

MORNING ROUTINE (Page 1)

Eye Wash

Offer a full glass of water

Hot wash cloth (in toilet room in linen/supply closet)

Fold wash cloth in thirds, wet with hot water and wring out

Place hot wash cloth over eyes

Dry eyes with hand towel

Drop 4 drops of Artificial Tears (Bathroom left cabinet/bottom slider shelf or bedside table) into each eye

Cleaning Suprapubic Stoma in the Morning

The suprapubic catheter and stoma may have a little build up of lymph and/or dried blood in the morning.

Assemble

Emesis basin

Cotton Pad soaked with hot water

Wrap cotton pad around the catheter at the stoma

Allow to soak a few seconds to loosen lymph and/or blood

Gently cleanse around the stoma and catheter to remove lymph and/or blood

Use MicrocynAH sprayed on a cotton pad to wipe around the stoma and catheter

Allow to air dry

Dressing

One of the most important things about dressing is to make sure that all clothing is smoothed out and has a minimum of wrinkles, rolls and bunching to avoid pressure sores. Make sure back pocket fabric is smooth as you put pants on. Once pants are on, make sure the front pockets are not bunched up. Put hand in each pocket to smooth the fabric.

Lay out clothing before beginning to dress:

Under shirt (3 drawer dresser top drawer)

T-shirt, if using (3 drawer dresser top/drawer)

Black "long johns" underwear (3 drawer dresser middle drawer)

Leg bag holder (3 drawer dresser top drawer)

White abdominal binder (wall cabinet beneath DVD player)

Socks (3 drawer dresser/middle drawer)

Turtleneck sweater, if using (9 drawer dresser left top drawer)

Matching crew neck sweater, if using (9 drawer dresser – usually middle section)

Dress Shirt, if using (Master Closet)

Pants (Master Closet)

Belt (Master Closet)

Shoes (At foot of bed)

Fleece vest, if using (Master Closet)

Put socks on

Put long john underwear on elastic waist up to the top of the thighs only for now

Put leg bag holder on left or right leg (there is a right leg and a left leg holder)

Leg bag tab (that says Urocare) faces outside of leg when fastened

Knee fits in split between thigh elastic and leg bag holder

MORNING ROUTINE (Page 2)

Empty and Clean the Leg Bag

- Assemble Emesis basin
 - Alcohol pad
 - Catheter plug
- Wipe catheter plug with alcohol pad
- Disconnect extension connector from catheter funnel and plug catheter
- Unpin leg bag from bed (store pins in bedside table)
- Take leg bag and night drain bottle in plastic box to the bathroom
- Disconnect leg bag from night drain bottle tubing
- Rinse leg bag with hot water
- Using funnel, pour about 2 tablespoons alcohol (Bathroom cabinet left side slider shelf) into leg bag
- Connect drainage tube of leg bag to extension connector at top of bag
- Swish and agitate bag about 1 minute, running alcohol through tube and bag
- Rinse, lay on clean hand towel to dry, press out any air in bag, close drain clamp
- Empty urine from night drain bottle into toilet
- Fill night drain bottle with hot water from tub filler
- Add about 2 tablespoons bleach (Bathroom cabinet left side slider shelf)
- Coil tubing and put in night drain bottle
- Place lid upside down on night drain bottle, add about 1 teaspoon bleach
- Fill lid with water, allow to soak. Rinse, dry, reassemble night drain bottle while Client shaves while you are cleaning the urinary devices.
- Place night drain bottle in towel lined plastic box

- Help client sit up, sit behind him and put on white undershirt, he will help
- Lay abdominal binder on bed behind client, slight tuck the "tail" under butt
- Help client lie down and roll to one side smooth undershirt and binder
- Roll to other side and smooth undershirt and binder
- Fasten straps just tight enough so the ends of the straps just go under retaining loops
- Help client sit up, sit behind him and put on turtleneck sweater or a T-shirt if he is wearing a dress shirt.
- If wearing a dress shirt, help put on dress shirt one arm at a time. Smooth the back of the shirt
- Help client lie down
- If wearing a dress shirt button front and sleeve buttons
- Finish pulling on the underwear, rolling from side to side to get waistband around waist
- Do not tuck T-shirt, sweater or dress shirt into underwear
- Bring catheter tubing through the slit in underwear and lay against leg
- Put leg bag in leg bag holder and lay tubing against leg
- Swab the end of the leg bag connector with alcohol, remove catheter plug and connect leg bag to catheter funnel. Make sure urine is flowing into leg bag
- Tape (Micropore tape in bedside table)
 - slit around catheter tube closed (using 1-1/2 to 2 inches of tape)
 - catheter (at funnel) to underwear & tubing (about 3-4 inches down from funnel) to underwear (using about 3-4 inches of tape)

Move penis to one side or another, resting on leg

MORNING ROUTINE (Page 3)

Put on pants, easing each pant leg up one at a time and rolling from side to side to get pants up and over butt and onto waist. Tuck in sweater. Fasten pants, zip fly. Slide hands into pockets to smooth pocket fabric. Smooth pants fabric the length of legs and adjust pants to be centered on body
Put on shoes.

Checking Air in Cushion and Transfer

Overnight the wheelchair is stored and charged in the entryway beside the sofa table, near the living room outside of the master bedroom.
Unplug the wheelchair battery charger from the wall
Unplug the wheelchair battery charger from the wheelchair
Coil the plugs beside the charger under the sofa table
Take wheelchair into the bedroom and position next to the bed
Check Roho cushion for proper inflation and air distribution

Helpful Video:

www.therohogroup.com/roho%20institute/video_library.jsp

Helpful Instruction Graphic

<http://www.therohogroup.com/products/seat%20cushions/properadjust/seatinginstruction.html>

Cushion should be placed on the chair, centered and right side up
The ISOFLO Memory Control Unit should be facing forward (front of chair)
Never use the ISOFLO Memory Control Unit as a handle
Push the GREEN knob on the ISOFLO Memory Control Unit toward the center in the Open position (slide toward the right)
From the front of the cushion push air toward the back of the cushion
Push the ISOFLO Memory Control Unit's RED knob toward the Center in the Locked position (slide toward the right)
Transfer client into the wheelchair
Transfer method to be determined by client and caregiver

Positioning in Wheelchair

Client will tilt back
Lift each leg separately to pull pants if they are binding and tight in the crotch.
Tuck and smooth pant legs at the crotch to avoid binding
Tuck fabric over belly downward to smooth front of pants. Smooth pants at pockets
Client will sit up, fasten wheelchair seat belt loosely
Client will adjust self in chair with a pressure relief

MORNING ROUTINE (Page 4)

Put on top sweater (if wearing), tuck and smooth in the back and front
Put on fleece vest (if wearing), zip front, tuck and smooth in back and front
Fasten chest strap

Shaving, Face Wash, Hair

Administer meds (located in bathroom left side cabinet top drawer)

1 Midodrine (large round white) tablet

1/2 Oxybutynin (small blue half) tablet

Assemble these items on the bathroom countertop

Hair dryer (shelves of left side of Master Closet)

Sundries tray (Bedside table, client's side)

Moisturizer in pump bottle (Bathroom cabinet right side, top slider shelf)

Head and Shoulders Shampoo (on hair wash days)

Frizease hair and gel (on hair wash days)

Clenia in pump bottle (on hair wash days)

Fasten hand towel around neck with neck band (chain with alligator clamps in tray)hair

On wash days, fasten black cape around neck(behind toilet room door)

Wash hair, towel dry, apply hair serum, then gel, style and dry hair

Wash face, moisturize, after shave, apply any topical medications

On non hair wash days, wash face, moisturize, after shave, topical medications

Restyle hair

Check nose for signs of Rosacea (redness/scaling), apply Metrogel if necessary

Check ears for scaling or peeling and apply Triamcinolone Acetonide, if necessary

Metamucil and Supplements

Kitchen drawer (island, far right) pill dispenser with daily vitamins and supplements

Fill a wine glass about 2/3 full of water . Pour Metamucil into glass and stir to dissolve.

Hand client the pills in order he requests and stir Metamucil occasionally.

Rinse spoon and glass.

There will be a couple tablets that client will take while eating breakfast.

Dental Care After Breakfast

Apply toothpaste to electric toothbrush (Master Closet) with tooth paste (medicine cabinet in bathroom)

Place toothbrush on sink/counter. Place glass of water with straw on counter.

Client will brush his teeth and rinse independently. He will dry the brush and leave it on the counter.

Replace toothbrush in charger. Return water glass to rolling table in bedroom.

EVENING ROUTINE (Page 5)

Dental Care After Dinner

Water Pik

Fill Water Pik basin with warm water. Place on base

Fill clear plastic cup (in medicine cabinet) 1/4 to 1/3 full of Listerine mouthwash (left bathroom cabinet/top slider shelf)

Apply toothpaste to electric toothbrush (Master Closet) with tooth paste (medicine cabinet in bathroom)

Place glass of water with straw on counter.

Client will water pik and brush his teeth and rinse independently. He will dry the brush and leave it on the counter.

Replace toothbrush in charger. Return water glass to rolling table in bedroom.

Draining Leg Bag During the Day and After Dinner before Undressing

Empty leg bag in bathroom

Assemble Emesis basin with

Several sheets of toilet tissue (toilet room)

Alcohol swabs (box in shelves left side Master closet)

1000ml measuring cup (on bathtub surround)

Lift pant leg, swab drainage tube and clamp on leg bag with alcohol swab

Drain leg bag

Wipe/dry drainage tube with toilet tissue

Swab drainage tube and clamp

Dispose of swab and toilet tissue

Empty urine

Clean Emesis basin and measuring cup with soap and water and set to air dry in plastic tray on bathtub surround.

Undressing

Assemble

Clean hand towel and waterproof sheeting square (linen closet)

Emesis tray alcohol swabs and catheter plug (Master closet shelves left side)

Sleep shirt (3 drawer dresser middle drawer)

Wool socks (3 drawer dresser top drawer)

Small Blue Rectangular sheepskin for foot of bed

Unbuckle chest strap and transfer into bed. Adjust legs and straighten body. Adjust pillow if under shoulders

Remove Shoes, place under foot of the bed

Unbuckle belt, unfasten pants. Remove pants slowly, rolling to ease pants off of butt, being careful not to dislodge or put tension on catheter and extension tubing. Place pants on chair or other bed to be hung up later.

Remove tape from catheter tubing, extension tubing, and catheter slit on underwear

Remove leg bag from leg bag holder and place leg bag on a clean hand towel between legs

Remove the leg bag holder

Remove socks

Place waterproof sheeting square folded in half beneath penis

EVENING ROUTINE (Page 6)

Undressing (continued)

Sit client upright and remove top sweater and turtleneck sweaters or dress shirt
Unbuckle and remove abdominal support
Remove undershirt
Put on sleep shirt, smooth in back so there are no wrinkles or puckers
Help client to lie down
Re-adjust waterproof sheeting square under penis, if necessary
Put on wool socks
Place small blue rectangular sheepskin at the foot of the bed and lift feet to rest on top
Cover with two hospital sheets and other blankets and sheets on the bed.

Stoma Care Evening

Assemble Emesis basin
 Cotton pad wet soaking with hot water (Bathrm right cabinet/bottom slider shelf)
 Use cotton pad to soak around stoma to remove dried blood and lymph
Dry with clean hand towel.
Spray a cotton pad with a couple of spritzes of MicrocynAH and wipe around stoma and catheter tube, let air dry

Instillation of MicrocynAH

Assemble on bathroom countertop
 White plastic tray (from Master closet shelves) lined with plastic wrap
 Remove 3 syringes (put plungers into barrels of syringes, catheter plug, and plastic cup from paper towel lined plastic tray (Master bedroom closet shelves, left side) and place on plastic wrap on tray
 MicrocynAH
 (Bathrm left cabinet/top slider shelf)
 Alcohol swabs
 Pour MicrocynAH into into plastic cup up to the bottom line and fill to top line with saline solution (Bathrm left cabinet/top slider shelf)
 Draw up Microcyn and saline solution into syringes. Remove air from syringes
 Take tray to bedside
At bedside
 Disconnect catheter tube from extension tube.
 Lift extension tube to drain urine in tube into leg bag.
 Swab ends of syringes and instill solution from all three syringes into the funnel end of catheter tube.
 Swab catheter plug with alcohol and plug catheter
 Place catheter tube on clean hand towel or wash cloth
 While instillation of MicrocynAH solution is retained in bladder, pin leg bag to bed with pins (stored pins in bedside table), swab night drain bottle tubing connector with alcohol and attach leg bag drain tube to night drain bottle, open clamp
 After 15-30 minutes or sooner if requested by client, remove plug

EVENING ROUTINE (Page 7)

Swab extension connector of leg bag with alcohol and connect leg bag to catheter funnel and drain MicrocynAH and accumulate urine into leg bag.

Make sure the leg bag drain tube attached to the night drain bottle is OPEN.

Offer client a full glass of water.

Wash syringes, catheter plug and plastic cup with soap and water, rinse, dry and place on paper towel in plastic tray (Master closet shelf left side)

Remotes, Phone, Bed Controller

Place TV remote, phone, and bed controller into pockets in bed organizer and fold it off to the left of client's body on top of blankets.

Bowel Program

The bowel program is done every other evening

Put two hospital bed sheets in clothes dryer. Set to High Temperature on Time Dry for 40 minutes

Assemble

Commode chair (Master bedroom closet)

3 disposable under pads (Toilet room linen closet, top section right)

Basket (Bedside table, bottom shelf) with gloves, lubricant, toilet paper, blue tape

1 Bisacodyl suppository (Magic Bullet) (Bedside table, behind pull down door)

Scissors

Emesis basin

Abdominal Binder and Transfer Belt

(Do not use the abdominal binder worn during the day. A binder or the bowel program is stored in the wall cabinet beneath DVD player, left door)

Line commode chair tub with a 1 disposable under pad

Tape (blue tape) 1 disposable under pad to the back of seat and drape down over tub and tape bottom of under pad to the bottom of the tub as a splash shield

Put leg bag holder on left or right leg (there is a right leg and a left leg holder)

Leg bag tab (that says Urocare) faces outside of leg when fastened

Knee fits in split between thigh elastic and leg bag holder

Put leg bag in leg bag holder. Leg bag is already connected to the catheter

Sit client up in bed. He should be wearing a sleep shirt

Lay abdominal binder on bed behind client, slight tuck the "tail" under butt

Help client lie down and roll to one side smooth sleep shirt and binder

Roll to other side and smooth sleep shirt and binder

Fasten straps just tight enough so the ends of the straps just go under retaining loops

Tuck 1 disposable under pad under butt from the right side. Help client roll to the left side to position and smooth the under pad under the butt

Place pillow between knees and put knees in a slightly bent position

Roll client to his left side

EVENING ROUTINE (Page 8)

Open the bisacodyl suppository and set aside in the emesis basin and squeeze lubricant on to suppository

With a gloved, lubricated finger, gently remove all stool in the rectal vault and dispose of in lined tub of commode chair.

With a gloved, lubricated finger insert suppository high in and against the wall of the rectal vault. Don't insert the suppository into stool.

Gently wipe perianal area with toilet tissue. If the removal of stool was particularly messy, clean with soap and water and dry or use a baby wipe and dry.

Roll client on to his back and cover him with sheets and blankets

Client will tell you when he needs to be transferred to the commode chair

Put shoes on bare feet (Shoes are at the end of the bed)

Transfer to commode chair and position as necessary

Get hospital bed sheets from the dryer. Fold one in 4ths and place between knees.

Fold one in half and drape over head and shoulders tucking to secure

Remove under pad from the bed. If it is soiled dispose of it. If it is not soiled and is dry, fold and place in commode chair tub after the tub is emptied and clean to be used for the next bowel program

Wait for stool to pass (some stool may pass right away, however this may take about 10 minutes. If stool has not passed in about 10 minutes, digital stimulation

may be required. If stool begins to pass with digital stimulation a slight pressure administered just about the butt crack will help stool pass)

With a gloved, lubricated finger perform digital stimulation to induce more peristalsis and remove more stool from the rectal vault.

Wait for more stool to pass (same as above)

Assemble in bathroom

Emesis basin

2 wash cloths

Hand towel

Soap (on tub surround)

Wet one wash cloth with hot water to use as a rinse cloth, place in emesis basin

Wet and soap up the other wash cloth to use as a cleaner, place in emesis basin

Take into the bedroom to prepare for clean up

With a gloved, lubricated finger perform digital stimulation to remove any remaining stool and mucus in the rectal vault.

Gently wipe perianal area with toilet tissue

Use soapy wash cloth to gently and thoroughly clean perianal area

Use rinse wash cloth to rinse perianal area. You may need to go to the bathroom to rinse the cloth and wet again with fresh hot water to thoroughly rinse soap from perianal area. Dry thoroughly

Transfer back into bed and remove abdominal binder. Smooth sleep shirt

Help client lie down, adjust pillow and sheets and blankets

Offer client a glass of water

Take commode chair to the bathroom and dump the contents of the tub into the toilet.

DO NOT put the under pad in the toilet bowl. Roll up soiled under pad through in plastic bag line trash can beside toilet.

EVENING ROUTINE (Page 9)

You may have to fill the commode chair tub with water to help flush the toilet
Check commode chair tub for any splashes of stool and clean with soap and hot water.
Rinse and dry. Put tub under commode chair. If you have a leftover, dry, unsoiled under
pad place in commode chair tub for use next time.

LEG BAG AND SUPRAPUBIC CATHETER (Page 10)

Changing the Leg Bag

The leg bag should be changed every two weeks

Extension tubes and connectors can be reused if properly cleaned. Occasionally, a new tube will have to be assembled. See end of this section for assembling a new extension tube and connector .

Assemble

- Emesis basin (Tub surround in plastic tray)

- Alcohol

- Alcohol wipes/swabs

- Paper towel (Master bedroom closet left side shelves top)

- “Sharpie” permanent marker (3 drawer dresser, top drawer, right side)

- New leg bag (Master bedroom closet, right side top shelf plastic containers)

- Extension tube and connector and small funnel (Master bedroom closet plastic tray left side shelves)

Over emesis basin, pour about a teaspoon of alcohol into funnel set in extension tube

Swish alcohol in tube for a few seconds and drain into emesis basin

Lay extension tube in emesis tray and swish alcohol on outside of tube

Pour alcohol in sink. Rinse extension tube and connector. Lay on paper towel and dry

Remove leg bag from packaging. Unfold leg bag and remove elastic bands, set aside

With the label of the leg bag facing up, position drain clamp to top of tube

With “Sharpie” marker, print “Bag Changed” and the date on the top left corner near the eyelets for the elastic bands

With “Sharpie” marker, print “Cath Changed” and the date on the top right corner near the eyelets for the elastic bands. Note the catheter is changed once a month and the leg bag twice a month. If not changing the catheter, copy the date the catheter was changed from the old leg bag

Remove the blue cap from the top of the leg bag

Fit the cut end of the extension tube over the knurled fitting on the top of the leg bag.

Push the tubing all the way over the fitting to cover completely

If there is any curve in the tubing, adjust it when at the bedside. The slight curl should always be positioned toward client’s body depending on which side the leg bag will be worn.

Check to be sure the leg bag valve is working. Fold extension tubing and squeeze the tubing located closest to the top of the bag. If valve is working you will hear a whoosh of air and possibly see some water droplets in the tip of the bag below the valve from rinse water that was left in the tube.

Swab the connector of the extension tubing with alcohol and connect to the catheter funnel

Make sure urine is flowing into the leg bag

Remove extension tube and connector from the old leg bag

Soak the used tube and connector in alcohol in the emesis basin for a few minutes

Rinse the tube and connector with hot water and dry. Place in plastic tray in master bedroom closet until the next use.

LEG BAG AND SUPRAPUBIC CATHETER (Page 11)

Assembling a new extension tube and connector

New connector tubes are located in the the smaller of the two plastic storage boxes in the master bedroom closet right side, top shelf. The new tubes come in packages labeled "Urocare White Silicone Extension Tubing With Connector."

Remove tubing from packaging. A connector is attached to one end. Use an old tube and connector as a guide to cut tubing. Place old tubing beside the new tubing, matching the connectors. Cut tubing at the same length. Return unused tubing to the packing and place in the plastic storage box for future use.

When tubing is worn out, remove the connector from the tubing, soak in alcohol for a few minutes, rinse in hot water and dry. Add to the collection of connectors for future use.

Changing Suprapubic Catheter

The suprapubic catheter will be changed either by client's physician or a home health RN. These instructions are meant for a home health care aid or LPN who will take client to a clinic to have the catheter changed. This is merely a list of supplies that should be taken to the clinic. I suggest taking two of everything in case of a malfunction of these basis parts of the catheter change

Assemble

- 2 Bardex foley catheter (Master bedroom closet, back, right side, long boxes)
- 2 Leg bags (Master bedroom closet, right side top shelf plastic containers)
- 2 Extension tubes with connectors attached (Master bedroom closet plastic tray left side shelves and new tubing and connectors are located Master bedroom closet, right side top shelf plastic containers)
- Bag to carry supplies (Closet in hallway to the two back bedrooms)