

Module 10: ADLs and IADLs

Objectives

- Explain your role in maintaining a Consumer's privacy.
- Describe proper food handling.
- Discuss the physical and emotional benefits of rest and sleep.
- Explain different ways Consumers can respond to pain.
- Discuss how you might be able to recognize that a person is in pain and what you would do.
- Discuss some of the special procedures involved in caring for a Consumer who is diabetic.
- Explain how you would use a food label to help insure that a Consumer maintained their low sodium diet.
- Explain how to measure intake and output.
- Describe ways to help manage urinary incontinence.
- Identify problems a Consumer might encounter with bowel elimination.
- Explain your legal and ethical responsibilities when shopping or managing money for a Consumer.

Key Terms

- Privacy
- Hygiene
- Sleep Apnea
- Pain
- Dentures
- Diabetic Foot Care
- Food Labels
- Special Diets
- I/O
- Hydration
- Catheters
- Incontinence
- Ostomy

Definitions

- ♦ Bed Mobility
 - How the Consumer moves to and from lying position, turns side to side, and positions body while in bed.
- ♦ Locomotion
 - How the Consumer moves between locations, within the room and other areas. If the person is in a wheelchair, self- sufficiency once in the chair.
- ♦ Eating
 - How the Consumer eats and drinks (regardless or skill).
- ♦ Toilet Use
 - How the Consumer uses the toilet room (or commode, bedpan, urinal). cleanses, changes pad, manages ostomy or catheter, and adjusts clothes.
- ♦ Bathing
 - How the Consumer takes full-body bath/shower, sponge bath and (excluding washing of back and hair).

- ♦ Dressing
 - ♦ How the Consumer puts on, fastens, and takes off all items of street clothing, including donning/removing prosthesis.

Content

| !!! REMINDER !!! | |
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| <ul style="list-style-type: none"> • ALWAYS FOLLOW YOUR FACILITY'S POLICIES AND PROCEDURES. • ALWAYS FOLLOW THE CONSUMER'S CARE PLAN. • NEVER WORK OUTSIDE YOUR JOB DESCRIPTION OR SCOPE OF TRAINING. • NEVER PERFORM MEDICAL/CLINICAL PROCEDURES OR INTERPRET MEDICAL CONDITIONS OR RESULTS. • REPORT OBSERVATIONS TO SUPERVISOR UNLESS INSTRUCTED OTHERWISE. | |
| REFERENCE TEXTBOOK: UNIT 3: CHAPTER 12: WORKPLACE SAFETY | |
| TEXTBOOK SECTION | NOTES |
| Following Procedures* | Include: <ul style="list-style-type: none"> • Guidelines Box 12-2: Guidelines for Getting Ready (Pre-Proc Actions) WEAVERS* • Guidelines Box 12-3: Guidelines for Finishing Up (Post-Proc Actions) ALSO Wash & Document* |
| REFERENCE TEXTBOOK: UNIT 4: CHAPTER 16– THE PATIENT OR RESIDENT ENVIRONMENT | |
| TEXTBOOK SECTION | NOTES |
| Environment | |
| ♦ What Will You Learn?* | |
| ♦ Ensuring Comfort* | |
| ♦ Cleanliness* | |
| ♦ Odor Control* | |
| ♦ Ventilation* | |
| ♦ Room Temperature* | |
| ♦ Lighting* | |
| ♦ Noise Control* | |
| ♦ Privacy Curtains and Room Dividers* | |
| ♦ Adapting the Environment to the Individual* | |
| ♦ Helping Hands and a Caring Heart: Focus on Humanistic Approach Health Care* | |
| ♦ Tell the Nurse!* | |
| What Did You Learn?* | Questions 1, 2, 7 only |
| REFERENCE TEXTBOOK: UNIT 4: CHAPTER 18 – BEDMAKING | |
| TEXTBOOK SECTION | NOTES |

| | |
|---|---|
| Bedmaking | |
| • What Will You Learn?* | |
| • Linens and Other Supplies for Bedmaking* | |
| • Mattress Pads* | |
| • Bottom and Top Sheets* | |
| • Draw Sheets* | |
| • Bed Protectors* | |
| • Blankets* | |
| • Bedspreads* | |
| • Pillows and Pillowcases* | |
| • Bath Blankets* | |
| • Handling of Linens* | Include: <ul style="list-style-type: none"> Guidelines Box 18-1: Guidelines for Handling Linens* |
| • Standard Bedmaking Techniques* | Include: <ul style="list-style-type: none"> Guidelines Box 18-2: Guidelines for Bedmaking* |
| • Closed (Unoccupied) Beds* | |
| • Occupied Beds* | |
| • Helping Hands and a Caring Heart: Focus on Humanistic Health Care* | |
| What Did You Learn?* | Questions 1, 2, 3, 4, 5, 7, 8 only |
| REFERENCE TEXTBOOK: UNIT 9: CHAPTER 47: SAFETY AND INFECTION CONTROL IN THE HOME HEALTH CARE SETTING | |
| TEXTBOOK SECTION | NOTES |
| ADLs and IADLs in the Home Setting | |
| • Cleaning Equipment and Household Surfaces* | Your facility will train you on: <ul style="list-style-type: none"> how to properly clean and dispose of hazardous materials including those that might be contaminated with bodily fluids. how to respond to exposure to containment substances. |
| • Handling Food Properly* | |
| • Assisting Clients with Personal Hygiene* | |
| REFERENCE TEXTBOOK: UNIT 4: CHAPTER 19: VITAL SIGNS, HEIGHT, AND WEIGHT | |
| TEXTBOOK SECTION | NOTES |
| Vital Signs, Height, and Weight | |
| • What Will You Learn?* | |

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| • What do Vital Signs Tell Us?* | It is up to each facility to determine if their PSSs can take vital signs. The facility will train the PSS in how to take and report vital signs if it is applicable to their job. |
| • Body Temperature* | |
| • Pulse* | Paragraph 1 – Bullet 1 only Include: • Figure 19-9* |
| • Respiration* | |
| • Blood Pressure* | Paragraphs 1 and 3 only |
| • Height and Weight* | |

REFERENCE TEXTBOOK: UNIT 4: CHAPTER 20: COMFORT AND REST

| TEXTBOOK SECTION | NOTES |
|---|---|
| Comfort and Rest | |
| • What Will You Learn?* | |
| • Physical and Emotional Benefits of Rest and Sleep* | |
| • Factors that Can Affect Sleep* | |
| • Environment* | |
| • Pain and Chronic Conditions* | |
| • Emotional Concerns* | |
| • Concerns for Long-Term Care* | |
| • Sleep Disorders* | |
| • Insomnia* | |
| • Sleep Apnea* | |
| • Tell the Nurse!* | |
| • The Nursing Assistant's Role in Promoting Rest and Sleep* | |
| • Tell the Nurse!* | |
| • Pain* | |
| • How People Respond to Pain* | |
| • Recognizing and Reporting Pain* | Include: • BLE 20-1: Pain Scales* |
| • Heat and Cold Applications* | Include: • Table 20-2: Uses of Heat and Cold Applications* |
| | NOTE: Follow your facility's policies and procedures on hot and cold applications. Many times these can only be used with a Doctor's order. |
| • Heat Applications* | |

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| • Cold Applications* | |
| • The Nursing Assistant's Role in Managing Pain* | It is up to each facility to determine if their PSSs can perform back massages. The facility will train the PSS in back massage techniques if it is applicable to their job. |
| What Did You Learn?* | Questions 2, 3, 5, 7, 8, 9, 10 only |
| REFERENCE TEXTBOOK: UNIT 4: CHAPTER 21: CLEANLINESS AND HYGIENE | |
| TEXTBOOK SECTION | NOTES |
| Cleanliness and Hygiene | |
| • What Will You Learn?* | |
| • The Benefits of Personal Hygiene* | |
| • Scheduling of Routine Care* | |
| • Helping Hands and a Caring Heart: Focus on Humanistic Health Care* | |
| • Concerns for Long-Term Care* | |
| • Assisting with Oral Care* | |
| • Tell the Nurse!* | |
| • Providing Oral Care for a Person with Natural Teeth* | |
| • Providing Oral Care for a Person with Dentures* | Include: <ul style="list-style-type: none"> • Guidelines Box 21-1: Guidelines for Providing Oral Care for a Person with Dentures* |
| • Assisting with Perineal Care* | Include: <ul style="list-style-type: none"> • Guidelines Box 21-3: Guidelines for Providing Perineal Care* |
| | NOTE: BARRIER CREAMS/OINTMENTS: Many barrier creams are used under doctor's orders. |
| • Tell the Nurse!* | |
| • Providing Perineal Care for Female Patients and Residents* | |
| • Helping Hands and a Caring Heart: Focus on Humanistic Health Care* | |
| • Providing Perineal Care for Male Patients and Residents* | |
| • Assisting with Skin Care* | |
| • Bathing* | |
| • Supplies for Bathing* | BODY POWDER: Refer to facility policies about use of body powder around oxygen |
| • Standard Bathing Techniques* | Include: <ul style="list-style-type: none"> • Guidelines Box 21-4: Guidelines for Bathing* |
| • Tell the Nurse!* | |

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| • Shower or Tub Baths* | |
| • Bed Baths* | Paragraph 1 and Figure 21-8* only |
| • Helping Hands and a Caring Heart: Focus on Humanistic Health Care* | |
| • Tell the Nurse!* | |
| What Did You Learn?* | Questions 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 only |
| Matching | Matching 1-6 only |
| REFERENCE TEXTBOOK: UNIT 4: CHAPTER 22: GROOMING | |
| TEXTBOOK SECTION | NOTES |
| Grooming | |
| • What Will You Learn?* | Paragraph 1 until <i>Helping Hands and a Caring Heart: Focus on Humanistic Health Care</i> only |
| • Assisting with Hand and Foot Care* | PSSs CANNOT clip the toenails of a Consumer with Diabetes |
| • Care of the Hands* | Paragraphs 1 through 3 only |
| | NOTE: It is up to each facility to determine if their PSSs can clip nails. |
| • Care of the Feet* | NOTE: It is up to each facility to determine if their PSSs can clip nails of non-Diabetic Consumers. NOTE: DIABETIC CONSUMERS - NEVER apply moisturizer between the toes of diabetic Consumers. |
| • Tell the Nurse!* | |
| • Assisting with Dressing and Undressing* | |
| • Concerns for Long-Term Care* | |
| • Assisting with Hair Care* | Paragraphs 1 and 2 only |
| • Tell the Nurse!* | |
| • Shampooing the Hair* | |
| • Styling the Hair* | |
| • Preventing Tangles* | |
| • Assisting with Shaving* | |
| • Assisting Men* | |
| • Assisting Women* | |
| • Assisting with the Application of Make-Up* | |
| What Did You Learn?* | Questions 1, 2, 3, 5, 6, 7, 8, 10, 11 only |
| REFERENCE TEXTBOOK: UNIT 4: CHAPTER 23: BASIC NUTRITION | |

| TEXTBOOK SECTION | NOTES |
|---|---|
| Basic Nutrition | |
| • What Will You Learn?* | |
| • A Balanced Diet* | |
| • MyPlate* | |
| • Concerns for Long-Term Care* | |
| • Food Labels* | |
| • Factors that Affect Food Choices and Eating Habits* | |
| • Helping Hands and a Caring Heart: Focus on Humanistic Health Care* | |
| • Special Diets* | Include: <ul style="list-style-type: none"> • Box 23-2: Types of Special Diets* |
| • Meal Time* | Start with Paragraph beginning “Box 23-1...” p. 448 |
| • Preparing for Meal Time* | |
| • Assisting the Person to Eat* | |
| • Feeding Dependent Patients and Residents* | NOTE: PSSs will not be feeding dependent people without additional training and certification. Use Steps 1-11 and 16-20 ONLY. |
| • Helping Hands and a Caring Heart: Focus on Humanistic Health Care* | |
| • Measuring and Recording Food Intake* | |
| • Enteral Nutrition* | NOTE: It is up to each facility to determine if their PSSs can feed via established gastrostomy tubes or percutaneous endoscopic gastrostomy (PEG) tubes. PSS CANNOT feed via nasal gastric tubes. Refer to PSS Scope of Training. |
| • Tell the Nurse!* | |
| • Fluids and Hydration* | |
| • Fluid Balance* | |
| • Offering Fluids* | Last paragraph on NPO only. |
| • Measuring and Recording Intake and Output* | |
| • Measuring Fluid Intake* | |
| • Measuring Fluid Output* | |
| What Did You Learn?* | Questions 1, 2, 4, 5, 6, 8, 11, 12, 13 only |
| Matching* | |
| REFERENCE TEXTBOOK: UNIT 4: CHAPTER 24: ASSISTING WITH URINARY AND BOWEL ELIMINATION | |
| TEXTBOOK SECTION | NOTES |
| Assisting with Urinary and Bowel Elimination | |

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| • What Will You Learn?* | |
| • Assisting with Elimination* | |
| • Elimination Equipment* | |
| • Bedside Commodes* | |
| • Bedpans* | |
| • Urinals* | |
| • Promoting Normal Elimination* | Include: <ul style="list-style-type: none"> Guidelines Box 24-1: Guidelines for Assisting with Elimination* |
| • Helping Hands and a Caring Heart: Focus on Humanistic Health Care* | |
| • Tell the Nurse!* | |
| • Measuring Urine Output* | Start with paragraph that begins “Not all of the people...” p. 472 |
| • Urinary Catheterization* | NOTE: It is up to each facility to determine if their PSSs can perform catheter care. |
| • Types of Urinary Catheters* | Include: <ul style="list-style-type: none"> Figure 24-6* Exclude: <ul style="list-style-type: none"> Straight Catheters* |
| • Indwelling Catheters* | Include: <ul style="list-style-type: none"> Figure 24-7* |
| • Suprapubic Catheters* | |
| • Caring for a Person with an Indwelling Urinary Catheter* | Include: <ul style="list-style-type: none"> Include Figure 24-8* Guidelines Box 24-2: Guidelines for Caring for People with Indwelling Catheters* |
| • Providing Catheter Care* | |
| • Emptying Urine Drainage Bags* | PSSs cannot change Drainage Bags including leg bags. |
| • Tell the Nurse!* | |
| • Urinary Incontinence* | |
| • Types of Urinary Incontinence* | |
| • Managing Urinary Incontinence* | |
| • Incontinence Pads and Briefs* | |
| • Condom Catheters* | |
| • Bowel Elimination* | Paragraphs 2, 3, 4 only |
| • Problems with Bowel Elimination* | |
| • Diarrhea* | |
| • Constipation* | |

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| • Fecal Impaction* | Paragraph 1 only |
| • Flatulence* | |
| • Fecal Incontinence* | Paragraph 1 only |
| • Tell the Nurse!* | |
| • Caring for a Person with an Ostomy* | NOTE: It is up to each facility to determine if their PSSs can perform Ostomy care. |
| • Helping Hands and a Caring Heart: Focus on Humanistic Health Care* | |
| What Did You Learn?* | Questions 5, 6, 7, 9, 10, 11, 12 only |
| SUPPLEMENT INFORMATION | |
| Money Management | Follow your facility's/agency's policy on handling money as each provider will have his/her own rules for this activity. In the community setting and in some residential care facilities, Consumers will need you to perform shopping, banking, or other activities involving money. You will be required to carefully account for all money handled and to make sure that Consumers get what they need at prices they should pay. |
| Shopping | The PSS will frequently go shopping for Consumers. When shopping for Consumers, follow your agency's/facility's policy regarding the purchase of certain products (e.g. tobacco, alcohol, illegal drugs). When health concerns are an issue, check with your supervisor. It is never acceptable to borrow or take anything from a Consumer. If you are shopping for a Consumer you are on company time and must respect your company's policy regarding shopping for yourself. |