# TABLE OF CONTENTS

## INTRODUCTION

### SECTION A: CARDIOVASCULAR

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Policy No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLICATION OF TED HOSE (ANTIEMBOLISM HOSE)</td>
<td>A-100</td>
</tr>
<tr>
<td>PNEUMATIC COMPRESSION DEVICE</td>
<td>A-110</td>
</tr>
<tr>
<td>MEASURING AND RECORDING EDEMA</td>
<td>A-120</td>
</tr>
<tr>
<td>BLOOD PRESSURE</td>
<td>A-130</td>
</tr>
<tr>
<td>MONITORING CLIENT WITH PACEMAKER AT HOME</td>
<td>A-140</td>
</tr>
<tr>
<td>USE OF HOLTER MONITOR AT HOME</td>
<td>A-150</td>
</tr>
<tr>
<td>MANAGEMENT OF AUTOMATIC IMPLATABLE CARDIOVERTER DEFIBRILLATOR (AICD)</td>
<td>A-160</td>
</tr>
</tbody>
</table>

### SECTION B: RESPIRATORY

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Policy No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMINISTRATION OF OXYGEN</td>
<td>B-100</td>
</tr>
<tr>
<td>PEDIATRIC OXYGEN ADMINISTRATION</td>
<td>B-130</td>
</tr>
<tr>
<td>CLEANSING AND DISINFECTING OXYGEN EQUIPMENT</td>
<td>B-140</td>
</tr>
<tr>
<td>PULSE OXIMETRY</td>
<td>B-150</td>
</tr>
<tr>
<td>COUGING AND DEEP BREATHING EXERCISES</td>
<td>B-160</td>
</tr>
<tr>
<td>INCENTIVE SPIROMETRY</td>
<td>B-165</td>
</tr>
<tr>
<td>POSTURAL DRAINAGE</td>
<td>B-170</td>
</tr>
<tr>
<td>MANUAL PERCUSSION AND VIBRATION</td>
<td>B-180</td>
</tr>
<tr>
<td>TRACHEOSTOMY CARE</td>
<td>B-185</td>
</tr>
<tr>
<td>CHANGING A TRACHEOSTOMY TUBE</td>
<td>B-190</td>
</tr>
<tr>
<td>ORAL PHARYNGEAL SUCTIONING</td>
<td>B-200</td>
</tr>
<tr>
<td>NASOPHARYNGEAL AND NASOTRACHEAL SUCTIONING</td>
<td>B-210</td>
</tr>
<tr>
<td>TRACHEOSTOMY SUCTIONING</td>
<td>B-220</td>
</tr>
<tr>
<td>APNEA MONITORING</td>
<td>B-240</td>
</tr>
<tr>
<td>ARTERIAL BLOOD GAS SAMPLING</td>
<td>B-250</td>
</tr>
<tr>
<td>MECHANICAL VENTILATION (NEGATIVE OR POSITIVE PRESSURE VENTILATION)</td>
<td>B-260</td>
</tr>
<tr>
<td>MANAGEMENT OF HOME VENTILATORS</td>
<td>B-270</td>
</tr>
</tbody>
</table>
CARE OF CLIENT WITH PLEURX PLEURAL CATHETER  B-275
MANUAL VENTILATION WITH AMBU BAG  B-280
CHEST TUBE MAINTENANCE IN THE HOME  B-300
CPAP: CONTINUOUS POSITIVE AIRWAY PRESSURE  B-310
BIPAP: BILEVEL POSITIVE AIRWAY PRESSURE  B-320

SECTION C: ENDOCRINE
MANAGEMENT OF DIABETIC HYPERGLYCEMIA  C-100
MANAGEMENT OF DIABETIC HYPOGLYCEMIA  C-110
INSULIN TYPES: ONSET AND DURATION  C-120
DIABETIC FOOT CARE  C-130
DIABETIC SKIN CARE  C-140
BLOOD GLUCOSE MONITORING  C-150
INSULIN SYRINGE PREPARATION  C-160
INSULIN PEN  C-170

SECTION D: URINARY/RENAI
URINARY CATHETER INSERTION: STRAIGHT OR INDWELLING CATHETER  D-100
INTERMITTENT SELF-CATHETERIZATION  D-110
CARE OF SUPRAPUBIC CATHETER  D-120
APPLICATION OF A LEG BAG  D-140
CARE AND CLEANING OF URINARY DRAINAGE BAGS  D-150
BLADDER PROGRAM  D-160
INTERMITTENT IRRIGATION OF INDWELLING URINARY CATHETER  D-170
CARE OF URINARY DIVERSION DEVICE  D-180
VAGINAL IRRIGATION (DOUCHE)  D-190
EXTERNAL CATHETERS (ALSO REFERRED TO AS CONDOM CATHETERS/TEXAS CATHETERS)  D-200
ARTERIOVENOUS FISTULA/SHUNT CARE  D-220

SECTION E: GASTROINTESTINAL
INSERTION OF NASOGASTRIC TUBE  E-100
IRRIGATION OF NASOGASTRIC TUBE E-110
REMOVAL OF NASOGASTRIC TUBE E-120
GASTROSTOMY TUBE CARE E-130
CHANGING A GASTROSTOMY TUBE E-140
ADMINISTRATION OF ENTERAL FEEDINGS: NASOGASTRIC TUBE (LARGE AND SMALL BORE) E-150
ADMINISTRATION OF ENTERAL FEEDINGS: GASTROSTOMY OR JEJUNOSTOMY TUBE E-160
BUTTON GASTROSTOMY CARE AND FEEDING E-165
BOWEL PROGRAM/DIGITAL STIMULATION E-170
ADMINISTRATION OF ENEMAS E-180
OSTOMY CARE E-190
COLOSTOMY IRRIGATION E-200
INSERTING RECTAL TUBE E-210

SECTION F: MEDICATION ADMINISTRATION

EYE MEDICATIONS: DROPS AND OINTMENTS F-100
INSERTING AND REMOVING AN EYE MEDICATION DISK F-105
EAR INSTILLATIONS AND IRRIGATIONS F-110
NASAL MEDICATIONS F-120
PREPARING INJECTIONS FROM AMPULES AND VIALS F-130
SUBCUTANEOUS INJECTIONS F-140
GOLD INJECTION F-145
INTRAMUSCULAR INJECTIONS/Z-TRACK F-150
INTRADERMAL INJECTIONS F-160
TB/MANTOUX SKIN TEST F-170
TRANSDERMAL MEDICATIONS F-180
AEROSOL NEBULIZERS/INHALER F-190
HANDHELD INHALERS F-195
HOME HEALTH AIDE MEDICATION ADMINISTRATION F-200
ADVERSE DRUG REACTION PROCEDURE F-210
HEPATITIS B VACCINE INJECTIONS F-220
CALCULATING MEDICATION DOSAGES / CONVERTING DOSAGE SYSTEMS F-230
 SECTION G: WOUND CARE

TYPES OF WOUND DRESSINGS  G-090
APPLICATION OF DRY DRESSING  G-100
APPLICATION OF WET-TO-DRY DRESSING  G-110
APPLICATION OF TRANSPARENT DRESSING  G-120
APPLICATION OF HYDROCOLLOID DRESSING  G-130
APPLICATION OF HYDROGEL DRESSING  G-140
ASSESSMENT/STAGING OF PRESSURE ULCERS  G-150
PRESSURE ULCER DRESSING CHANGE  G-160
MANAGEMENT/PREVENTION OF PRESSURE ULCERS  G-170
SURGICAL STAPLE/SUTURE REMOVAL  G-180
ORTHOPEDIC PIN CARE  G-190
RESIDUAL LIMB (STUMP) CARE  G-200
SOAKS  G-220
WOUND PHOTOS  G-230
WOUND DRAIN MANAGEMENT  G-240
V.A.C. WOUND THERAPY (VACUUM ASSISTED CLOSURE)  G-250
UNNA BOOT  G-260
WOUND MEASUREMENT  G-270

 SECTION H: EYE CARE

EYE PROSTHESIS CLEANING  H-100
EYE IRRIGATION  H-110
CARE OF THE CLIENT WITH CONTACT LENSES  H-120
EAR IRRIGATION  H-130
CLEANING AND CHECKING A HEARING AID  H-140
SECTION I: INTRAVENOUS THERAPY

DOCUMENTATION OF INFUSION THERAPY I-100
IV SITE DRESSINGS I-110
INFUSION THERAPY I-120
INS TERMINOLOGY/DEFINITIONS I-130
VENIPUNCTURE FOR BLOOD SPECIMEN COLLECTION I-140
BLOOD DRAW FROM CENTRAL VENOUS ACCESS DEVICES I-150
DRAWING FROM IMPLANTED VASCULAR ACCESS PORT I-160
PERIPHERAL CANNULA (SHORT CATHETER) PLACEMENT (LESS THAN 3 INCHES) I-170
PERIPHERAL INFUSION: SITE/CATHETER MANAGEMENT I-180
CENTRAL VENOUS ACCESS DEVICES (CVAD) MANAGEMENT I-190
STERILE INJECTION CAP CHANGE I-200
FLUSHING CENTRAL VENOUS ACCESS DEVICES I-210
CENTRAL LINE DRESSING CHANGE I-220
PERIPHERALLY INSERTED CENTRAL CATHETER (PICC) LINE MANAGEMENT I-230
PERIPHERALLY INSERTED CENTRAL CATHETER (PICC) I-240
RESPONDING TO COMPLICATIONS OF PICC LINES I-250
PICC LINE DRESSING CHANGE I-260
FLUSHING PICC LINES I-270
PICC LINE CANNULA REMOVAL I-280
MANAGEMENT OF IMPLANTABLE VASCULAR ACCESS DEVICES (IVAD) I-290
ACCESSING AND FILLING IMPLANTED PUMPS I-300
ARTERIOVENOUS FISTULAS OR SHUNTS I-310
MANAGEMENT OF EPIDURAL CATHETERS I-320
ACCESSING AND MANAGING EPIDURAL IMPLANTED PORTS I-330
PERITONEAL DIALYSIS I-340
VENTRICULAR RESERVOIR I-350
PARENTERAL NUTRITION ADMINISTRATION I-360
BLOOD AND BLOOD COMPONENT ADMINISTRATION I-370
TRANSFUSION REACTION PROTOCOL I-380
PT INR MONITOR I-385
BLOOD CULTURES  I-390

SECTION J: SPECIMEN COLLECTION
MIDSTREAM AND CLEAN CATCH URINE COLLECTION  J-100
URINE SPECIMEN COLLECTION FROM INFANT OR SMALL CHILD  J-110
URINE SPECIMEN COLLECTION FROM AN INDWELLING CATHETER  J-120
STOOL SPECIMEN COLLECTION  J-130
MEASURING OCCULT BLOOD IN STOOL  J-140
SPUTUM SPECIMEN COLLECTION  J-150
WOUND DRAINAGE COLLECTION  J-160
NOSE AND THROAT SPECIMEN COLLECTION  J-170
VAGINAL OR URETHRAL DISCHARGE COLLECTION  J-180

SECTION K: NEUROLOGICAL
CARE OF THE CLIENT WITH SPINAL CORD INJURY  K-100
IDENTIFYING AND TREATING AUTONOMIC DYSREFLEXIA (HYPERREFLEXIA)  K-110
NEURO ASSESSMENT  K-130
MENTAL STATUS ASSESSMENT  K-140

SECTION L: IMMUNOLOGY/ONCOLOGY
MANAGEMENT AND CARE OF THE ORGAN TRANSPLANT CLIENT  L-100
CARE AND MANAGEMENT OF THE CLIENT RECEIVING CHEMOTHERAPY  L-110

SECTION M: MUSCULOSKELETAL/ ORTHOPEDIC
CARE OF THE CLIENT WITH JOINT REPLACEMENT  M-100
CONTINUOUS PASSIVE MOTION (CPM)  M-110
CAST CARE  M-120
CARE OF THE CLIENT IN TRACTION  M-130
USE OF A HOYER/HYDRAULIC LIFT*  M-140
RANGE OF MOTION EXERCISES  M-150
### SECTION N: INFECTION CONTROL

- STANDARD INFECTION CONTROL PROCEDURES FOR HOME CARE  N-100
- ASEPTIC TECHNIQUE IN THE HOME  N-110
- NURSING BAG  N-120
- HAND HYGIENE  N-125
- HAND WASHING  N-130
- INFECTION CONTROL  N-140

### SECTION O: MISCELLANEOUS

- BREAST SELF-EXAMINATION  O-100
- PAIN ASSESSMENT  O-110
- TESTICULAR SELF-EXAMINATION  O-120

### SECTION P: PERSONAL CARES

- AMBULATION  P-100
- AMBULATION USING ASSISTIVE DEVICE  P-110
- ASSISTING CLIENT IN USE OF BEDPAN  P-120
- ASSISTING CLIENT IN USE OF URINAL  P-130
- BED BATH  P-140
- DENTURE CARE  P-150
- FINGERNAIL CARE  P-160
- FOOT CARE  P-170
- COUNTING AND RECORDING RESPIRATIONS  P-180
- ORAL CARE  P-190
- ORAL CARE FOR UNCONSCIOUS CLIENT  P-200
- SHAMPOO IN BED  P-210
- SHAVING THE CLIENT  P-220
- TAKING AN ORAL TEMPERATURE  P-230
- TRANSFER BED TO WHEELCHAIR  P-240
- TUB OR SHOWER BATH  P-250
COMPETENCY EVALUATIONS

Aerosol Nebulizers
Apnea Monitoring
Arterial Blood Gases
Arteriovenous Fistula/Shunt Care
Bladder Program
Blood Draw from Central Venous Access Device
Blood Product Administration
Bowel Program/Digital Stimulation
Central Line Cap Change
Central Line Dressing Change
Central Line Flush
Client/Family Teaching
Colostomy Irrigation
Edema, Measuring and Recording
Enemas, Administering
Enteral Feedings
Epidural Catheters or Ports
External Catheter
Foley Catheter Irrigation
Gastrostomy Tube Care
Gastrostomy Tube Feedings, Pediatric
Gastrostomy Tube, Change
Gastrostomy/Jejunostomy Feedings: Continuation Drip
Glucometer
Handwashing
Implantable Port, Accessing
Implantable Port, Maintaining and Filling
Implanted Port, Blood Draw Through
Intradermal Injections
Intramuscular Injections
IV Site Dressing Change
Metered Dose Inhalers
Nasogastric Tube Irrigation
Nasogastric Tube, Insertion of
Nasopharyngeal/Nasotracheal Suctioning
Nursing Bag Technique
Ostomy Care
Oxygen Administration
Pacemaker, Monitoring Client With
Peripheral IV Placement
Peritoneal Dialysis
Physical Assessment
Pressure Ulcer Measurement/Staging/Care
Pulse Oximetry
Skilled Nursing Checklist
Subcutaneous Injection
Suprapubic Catheter Care and Maintenance
Surgical Staple Removal
Total Parental Nutrition Administration
Tracheostomy Suctioning
Tracheostomy Tube, Changing
Transdermal Medications
Urine Catheter Insertion
Urinary Diversion, Care of Client With
Venipuncture
Ventilation, Manual Bag With
Ventilator, Management of Client With
Wet to Dry Dressing Changes
Wound/Drain Management

GLOSSARY/ABBREVIATIONS

INDEX

E-BOOK INSTRUCTIONS