

# DIRECT HOME HEALTHCARE, INC.

## ***Performance Skill #1***

### ***WASH HANDS***

**STANDARD:** Hands are washed without recontamination

**DIRECTIONS:** Place a "p" for PASSED in the column to the right of each step when it is performed to the standard.

	Performance
➤ 1. Stood far enough from sink so that body (uniform) do not touch sink (infection control).	
➔ 2. Turn faucet on and adjust temperature.	
➔ 3. Wet wrists and hands; keep hands lower than level of elbow throughout procedure.	
◆ 4. Rinse soap, if bar, before using.	
➔ 5. Apply soap to hands.	
➔ 6. Clean between fingers and nails by using friction (rubbing on palm) when washing.	
◆ 7. Wash hands for 1 (one) minute using friction.	
◆ 8. Rinse and return soap to dish without touching dish.	
➔ 9. Rinse wrists and hands well under running water (water should flow from arms to hands).	
➔ 10. Dry hands thoroughly with paper towel.	
➔ 11. Turn off faucet with paper towel and dispose off towel.	
◆ 12. Leave area neat and clean.	

➔ = Critical Steps. MUST BE DONE

◆ = Procedural steps, enhance completion of skill (not critical and/or can vary)

➤ = Basic steps, necessary part of every skill. MUST BE DONE

# DIRECT HOME HEALTHCARE, INC.

## Performance Skill #2

### PERFORM ORAL HYGIENE

STANDARD: Mouth, Teeth, and or Dentures will be free of extraneous particle

DIRECTIONS: Place a "p" for PASSED in the column to the right of each step when it is performed to the standard.

	Performance
➤ 1. Wash hands (infection control).	
➤ 2. Identify patient and explain procedure (safety).	
➤ 3. Provide privacy (patient rights).	
➤ 4. Put on gloves (infection control).	
➔ 5. Position patient.	
◆ 6. Drape patient with towel.	
◆ 7. Place toothpaste on toothbrush.	
➔ 8. Clean oral cavity.	
➔ 9. Clean and rinse teeth, and dentures if applicable.	
➔ 10. Wipe resident's mouth.	
◆ 11. Reposition resident to comfortable position.	
➤ 12. Replace call light (resident's rights, safety).	
◆ 13. Clean and store equipment.	
◆ 14. Observe and report abnormal findings.	

➔ = Critical Steps. MUST BE DONE

◆ = Procedural steps, enhance completion of skill (not critical and/or can vary)

➤ = Basic steps, necessary part of every skill. MUST BE DONE

# DIRECT HOME HEALTHCARE, INC.

## Performance Skill #3

### PERFORM HAIR CARE

**STANDARD:** Hair is clean, combed and neatly styled in a manner acceptable to the resident.

**DIRECTIONS:** Place a "p" for PASSED in the column to the right of each step when it is performed to the standard.

	Performance
➤ 1. Wash hands (infection control).	
➤ 2. Identify patient and explain procedure (safety).	
➤ 3. Provide privacy (patient rights).	
◆ 4. Position patient in semi-sitting or on either side.	
◆ 5. Allow resident to complete as much of task as possible.	
➤ 6. Comb with resident's comb or sanitized comb (infection control).	
◆ 7. Comb hair by combing in sections and removing tangles.	
◆ 8. Clean and store equipment.	

➔ = Critical Steps. MUST BE DONE

◆ = Procedural steps, enhance completion of skill (not critical and/or can vary)

➤ = Basic steps, necessary part of every skill. MUST BE DONE

# DIRECT HOME HEALTHCARE, INC.

## ***Performance Skill #4***

### ***SHAVE A RESIDENT***

**STANDARD:** Resident is free of facial hair with no abrasion or lacerations.

**DIRECTIONS:** Place a "p" for PASSED in the column to the right of each step when it is performed to the standard.

	Performance
➤ 1. Wash hands (infection control).	
➤ 2. Identify patient and explain procedure (safety).	
➤ 3. Provide privacy (patient rights).	
◆ 4. Position patient in semi-sitting or sitting.	
<b>NON-ELECTRIC SHAVE</b>	
◆ 5. Wash and soak resident's face using warm water.	
◆ 6. Put on gloves.	
◆ 7. Apply soap or shaving cream	
◆ 8. Shave, holding skin taut and using single short strokes.	
◆ 9. Rinse and dry face.	
<b>ELECTRIC SHAVE</b>	
◆ 5A. Prepare resident, and clean dry face.	
◆ 6A. Shave by holding skin taut and move razor over small area of face until hair is removed.	
◆ 10. Clean and store equipment.	

➔ = Critical Steps. **MUST BE DONE**

◆ = Procedural steps, enhance completion of skill (not critical and/or can vary)

➤ = Basic steps, necessary part of every skill. **MUST BE DONE**

# DIRECT HOME HEALTHCARE, INC.

## Performance Skill #5

### PERFORM NAIL CARE

STANDARD: Nails are clean and smooth.

DIRECTIONS: Place a "p" for PASSED in the column to the right of each step when it is performed to the standard.

	Performance
➤ 1. Wash hands (infection control).	
➤ 2. Identify patient and explain procedure (safety).	
➤ 3. Provide privacy (patient rights).	
◆ 4. Wash, soak, and dry resident's hands.	
◆ 5. Clean nails.	
◆ 6. Clipped one nail at a time so that edges are smooth.	
◆ 7. File nails, if needed smoothing roughing areas.	
◆ 8. Clean and store equipment.	

➔ = Critical Steps. MUST BE DONE

◆ = Procedural steps, enhance completion of skill (not critical and/or can vary)

➤ = Basic steps, necessary part of every skill. MUST BE DONE

# DIRECT HOME HEALTHCARE, INC.

## **Performance Skill #6**

### **TAKE ORAL TEMPERATURE**

**STANDARD:** Record oral temperature to within + or – 2 degree of actual reading.

**DIRECTIONS:** Place a “p” for PASSED in the column to the right of each step when it is performed to the standard.

	Performance
➤ 1. Wash hands (infection control).	
➤ 2. Identify patient and explain procedure (safety).	
◆ 3. Obtain equipment.	
➔ 4. Shake thermometer down (if using glass thermometer).	
➔ 5. Place thermometer under tongue.	
◆ 6. Instruct resident to close mouth around thermometer.	
◆ 7. Left oral glass thermometer in place for 3 minutes.	
➔ 8. Remove thermometer after proper time, depending on equipment used.	
➔ 9. Stay with resident during entire procedure.	
➔ 10. Read thermometer.	
➔ 11. Record or report result within + or – degree of evaluator’s reading.	
◆ 12. Clean and store equipment.	

➔ = Critical Steps. MUST BE DONE

◆ = Procedural steps, enhance completion of skill (not critical and/or can vary)

➤ = Basic steps, necessary part of every skill. MUST BE DONE

# DIRECT HOME HEALTHCARE, INC.

## Performance Skill #7

### TAKE PULSE

STANDARD: Pulse recorded to within + or – 4 beats of actual rate.

DIRECTIONS: Place a “p” for PASSED in the column to the right of each step when it is performed to the standard.

	Performance
➤ 1. Wash hands (infection control).	
➤ 2. Identify patient and explain procedure (safety).	
◆ 3. Position patient sitting or lying down.	
➔ 4. Locate radial pulse at wrist.	
➔ 5. Place fingers over radial artery (student does first, then evaluator locates pulse on opposite wrist)	
➔ 6. Count pulsations (15, 30, or 60 seconds, student says start and stop)	
➔ 7. Record the rate.	

➔ = Critical Steps. MUST BE DONE

◆ = Procedural steps, enhance completion of skill (not critical and/or can vary)

➤ = Basic steps, necessary part of every skill. MUST BE DONE

# DIRECT HOME HEALTHCARE, INC.

## Performance Skill #8

### MEASURE RESPIRATION

STANDARD: Record respiration to within + or – 2 respirations of actual rate.

DIRECTIONS: Place a “p” for PASSED in the column to the right of each step when it is performed to the standard.

	Performance
➤ 1. Wash hands (infection control).	
➤ 2. Identify patient and explain procedure (safety).	
◆ 3. Position patient sitting or lying down.	
➔ 4. Locate radial pulse at wrist.	
➔ 5. Place fingers over radial artery (student does first, then evaluator locates pulse on opposite wrist)	
➔ 6. Count pulsations (15, 30, or 60 seconds, student says start and stop)	
➔ 7. Record the rate.	

➔ = Critical Steps. MUST BE DONE

◆ = Procedural steps, enhance completion of skill (not critical and/or can vary)

➤ = Basic steps, necessary part of every skill. MUST BE DONE



# DIRECT HOME HEALTHCARE, INC.

## **Performance Skill #9**

### **MEASURE BLOOD PRESSURE**

**STANDARD:** Blood pressure recorded to within + or – 4mmHg of the actual reading, using dual stethoscope.

**DIRECTIONS:** Place a “p” for PASSED in the column to the right of each step when it is performed to the standard.

	Performance
➤ 1. Wash hands (infection control).	
➤ 2. Identify patient and explain procedure (safety).	
◆ 3. Obtain equipment, dual stethoscope BP cuff.	
➤ 4. Clean earpieces of stethoscope (infection control).	
◆ 5. Position patient sitting or lying.	
◆ 6. Make sure room is quiet, turn down loud television.	
➔ 7. Select cuff and apply directly over the skin, above elbow.	
➔ 8. Position stethoscope over brachial artery.	
➔ 9. Inflate cuff.	
➔ 10. Identify the systolic and diastolic while deflating cuff.	
➤ 11. Deflate cuff in a timely manner (safety).	
◆ 12. Remeasure, if necessary, to determine accuracy (wait 5 minutes or apply to other arm).	
➔ 13. Record blood pressure measurement.	
◆ 14. Clean and store equipment.	

➔ = Critical Steps. MUST BE DONE

◆ = Procedural steps, enhance completion of skill (not critical and/or can vary)

➤ = Basic steps, necessary part of every skill. MUST BE DONE

# DIRECT HOME HEALTHCARE, INC.

## **Performance Skill #10**

### **MAKE UNOCCUPIED BED**

**STANDARD:** Blood pressure recorded to within + or – 4mmHg of the actual reading, using dual stethoscope.

**DIRECTIONS:** Place a “p” for PASSED in the column to the right of each step when it is performed to the standard.

	Performance
➤ 1. Wash hands (infection control).	
◆ 2. Assemble equipment.	
◆ 3. Raise bed to high position.	
➤ 4. Remove dirty linen by rolling together and held away from self (uniform) (infection control).	
◆ 5. Work from one side of bed before moving to opposite side.	
◆ 6. Place bottom sheet on bed with corners and sides tucked in neatly.	
◆ 7. Tucked top sheet neatly in place, reach head of bed.	
◆ 8. Place blanket or spread on top with bottom neatly tucked in, reach top of bed.	
◆ 9. Place pillowcase on straight with corners of pillow in corners of pillowcase.	
◆ 10. Return bed to low position.	

➔ = Critical Steps. MUST BE DONE

◆ = Procedural steps, enhance completion of skill (not critical and/or can vary)

➤ = Basic steps, necessary part of every skill. MUST BE DONE

# DIRECT HOME HEALTHCARE, INC.

## **Performance Skill #11**

### **MAKE OCCUPIED BED**

**STANDARD:** Blood pressure recorded to within + or – 4mmHg of the actual reading, using dual stethoscope.

**DIRECTIONS:** Place a “p” for PASSED in the column to the right of each step when it is performed to the standard.

	Performance
➤ 1. Wash hands (infection control).	
◆ 2. Assemble equipment.	
➤ 3. Identify patient (safety).	
➔ 4. Explain procedures; provide privacy (resident’s rights).	
◆ 5. Place bed in high position.	
◆ 6. Remove top linen, replace with bath blanket.	
➔ 7. Position resident on one side of bed with the side rail up on unprotected side (safety).	
➔ 8. Tuck dirty linen under resident.	
➔ 9. Replace bottom linen on first side.	
➔ 10. Reposition resident to other side with rail up on unprotected side.	
➔ 11. Remove soiled linen and complete tucking in bottom linen.	
➔ 12. Reposition resident to comfortable position.	
➔ 13. Replace top sheet, pillowcase, and blanket.	
➔ 14. Dispose of soiled linen (infection control).	
➔ 15. Avoid contaminating clean linen or uniform (infection control).	
◆ 16. Place side rails in up position (if ordered).	
◆ 17. Place bed in low position.	
➔ 18. Place call light within reach of resident.	

➔ = Critical Steps. MUST BE DONE

◆ = Procedural steps, enhance completion of skill (not critical and/or can vary)

➤ = Basic steps, necessary part of every skill. MUST BE DONE

# DIRECT HOME HEALTHCARE, INC.

## Performance Skill #12

### MAKE UNOCCUPIED BED

STANDARD: Blood pressure recorded to within + or – 4mmHg of the actual reading, using dual stethoscope.

DIRECTIONS: Place a “p” for PASSED in the column to the right of each step when it is performed to the standard.

	Performance
➤ 1. Wash hands (infection control).	
◆ 2. Prepare resident for meal.	
◆ 3. Position resident in sitting position.	
4. Matched diet card to resident.	
5. Explain procedure (resident’s rights).	
6. Protect clothing as needed.	
7. Check temperature of foods and liquids, to avoid foods which are too hot.	
8. Fed moderate sized bites.	
9.	