110°F.)• Liquid soap, or soap dish and soap• Washcloths (3)• Bath towel• Bath blanket• Waterproof protector pad• Plastic bag• Toilet tissue
5. Make sure there is privacy for the client.
6. If using a hospital bed, lock the wheels, raise the side rails, and then raise the bed to a good height for working. Lower the side rail closest to you.
7. Put on gloves.
8. Fold top bedding down to foot of bed. (Take it off, if soiled, and put in laundry bag or hamper.)
9. Assist the client to take off their night clothes and underwear. Cover the client with a bath blanket, arranged like a diamond shape, with one point extending between the legs.
10. Help the client to bend their knees and spread their legs. Fold back the point of the bath blanket toward their belly. Keep their legs covered for warmth and privacy.

Module 19. Supporting Clients' Dignity While Providing Personal Care

Skills Checklist 2. Cleaning Between the Legs (Pericare)

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11. Put a clean bed protector under the client's buttocks. (If bottom sheet is soiled, remove this first, the same way you do when making an occupied bed, and put in laundry bag or hamper.)

12. Keep the client covered as much as possible while you clean them.

Clean between the legs (for a woman).

13. Follow these steps in order:

- a. Apply a small amount of soap to washcloth.
- b. Wash the outer lips of the vagina first. Wipe from front to back. Wipe once down each side, and once down the center. Use a clean part of the washcloth for each stroke.
- c. Rinse the cloth in warm water and wipe from front to back again to remove the soap. (If the washcloth becomes soiled with stool at any point during washing, replace with a clean cloth.)
- d. Flip the washcloth and then soap it lightly. Spread the outer lips. Wash the inner lips with three wipes, as in step b..
- e. Rinse and flip the washcloth. Rinse the inner lips with three wipes.
- f. Pat the area dry.

Wash between the legs (for a man).

13. Follow these steps in order:

- a. Soap a clean washcloth.
- b. Push back the foreskin, if he has one. Wash the tip of the penis in a circle.
- c. Rinse and flip the washcloth. Wipe the tip of the penis. Pat dry. Put the foreskin back in place, if he has one.
- d. Flip the washcloth. Wash the shaft of the penis, moving away from the tip.
- e. Rinse and flip the washcloth. Rinse the shaft of the penis.
- f. Flip and soap the washcloth. Wash the far side of the groin with one stroke. Wash the near side with another stroke. Wash the scrotum in a circle.
- g. Rinse and flip the washcloth. Rinse the groin and scrotum.
- h. Pat the scrotum and penis dry.

Module 19. Supporting Clients' Dignity While Providing Personal Care

Skills Checklist 2. Cleaning Between the Legs (Pericare)

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Clean the client's bottom.
14. Assist the client to turn on their side, facing away from you.
15. Spread the buttocks. If soiled, wipe the area with toilet paper.
16. Soap a clean washcloth.
17. Clean the area between the buttocks with three strokes. Wipe from front to back each time (or from belly to buttocks). Use a different part of the washcloth for each stroke. Rinse the washcloth and wash the buttocks.
18. Rinse and flip the washcloth. (Use a clean washcloth if the first one is soiled.) Wipe and pat dry the buttocks and the area between the buttocks.
Make the client comfortable and put things away.
19. Take off the wet bed protector.
20. Put a dry bed protector under the client. (If you removed soiled bedding, put clean bedding on before the bed protector.)
21. Assist the client to put on clean underwear and nightclothes. Assist the client to get comfortable.
22. Lower the bed, if you raised it before. Raise the side rails.
23. Clean and put away the things you used. (If you removed soiled bedding, take the laundry bag or hamper to the laundry.)
24. Take off your gloves and throw them away. Wash your hands.
25. Write down and report any problems you saw.

Module 20. Bathing and Personal Care

Skills Checklist 1. Giving a Back Rub

Get ready.
1. Wash your hands.
2. Get the things you will need and put them near the bed. <ul style="list-style-type: none">• Lotion• Basin
3. Fill the basin with warm water. Put the bottle of lotion in the water to warm it.
4. Give the client privacy.
5. Talk with the client about back rubs. Ask how they want you to do their back rub. Keep talking with them during the back rub.
6. Assist the client to turn onto their side, facing away from you, or onto their stomach.
7. Assist the client to pull their gown or clothes off their back.
8. Check the back for open sores and cuts. Put on gloves if you might touch body fluids.
Give the back rub.
9. Put a small amount of lotion on the palm of one hand. Rub your hands together to warm them.
10. Rub the client's back with both hands. Gently rub with the palms of your hands. Start from the waist and move up. Use long, firm strokes. (Check with client for comfort.) Repeat several times.
11. Rub across the shoulders and down the upper arms. Then move down the back toward the buttocks. Repeat several times.
12. Do the back rub for at least 3 minutes, or as long as the client wishes.
Make the client comfortable.
13. Wipe off extra lotion with a towel.
14. Fix the client's clothes and linens. Assist them to get warm and comfortable.
15. Wash your hands.
16. Write down what you did. Report any problems you saw.

Module 20. Bathing and Personal Care

Skills Checklist 2. Assisting a Client to Care for Hands and Fingernails

Page 1 of 2

Get ready.
1. CHECK IF FINGERNAIL CARE IS PART OF THE CLIENT'S CARE PLAN.
2. Wash your hands. Put on gloves, if needed.
3. Get the things you will need, and bring them to the place where you will do the care. They are: <ul style="list-style-type: none">● Basin● Bath thermometer● Lotion● Nail clippers, if allowed● Nail file, if allowed● [Optional] Nail polish● Plastic protector● Soap● Towel and washcloth
4. Talk with the client about hand and fingernail care. Ask how they want it to be done. Keep talking with them while you work.
5. Give the client privacy, if they want it.
6. Assist the client to sit up, either in bed or in a chair. Put an over-bed table in front of them.
7. Cover the table with the plastic protector.
8. Fill the basin with warm water. Lay a towel over the basin to keep the water warm.
Provide hand and fingernail care.
9. Assist the client to wash their hands in the basin. If the water gets too cold, ask them to take their hands out of the basin. Then add warm water.
10. Pat their hands dry with the towel.
11. <i>Follow agency rules regarding who can cut a client's nails.</i> Cut the client's nails straight across. Do not cut their nails shorter than the tips of their fingers. Leave the nail clippings on the protector.

Module 20. Bathing and Personal Care

Skills Checklist 2. Assisting a Client to Care for Hands and Fingernails

Page 2 of 2

12. Assist the client to shape and smooth their nails with the nail file.
13. Put a small amount of lotion on the palms of your hands. Smooth in onto the client's hands and rub it in. Use gentle circular motions; avoid red and bony areas.
14. [Optional] Assist the client to put on nail polish, if they wish.
Clean up.
15. Empty the basin. Clean and store the things you used.
16. Assist the client to get comfortable. Lower the bed, if needed.
17. Wash your hands.
18. Write down what you did. Report any problems you saw.

Module 20. Bathing and Personal Care

Skills Checklist 3. Assisting a Client to Care for Feet and Toenails

Page 1 of 2

Get ready.
1. CHECK IF TOENAIL CARE IS PART OF THE CLIENT'S CARE PLAN.
2. Wash your hands. Put on gloves, if needed.
3. Get the things you will need. Bring to wherever you will provide foot care. <ul style="list-style-type: none">● Basin● Bath mat● Bath thermometer● Lotion● Nail clippers, if allowed● Nail file, if allowed● [Optional] Nail polish● [Optional] Orangewood stick● Plastic protector● Soap● Towel and washcloth
4. Talk with the client about foot and toenail care. Ask how they want it to be done. Keep talking with them while you work.
5. Give the client privacy, if they want it.
6. Assist the client, if needed, to sit in a chair.
7. Put the plastic protector on the floor in front of the client. Then put the bath mat on top.
8. Fill the basin with warm water. Use the thermometer to check that it is about 105°F.
9. Put the basin of water on the bath mat in front of the client.
Provide foot and toenail care.
10. Assist the client to take off their shoes or slippers and socks or stockings. Ask them to put their feet in the water.
11. Let the client soak their feet for about 10 minutes. If the water gets too cold, ask them to take their feet out. Then add warm water.
12. Wash the client's feet with the washcloth and soap.

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Skills Checklist 3. Assisting a Client to Care for Feet and Toenails

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13. Rinse the client's feet and pat dry. Look for any problems.
14. <i>Follow your agency's rules about cleaning and cutting toenails.</i> If allowed, gently clean their toenails with an orangewood stick. Use an emory board to smooth nails. Tell the nurse or your supervisor if their nails need to be cut.
15. Put a small amount of lotion on the palms of your hands. Smooth it onto the client's feet and rub it in. Use gentle circular motions; avoid red and bony areas.
16. [Optional] Put on nail polish, if the client wishes you to.
Clean up.
17. Assist the client to put on their socks or stockings and shoes or slippers.
18. Assist the client to get comfortable.
19. Empty the basin. Clean and store the things you used. Wipe up water on the floor.
20. Wash your hands.
21. Write down what you did. Report any problems you saw.

Module 20. Bathing and Personal Care

Skills Checklist 4. Assisting a Client to Take a Tub Bath (including Transfer from Wheelchair to Stool or Chair in Tub)

Page 1 of 2

Get ready.
1. Check if a tub bath is part of the client's care plan. ONLY GIVE A TUB BATH IF IT IS PART OF THE CARE PLAN.
2. If necessary, clean the tub and any assistive devices you will be using. Use gloves. Then remove gloves.
3. Wash your hands.
4. Get the things you will need. Put them in the bathroom. <ul style="list-style-type: none">• Gloves• Liquid soap, or soap dish and soap• Washcloths (3)• Bath towels (2)• Hand towel (1—for the tub chair, if the client uses one)• Clean clothing• Personal care articles (comb and brush, deodorant, lotion)• Tub chair (if needed)
5. Check to make sure the tub has a rubber mat or nonslip surface. Make sure the floor is dry, to prevent slipping. Make sure the bathroom is warm.
6. If the client is using a tub chair, place the chair/stool in tub and place a towel on the seat.
7. Talk with the client about taking a tub bath. Ask how they want to do it. Urge the client to do as much as they can on their own. (Keep talking with them throughout this task.)
8. Turn on warm water to fill tub to the level requested by the client. Ask the client to check the water temperature before getting in the tub.
9. Provide privacy.
10. Assist the client to take off their clothes. Put on gloves, if needed.
Assist the client to get into the tub.
11. (Option A) <ul style="list-style-type: none">• Hold the client's arm as they lift one foot over the side of the tub and into the tub, and then the other foot.• Continue to help steady the client as they lower into the water, using grab bars (not towel rods) for support.

Module 20. Bathing and Personal Care

Skills Checklist 4. Assisting a Client to Take a Tub Bath (including Transfer from Wheelchair to Stool or Chair in Tub)

Page 2 of 2

IF THE CLIENT USES A WHEELCHAIR: Transfer from wheelchair to stool or chair in tub:
11. (Option B) The tub chair or stool was put into the tub in Step 6. <ul style="list-style-type: none">• Position chair parallel to tub.• Assist the client in sliding to the edge of the tub.• Push wheelchair out of the way.• Assist client onto chair or stool in tub.
Assist with bathing.
12. If the client can wash on their own, stay close in case they need help. The bath should not be longer than 20 minutes.
13. If the client needs help to wash: <ul style="list-style-type: none">• Assist the client to wash their face.• Assist the client to wash their upper body.• Assist the client to wash their legs and feet.• Assist the client to wash between their legs.
Assist the client to get out of the tub, get dry, and get dressed.
14. Drain water from tub BEFORE helping client out of tub.
15. Drape a towel over the client's shoulders to keep them warm. Assist them to pat their upper body dry. (Client is still in tub.)
16. Reverse Step 11 (Option A or B) to assist the client to get out of the tub.
17. Assist the client to pat their lower body dry.
18. Assist the client to put on lotion if ordered on care plan, especially on red or dry areas.
19. Assist the client to dress.
20. Assist the client to brush or comb their hair and put on makeup, if they wish.
21. Assist the client to go back to their room (or where they want to be).
22. Make sure the client is comfortable and safe. Cover the client to help them avoid feeling chilled, if needed.
Clean up.
23. Clean the tub. Clean and store the things you used.
24. Wash your hands.
25. Write down what you did. Report any problems you saw.

Module 20. Bathing and Personal Care

Skills Checklist 5. Assisting a Client to Take a Shower (including Transfer from Wheelchair to Shower)

Page 1 of 3

Get ready.
1. Check if a shower is part of the client's care plan. ONLY GIVE A SHOWER IF IT IS PART OF THE CARE PLAN.
2. If needed, clean the shower area and the shower chair. Use gloves. Then remove gloves.
3. Wash your hands.
4. Get the things you will need. Put them in the bathroom: <ul style="list-style-type: none">• Gloves• Liquid soap, or soap dish and soap• Washcloths (3)• Bath towels (2)• Hand towel (1—for the shower chair, if the client uses one)• Clean clothing• Personal care articles (comb and brush, deodorant, lotion)• Shower chair (if needed)
5. Check to make sure the shower has a rubber mat or nonslip surface (do not block the drain). Make sure the floor in the bathroom is dry, to prevent slipping. Make sure the bathroom is warm.
6. If the client is using a shower chair, place the chair/stool in the shower and place a towel on the seat. Lock the wheels.
7. Talk with the client about taking a shower. Ask how they want to do it. Urge the client to do as much as they can. Keep talking with them while you work.
8. Turn on warm water. Check the temperature and the water pressure. Then ask the client if it feels comfortable. Adjust if needed.
9. Provide privacy.
10. Assist the client to take off their clothes. Put on gloves, if needed.
Assist the client to get into the shower.
11. (Option A) <ul style="list-style-type: none">• If the client can step into the shower, assist them to get in. Encourage the client to use the grab bars.• If the client will use a shower chair, assist them to sit on the chair.

Module 20. Bathing and Personal Care

Skills Checklist 5. Assisting a Client to Take a Shower (including Transfer from Wheelchair to Shower)

Page 2 of 3

IF THE CLIENT USES A WHEELCHAIR: Transfer from wheelchair to shower chair.

11. (Option B) Shower chair is already in the shower (Step 6).

- Position the wheelchair at appropriate angle to shower.
- Lock the wheels and raise the footrests of the wheelchair.
- Assist the client to stand up from the wheelchair.
- Assist the client to pivot, so the client's back is toward the shower chair.
- Assist the client to sit in the shower chair.

Assist the client to wash.

12. Place the toilet articles so that they are within the client's reach.

13. If the client can wash on their own, provide privacy but stay close in case they need help.

14. If the client needs help to wash:

- Assist the client to get wet. Then turn off the water.
- Assist the client to wash their face with a washcloth.
- Assist the client to wash their upper body.
- Assist the client to wash their legs and feet.
- Assist the client to wash between their legs.
- Turn on the water again (pointing away from the client, until you get the temperature right).
- Assist the client to rinse soap off their body.

Module 20. Bathing and Personal Care

Skills Checklist 5. Assisting a Client to Take a Shower (including Transfer from Wheelchair to Shower)

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Assist the client to get out of the shower, get dry, and get dressed.
15. Turn off the water.
16. Drape a towel over the client's shoulders to keep them warm. Assist them to pat their skin dry all over.
17. Reverse Step 11 (both Options A and B) to assist the client to get out of the shower. Make sure the wheelchair is in position and the wheels are locked before beginning Option B.
18. Assist the client to put on lotion if ordered on care plan, especially on red or dry areas.
19. Assist the client to dress.
20. Assist the client to brush or comb their hair and put on makeup, if they wish.
21. Assist the client to go back to their room (or where they want to go).
22. Make sure the client is safe and comfortable. Cover the client to help them avoid feeling chilled, if needed.
Clean up.
23. Clean the shower. Clean and store the things you used.
24. Wash your hands.
25. Write down what you did. Report any problems you saw.

Module 20. Bathing and Personal Care

Skills Checklist 6. Assisting a Client to Care for Their Hair

Page 1 of 2

Get ready.
1. Check if hair care is in the client's care plan. Do not cut their hair.
2. Wash your hands.
3. Get the things you will need. Bring them to the place where you will provide the care. <ul style="list-style-type: none">• Brush• Comb• Bath towel• Other personal items—hair spray, oil, tonic (optional)• Hair pins, etc. (optional)• Mirror (optional)
4. Greet the client by name.
5. Give the client privacy.
6. Talk with the client about caring for their hair. Ask how they want to do it. Encourage the client to do as much as they can. Keep talking with them during the process.
7. Make sure the client is sitting up straight. Place them at a good height for working, if possible.
8. Drape a towel around the client's shoulders to keep their clothes and pillow clean.
Brush the hair.
9. Part the hair into sections.
10. Brush each section of hair. First, untangle hair from the ends to the roots. Then brush from the roots to the ends.
11. Arrange the hair the way the client likes it.

Module 20. Bathing and Personal Care

Skills Checklist 6. Assisting a Client to Care for Their Hair

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Clean up.
12. Remove the towel.
13. Assist the client to be comfortable and safe.
14. Clean and store the things you used.
15. Clean the work area. Put the dirty towel in a laundry bag.
16. Wash your hands.
17. Write down what you did. Report any problems you saw. These include: <ul style="list-style-type: none">• Changes in scalp• Large areas of missing hair• Sores on scalp

Module 20. Bathing and Personal Care

Skills Checklist 7. Assisting a Client to Wash Their Hair

Page 1 of 2

Get ready.
1. Check if washing hair is in the client's care plan.
2. Wash your hands.
3. Get the things you will need. Bring them to the place where you will provide the care. <ul style="list-style-type: none">• Shampoo• Conditioner• Brush• Bath towel• Washcloth• Hair dryer• For shampoo in bed:<ul style="list-style-type: none">○ Waterproof bed protector○ Trough○ Basin○ Pitcher of warm water
4. Greet the client by name.
5. Give the client privacy.
6. Talk with the client about washing their hair. Ask how they want to do it. Urge the client to do as much as they can. Keep talking with them while you work.
7. Assist the client to take off their eyeglasses and hearing aids if they use them.
8. Assist the client to brush and comb their hair.
9. Assist the client to get into place. This may be at a sink, in a tub or shower, or in a bed with a trough under their head and neck.
10. Ask the client to hold a folded washcloth over their eyes to protect them.

Module 20. Bathing and Personal Care

Skills Checklist 7. Assisting a Client to Wash Their Hair

Page 2 of 2

Wash the hair.
11. Wet the hair. Use water that is about 100°F.
12. Put a small amount of shampoo in the palm of your hand. Put it on the client's hair. Rub in the shampoo from front to back.
13. Rinse their hair well with water that is about 100°F.
14. Wash and rinse their hair again.
15. Condition and rinse the hair, if the client wants it.
16. Wrap the client's head in a towel.
17. If the client had a bed shampoo: <ol style="list-style-type: none">1. Take off the trough.2. Towel-dry the hair.
18. Blow-dry the client's hair, if possible. Assist them to fix their hair the way they like.
Clean up.
19. Assist the client to be comfortable and safe. Assist them to put on glasses and hearing aids, if needed.
20. Lower the bed, if needed.
21. Clean and store the things you used.
22. Clean the work area. Put the dirty towel in a laundry bag.
23. Wash your hands.
24. Write down what you did. Report any problems you saw. These include: <ul style="list-style-type: none">• Changes in scalp• Large areas of missing hair• Sores on scalp

Module 20. Bathing and Personal Care

Skills Checklist 8. Assisting a Client with Mouth Care (While Sitting or in Bed)

Page 1 of 2

Get ready.
1. Wash your hands.
2. Get the things you will need. Bring them to where you will provide the care. <ul style="list-style-type: none">• Toothbrush• Toothpaste• Glass of cool water• Mouthwash (optional)• Small basin or plastic bowl• Face towel• Paper towels• Gloves
3. Greet the client by name.
4. Talk with the client about caring for their mouth. (Mouth care should be provided at least two times each day.) Ask how they want to do it. Encourage the client to do as much as they can. Keep talking with them during the process.
5. Give the client privacy.
6. Make sure the client is sitting up straight.
7. Put on gloves.
8. Put a towel across the client's chest.
Assist the client to care for their mouth.
9. Assist the client to wet the toothbrush and put on toothpaste.
10. Assist the client to gently brush all sides of their teeth and clean their tongue.
11. Provide a cup with water and ask the client to rinse their mouth.
12. Hold a basin to the client's chin. Ask them to spit out.

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Skills Checklist 8. Assisting a Client with Mouth Care (While Sitting or in Bed)

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Assist the client to finish caring for their mouth.
13. Assist the client to wipe their mouth. Take off the towel.
14. Put the dirty towel in a laundry bag or covered hamper.
15. Assist the client to get comfortable.
16. Clean and store the things you used.
17. Throw away the gloves. Wash your hands.
18. Write down what you did. Report any problems you saw. These include: <ul style="list-style-type: none">• Bleeding gums• Fruity or bad breath• Loose teeth• Red or puffy areas• Sores

Module 20. Bathing and Personal Care

Skills Checklist 9. Assisting a Client with Denture Care

Get ready.
1. Explain what you will be doing to the client.
2. Wash your hands.
3. Assemble necessary supplies and equipment.
4. Put on gloves, if you need to put your fingers in the client's mouth to break the suction.
Remove dentures.
5. Ask the client to remove dentures, and receive them in a tissue. Or assist the client to break the suction and remove dentures in a tissue.
6. Place dentures in a water-filled container (like a plastic bowl).
7. Assist the client to rinse her mouth.
Clean the dentures.
8. Carry the dentures (in the container) to the sink.
9. Place a clean washcloth in the sink to create a cushion and add water—just in case the dentures slip and fall in the sink. The cushion will help prevent breaking. (Do NOT put the dentures in the sink!)
10. Assist the client to clean dentures. Gently scrub the dentures with a denture brush (or soft toothbrush) and denture cleaner (or dishwashing liquid). Do not use toothpaste, because it can leave scratches in the dentures. Rinse in warm water.
Put in or store clean dentures.
11. If the client is not going to wear them at this time, store the clean dentures in a container with water.
12. If the client is going to wear the dentures now, apply denture cream or adhesive as needed. Assist the client to insert dentures.
13. Wipe the client's mouth.
14. Remove gloves if you used them and wash your hands.
15. Observe, record, and report any changes in the client's condition or behavior. Also, report any problems you saw. These include: <ul style="list-style-type: none">• Bleeding gums• Fruity or bad breath• Red or puffy areas• Sores in or around mouth

Module 20. Bathing and Personal Care

Skills Checklist 10. Assisting a Man to Shave

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Get ready.
1. CHECK IF SHAVING IS IN THE MAN'S CARE PLAN.
2. Wash your hands.
3. Get the things you will need. Bring them to the place where you will provide care. <ul style="list-style-type: none">• Disposable or electric razor• Shaving cream or soap (for blade razor)• Shaving brush (optional)• Mirror• Aftershave lotion• Tissues• Bath towel• Hand towels (3)• Washcloth (2)• Washbasin or sink• Warm water (for blade razor)• Gloves
4. Greet the man by name.
5. Give the man privacy.
6. Talk with the man about shaving. Ask how he wants to do it. Urge him to do as much as he can. Keep talking with him during the shave.
7. Assist the man to take off his eyeglasses if he wears them.
8. Put on gloves.
9. If the man is in bed: <ul style="list-style-type: none">1. Put the things you need on an over-bed table.2. Put one hand towel across the man's chest and another under his head.
Shave.
10. With razor blade: Shave his face: <ul style="list-style-type: none">a) Wet a washcloth with warm water. Put it on the man's face and leave it for a few minutes. Remove the wash cloth.b) Put shaving cream on his face.

Module 20. Bathing and Personal Care

Skills Checklist 10. Assisting a Man to Shave

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<ul style="list-style-type: none">c) Start in front of one ear. Hold his skin taut with your free hand. Bring razor down over his cheek, toward his chin.d) Use smooth, even strokes. Follow the way his hair grows.e) Rinse the razor often in warm water to keep it clean and wet.f) Repeat until the shaving cream is gone and his face is smooth.
11. With razor blade: Shave his neck: <ul style="list-style-type: none">a) Put shaving cream on his neck.b) Shave up toward his chin.c) Rinse the razor.d) Repeat until the shaving cream is gone and his neck is smooth.e) Rinse his face and pat dry with the towel.
12. With electric razor: <ul style="list-style-type: none">a) Make sure the man's face is clean and dry (no water or shaving cream).b) Turn on the razor.c) Hold the skin tight and shave from ear to chin and from neck up to chin.d) Turn off the razor.
13. Assist the man to put on after-shave lotion, if he wants.
14. If the man's skin is cut during shaving: <ul style="list-style-type: none">a) Use pressure on a tissue to stop the bleeding.b) Apply ointment.c) Bandage the cut.d) Tell the nurse or your supervisor what happened.
Clean up.
15. Make sure the man is safe and comfortable.
16. Clean and store the things you used. Put washcloths and towels in a laundry bag. Throw away the razor blade in a sharps container.
17. Remove and throw away the gloves. Wash your hands.
18. Write down what you did. Report any problems you saw.

Module 23. Dressing and Toileting

Skills Checklist 1. Assisting a Client to Dress

Page 1 of 2

Get ready
1. Wash your hands.
2. Greet the client by name.
3. Tell the client that you are ready to assist them to get dressed. Encourage them to do as much as they can themselves.
4. Ask the client to choose their clothes. Lay the clothing out in the order they are to be put on.
5. Get the things you will need. They are: <ul style="list-style-type: none">• A towel or blanket for warmth and privacy• The clothes the client chose, assembled in the order you need them• Laundry bag or hamper
6. Provide privacy.
7. Put on gloves, if needed.
Assist the client to dress their top half
8. Assist the client to sit on the side of the bed. If the client is unable to do that, assist them to lie flat on their back in the middle of the bed.
9. Assist the client to take off their nightclothes. Cover body for warmth and privacy.
10. Uncover upper body and assist the client to put on a clean top. <ul style="list-style-type: none">• Start by putting the weaker or injured arm in one sleeve.• Next, help pull the shirt on over the head or around the back.• Then, assist the client to get their stronger arm through the other sleeve.
Assist the client to dress their bottom half
11. Uncover the client's lower body. Assist the client to remove underwear.
12. Assist with underpants or shorts and then remainder of clothes. If one leg is weaker, always put this leg into shorts or pants first.
Assist the client to finish dressing
13. From the sitting position, assist the person to put on nonskid footwear. Check that the person is dressed appropriately—clothing right side out, zippers/buttons fastened, etc.
14. Assist the person to wheelchair, chair or provide assistive device for walking.

Module 23. Dressing and Toileting

Skills Checklist 1. Assisting a Client to Dress

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Clean up and ORR
15. Put away the blanket or towel and clothes that can be used again. Put dirty clothes in a laundry basket or hamper.
16. Wash hands. Record any unusual observations.

Module 23. Dressing and Toileting

Skills Checklist 2. Assisting with Elastic Stockings

Get ready
1. Wash your hands.
2. Greet the client by name.
3. Tell the client that you are ready to assist them to put on their elastic knee-highs. Tell them what you are going to do and how they can help. Keep talking with the client throughout the procedure.
4. Provide privacy.
5. Put on gloves, if needed.
Put on elastic stockings
6. Ask client to lie down. Expose one leg at a time. Make sure the legs are clean and dry. The legs can be lightly powdered or you can use lotion on them.
7. Turn stocking inside out—reach inside and grasp the toe, then pull the stocking down over your hand.
8. Put the stocking over the toes, unroll it over the foot, and then up the leg.
9. Smooth out wrinkles as you go.
10. Repeat procedures on other leg.
11. Assist the client to get comfortable, whether in bed or sitting.
Clean up and ORR
12. Wash your hands.
13. Record what you did. Report any unusual observations.
14. The care plan should tell you how often to check the circulation in the client's leg. Ask the client if they feel pain, numbness, or tingling in the leg. Check if the skin is cold or turning blue.

Module 23. Dressing and Toileting

Skills Checklist 3. Assisting a Client to Use the Toilet

Assist the client to get ready.
1. Get the things you will need, in case you will be assisting to clean between the legs. <ul style="list-style-type: none">• Towel and washcloth• 2 pairs of disposable gloves• Plastic trash bag
2. Talk with the client about assisting them to use the toilet. Ask them how they would like you to do this.
3. If the client is wearing nightclothes, help them put on a robe and slippers.
Assist the client to get on the toilet.
4. Assist the client to get to the bathroom.
5. Make sure the toilet is clean. Check that there is enough toilet paper.
6. Assist the client to sit safely, if necessary. Arrange clothing so that it won't get dirty.
7. If you leave the client alone, make sure they are safe. <ul style="list-style-type: none">• Stay just outside the door; or• Check on them at least every 5 minutes.
Assist the client to finish.
8. Come when they call you.
9. If you help the client to wipe themselves: <ul style="list-style-type: none">• Wear gloves.• Wipe women from front to back.• Remove and throw away used gloves.
10. Assist the client to get off the toilet safely. Fix their clothes.
11. Help them wash their hands with soap and warm water.
12. Assist them back to their room, or wherever they are going.

Module 23. Dressing and Toileting

Skills Checklist 4. Assisting a Client to Use a Bedpan

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Get ready
1. Get the things you will need. They are: <ul style="list-style-type: none">● 3 pairs of gloves● Bedpan (clean and dry) with cover● Bed protector● Laundry bag● Toilet paper● Towel and washcloth● Soap● Double trash bag
2. Wash your hands.
3. Greet the client by name.
4. Talk with the client about using the bedpan. Ask if they have used one before. Tell them what you are going to do and how they can help.
5. Provide privacy.
6. If using a hospital bed or other motorized bed, raise bed to convenient working height. Lower the head of the bed. Lower the side rail next to you.
7. Put on gloves.
8. Assist the client to lie on their back.
9. Fold the top linens down to foot of bed.
Slide bed protector and bed pan under client's buttocks
10. Assist client to lift hips or roll over on side.
11. Slide bed protector and bedpan under hips, and position the bedpan so it is firmly against the buttocks.
Give the client privacy while they use the bedpan
12. Put the top sheet back over the client, for warmth and privacy.
13. Assist client to sit, either by raising the head of the bed or propping the client up with pillows.
14. Check the position of the bedpan.
15. Make sure the client can reach the toilet paper. Ask them to call you when they are finished.

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Skills Checklist 4. Assisting a Client to Use a Bedpan

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16. Remove and throw away your gloves. Wash your hands.
17. If it is safe to leave the client alone: <ul style="list-style-type: none">● Leave the room.● Wait outside the door.● Return to the room when the client calls.● If the client cannot or does not call, check on them at least every 5 minutes.
Remove the bedpan
18. Put on clean gloves.
19. Lower the client's head by adjusting the bed or pillows.
20. Carefully remove the bedpan, cover it, and set it aside.
Assist the client to clean between their legs
21. Assist the client to roll on his or her side away from you. Then wipe and clean the buttocks and between the legs (as described in bed bath). Always clean a woman from front to back.
22. While they are still on their side, roll the bed protector against their buttocks and remove. Put it in a double-bag. Assist the client to roll back; cover them with the sheet and/or blanket.
23. Remove and throw away your gloves. Wet and soap the washcloth and help the client to wash and dry their hands.
24. Assist the client to fix their clothes and get comfortable. Smooth the linens. Position the bed for safety.
Clean up and ORR
25. Put on clean gloves.
26. Take the bedpan to the bathroom. Note appearance and quantity of stool and urine (if you need to report later).
27. Empty the bedpan into the toilet, rinse the bedpan, and pour the rinse water into toilet. Rinse again with vinegar and water solution. Return bedpan to proper storage place.
28. Remove and throw away your gloves. Wash your hands.
29. Write down what you did. Note any problems or unusual observations.

Module 23. Dressing and Toileting

Skills Checklist 5. Assisting a Client to Use a Urinal

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Get ready
1. Get the things you will need. They are: <ul style="list-style-type: none">● 2 pairs of gloves● Urinal● Cover● Basin● Washcloth● Towel● Soap● Toilet paper● Trashbag
2. Wash your hands.
3. Greet the client by name.
4. Talk with the client about using the urinal. Ask if they have used one before. Tell them what you are going to do and how they can help.
5. Provide privacy.
6. Put on gloves.
7. Assist the person to stand by the bedside, if able. If not able to stand (or if the client is a woman), help the person into a sitting position.
Position the urinal and provide privacy
8. For a man, ask him to position his penis in the urinal; assist, if needed. For a woman, position the urinal snugly against the labia.
9. For women and seated men, cover with top sheet for warmth and privacy.
10. Ask the client to call you when they are finished.
11. Remove and throw away gloves; wash hands; then, if the client is safe alone, leave the room. <ul style="list-style-type: none">● Wait outside the door.● Return to the room when the client calls.● If the client cannot or does not call, check on them at least every 5 minutes.

Module 23. Dressing and Toileting

Skills Checklist 5. Assisting a Client to Use a Urinal

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Remove, empty, and clean urinal
12. Return after a few minutes, or when called.
13. Put clean gloves on.
14. Gently remove urinal from penis or labia.
15. Cover urinal and take it to the bathroom.
16. Note (if required) the consistency, color, and amount of urine.
17. Empty urinal and rinse with cold water. Rinse with vinegar and water solution.
18. Remove and throw away gloves. Wash hands.
Assist client to get comfortable
19. Fill the basin with warm water and assist the client to wash their hands.
20. Assist the client to get comfortable.
Clean up and ORR
21. Return the urinal and other equipment to their proper place.
22. Wash your hands.
23. Write down what you did. Report any problems you saw. Note information about the urine, if required.

Module 23. Dressing and Toileting

Skills Checklist 6. Assisting a Client to Use a Portable Commode

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Get ready
1. Get the things you will need. They are: <ul style="list-style-type: none">● 2 pairs of gloves● Portable commode with pail● Pail cover● Toilet paper● Basin● Towel, washcloth, and soap● Trash bag● Client's nonskid shoes
2. Greet the client by name.
3. Explain that you are going to assist with using the commode. Talk with the client about using a commode, if it is new for them.
4. Provide privacy.
5. Fill the basin with warm water. Put it in a clean place near the bed.
6. Put the commode next to the bed. Lock the wheels. Put the pail under the seat.
Transfer the client to the commode
7. Lift the lid of the commode. Take off the pail cover.
8. Assist the client to sit on the side of the bed. Assist the client to remove underwear. Put nonskid slippers on the client's feet.
9. Use good body mechanics to transfer the client to the commode.
10. Adjust the client's clothes so they don't get dirty.
11. Make sure the client can reach the toilet paper.
12. Ask the client to call you when they are finished.
13. If it is safe to leave the client alone: <ul style="list-style-type: none">● Leave the room.● Wait outside the door.● Return to the room when the client calls you.● If the client cannot or does not call you, check on them at least every 5 minutes.

Module 23. Dressing and Toileting

Skills Checklist 6. Assisting a Client to Use a Portable Commode

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Assist the client to get clean
14. Put on gloves.
15. If needed, assist the client to wipe and clean between their legs. Always clean a woman from front to back.
16. Remove and throw away your gloves. Wash your hands.
17. Assist the client to use the basin, soap, and towel to wash and dry their hands.
Transfer the client back to bed
18. Use good body mechanics to transfer the client back into bed.
19. Assist the client to get safe and comfortable.
Clean up and ORR
20. Put on clean gloves.
21. Take the pail to the bathroom. Note appearance and quantity of stool and urine (if you need to report later).
22. Empty the pail into the toilet. Rinse and pour the rinse water into toilet. Rinse again with vinegar and water solution. Return the pail to its proper storage place.
23. Remove and throw away your gloves. Wash your hands.
24. Write down what you did. Note any problems or unusual observations.

Module 24. All About Food; Spending and Budgeting

Skills Checklist 1. Weighing a Client

Get ready.
1. Explain to the client that you will be weighing them.
2. Wash your hands.
3. Gather the equipment you will need.
4. Put on gloves, as needed.
5. Check that the scale is set at “0.” Adjust if needed.
Weigh the client.
6. Assist the client onto the scale.
7. Provide support while the client steadies him- or herself.
8. Note the weight. If you are using a scale with a needle and dial, wait until the dial stops moving.
9. Observe for any problems the client has while you are weighing them, such as not being able to stand on the scale.
10. Assist the client off the scale.
Clean up and ORR.
11. Record the weight.
12. Report any changes in condition or behavior (such as a gain or loss of more than five pounds or client concerns about weight).
13. Store the equipment in a safe place.

Module 24. All About Food; Spending and Budgeting

Skills Checklist 2. Helping Clients Eat

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Get ready
1. Wash hands.
2. Gather equipment and supplies.
3. Put on gloves, as needed.
Prepare the client to eat
4. Prepare the client to eat as described in section 6 of the Learner's Book.
5. Determine if the client would like to eat at the table or in bed.
6. Make sure the client has the food required by the care plan.
7. Provide the client with a clothing protector, if needed.
8. Cut up food into bite-size pieces, if necessary.
9. Arrange the food attractively on the plate.
10. Open any cartons or containers that would be difficult for the client to open.
11. Talk to the client about what food is there, and ask if the client needs additional assistance.
12. If the client needs assistance with feeding, follow steps 13–25.
Assist the client to eat
13. Provide privacy if appropriate.
14. Before feeding client, ensure he or she is in an upright sitting position and has a clothing protector.
15. Sit at client's eye level.
16. Ensure that food is not too hot. Stir to cool.
17. If you are assisting a client who is visually impaired, explain where the food is located on the plate, and what is on the spoon or fork.
18. If you are assisting a client who has facial weakness or is paralyzed on one side, bring the food to the strong side.
19. Offer the client fluid to moisten the mouth and to ease swallowing. Use straws or a training cup for fluids. Continue to offer fluids throughout the meal every three or four bites.
20. Alternate types of food offered, allowing for client preferences.

Module 24. All About Food; Spending and Budgeting

Skills Checklist 2. Helping Clients Eat

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21. Offer the food in bite-size pieces from the tip of a half-filled spoon or a fork. Use spoons and forks gently.
22. Make sure client's mouth is empty before next bite of food or sip of beverage is offered.
23. Talk to client while feeding him or her.
24. Wipe food from client's mouth and hands as necessary.
25. Encourage client to finish the meal, but do not force food.
Assist the client to clean up
26. When finished eating, wipe mouth and remove food.
27. Remove clothing protector and dispose of in proper container.
28. When the meal is complete, provide opportunity for client to wash hands and face. Assist as necessary.
Clean up and ORR
29. Record fluid intake and uneaten food as required by the care plan.
30. Clean up eating area as needed.
31. Wash hands.