

Activities of Daily Living Training Manual (ADL's)

Hair Care

1. Wash hands
2. Gather needed supplies: comb, brush, hair products, etc.
3. Explain procedure to person, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
4. Go to an appropriate location to complete care (bathroom or bedroom)
5. Comb or brush the person's hair into style preferred. Remove snarls and tangles by beginning at the bottom of the tangle and brushing through small sections at a time moving upwards through tangle
6. Clean equipment
7. Wash hands
8. Report/record necessary information

Shave Person with Electric Razor

1. Wash hands
2. Gather needed supplies: electric razor, shave prep lotion, after shave lotion, etc.
3. Explain procedure to person, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
4. Go to an appropriate location to complete care (bedroom or bathroom)
5. Apply shave prep lotion if desired/necessary
6. Turn razor on
7. Shave person's face and neck (shaving is easier if dentures are in mouth)
8. When shaving apply firm but not hard pressure while keeping razor flat against person's face
9. Turn off razor
10. Apply after shave lotion if desired/necessary
11. Clean/empty hair from razor, return to proper place, plug razor in to charge
12. Wash hands
13. Report/record necessary information

Provide Nail Care for a Person

1. Wash hands
2. Gather needed supplies: nail clippers, basin of water, orangewood stick, emery board, nail file, towel, etc.
3. Explain procedure to person, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
4. Go to an appropriate location to complete care
5. Nail care is best and easiest to complete after a person has taken a bath or shower. If not possible staff could have person soak feet/hands in a basin full of warm water. By soaking nails, it softens them and makes nail care easier to complete. Nail care can be completed without soaking nails first.
6. Complete fingernail care first, then toenail care

7. Put on clean gloves
8. Clean under each fingernail with orangewood stick if needed, ensuring not to dig too deep
9. Wipe orangewood stick on towel after each nail
10. Clip fingernails, ensuring not to cut them too short
11. Groom nails with file/emery board
12. Repeat steps 7-11 with each toenail , ensuring to support foot/ankle properly throughout procedure
13. Dispose of soiled linen in soiled linen container
14. Remove and dispose of gloves in wastebasket
15. Wash hands
16. Report/record necessary information

Bathing a Person

1. Wash hands
2. Gather needed supplies: clean clothing or robe, non-slip footwear to wear after (whatever person desires), soap, shampoo, body wash, washcloths, towels, special body care products, conditioner, lotion, disposable gloves, etc.
3. Explain procedure to person, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
4. Remember to check water temperature. It should be warm to the touch. Teach and assist the person how to check the water temperature for warmth before beginning (Place your wrist under the running water)
5. Provide privacy and warmth for the person
6. Talk about things of interest to the person
7. Encourage the person to do as much as he/she can for themselves
8. Demonstrate and explain correct bathing or showering procedures
9. Teach and assist the person to wash and rinse each eye. Begin from the inner corner of one eye (near the nose) and move to the outer corner of the eye
10. Repeat this step on the other eye, using a clean corner of the washcloth
11. Teach and assist the person to wash and rinse the face, neck, and ears. Use the soap to make suds. Use clean tap water to rinse. Be sure to wash and dry behind the ears
12. Reach and assist the person to wash and rinse one shoulder, underarm and arm
13. Repeat the previous step for the other shoulder, underarm, and arm
14. Teach and assist the person to wash and rinse the chest and stomach. Check under breasts and any skin folds as you go along
15. Repeat previous step for the back
16. Teach and assist the person to wash and rinse hip and one leg
17. Repeat step for other hip and leg
18. Teach and assist the person to wash and rinse one foot
19. Repeat previous step for other foot
20. Teach and assist the person to wash perineal area wiping from front to back and using a clean part of the washcloth each swipe
21. After all areas are washed, rinse and dry well, especially between toes.
22. Inspect skin for signs of injury or changes in condition

23. Place towel or rug on floor for person to step on when getting out of the shower or tub to provide safety and prevent falls
24. Wash hands
25. Report/record necessary information

Assist person to use the bathroom or commode

1. Wash hands
2. Gather needed supplies: clean disposable incontinence products, underwear, wipes, toileting items, etc.
3. Explain procedure to person, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
4. Provide privacy
5. Check to make certain bathroom is unoccupied or position commode
6. Assist person to bathroom/commode and close door
7. Assist person to lower underwear brief and sit on toilet or commode
8. Make certain toilet tissue is within reach of person(unless area of risk)
9. Assure safety and leave person in private if allowed, check on them periodically
10. If necessary assist person to wipe perineal area, wiping front to back until clean, using a clean part of the wipe/toilet tissue for each wipe
11. Assist person to stand and replace undergarments, give clean undergarments if needed
12. Assist person to wash hands
13. Wash hands
14. Report/record necessary information

Provides Perineal care (Peri-care) for incontinent person

1. Wash hands
2. Gather needed supplies: wipes, wash cloth, basin with warm water, clean undergarments/ disposable incontinent products
3. Explain procedure to person, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible and provide privacy
4. Put on clean gloves before contact with linen, incontinent pad, and/or person
5. Wash perineal area with washcloth or wipe, moving from front to back, while using a clean area of the washcloth/wipe for each stroke.
6. Rinse perineal area, moving from front to back, while using a clean area of the washcloth/wipe
7. Dry perineal area moving from front to back, using a blotting motion with towel
8. Wash, rinse, and dry buttocks and peri-anal area
9. Replace wet incontinent items with dry incontinent items
10. Dispose of soiled linen and incontinent items in proper containers
11. Empty, rinse and wipe basin and returns to proper storage
12. Remove and dispose of gloves into wastebasket
13. Wash hands
14. Report/record necessary information

Reposition Person while in bed

1. Wash hands
2. Explain procedure to person, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible and provide privacy
3. Elevate bed to comfortable working level if able
4. Bed must be in flat position
5. Lower side rail on side where you will be working after positioning bed
6. Pull covers to foot of bed, being careful not to expose person
7. Place person in required position
8. Position person's arms and legs in required areas, ensuring person is comfortable and in a functional position
9. Check for proper body alignment
10. Pad bony area of elbows and heels with protectors, if necessary
11. Replace covers
12. Position person comfortably, raise side rails
13. Inform person when you will return
14. Wash hands
15. Report/record necessary information

Position in a chair/wheelchair

1. Wash hands
2. Gather needed supplies: chair/wheelchair, transfer belt, non-skid footwear, pillows, etc.
3. Explain procedure to person, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible and provide privacy
4. Position chair/wheelchair within one foot of bed or area that person is at. Wheelchair: lock brakes and raise or remove foot rests. Regular chair: ensure chair is securely placed.
5. If in bed and able: raise head of bed, lock bed brakes, and lower side rail.
6. Assist person to sit on edge surface, supporting shoulders while person swings legs over and off side of surface if needed
7. Assist person into non-skid footwear
8. Apply transfer belt securely around person's waist
9. Using proper body mechanics by keeping your knees bent and your back straight, assist person to stand, grasping transfer belt with under hand grasp at person's sides.
10. Allow person to get and maintain standing balance. Check for dizziness or weakness
11. Assist person to pivot in direction of stronger side to wheelchair/chair
12. Assist person to sit in chair/wheelchair positioning person according to care plan
13. Make certain head is straight
14. Make certain person's buttocks rest firmly against back of chair
15. Make certain person's spine is straight and against back of chair
16. Make certain person's hips and knees are bent at right angles
17. Place person's feet flat on floor or on footrests of wheelchair
18. Place person's forearms and elbows on armrests or use small pillow to support
19. Secure safety belt if necessary and remove transfer belt
20. Wash hands
21. Report/record necessary information

Assist person to walk/ambulate

1. Wash hands
2. Gather supplies: transfer belt, cane, walker, non-skid shoes, etc.
3. Explain procedure to person, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible
4. Assist person to sit on edge surface, supporting shoulders while person swings legs over and off side of surface if needed
5. Assist person into non-skid footwear
6. Apply transfer belt securely around person's waist
7. Ensure ambulating device is in good/working condition. Nothing is broken or loose, and all stoppers or parts are not worn and are properly placed/positioned
8. Cane: Position cane in person's stronger hand. Walker: Position walker close and directly in front of person.
9. Stand in front of and facing person
10. Using proper body mechanics by keeping your knees bent and your back straight, assist person to stand, grasping transfer belt with under hand grasp at person's sides.
11. Allow person to get and maintain standing balance, check for dizziness and weakness
12. Walk along side person holding transfer belt at person's back.
13. Walk distance recommended by care plan
14. After ambulation, assists person to a position of comfort and safety in area of their choice and remove transfer belt
15. Wash hands
16. Report/record necessary information

Transfer from wheelchair to bed

1. Wash hands
2. Gather needed supplies: chair/wheelchair, transfer belt, non-skid footwear, pillows, etc.
3. Explain procedure to person, speaking clearly, slowly, and directly, maintaining face-to-face contact whenever possible and provide privacy
4. If able: raise head of bed, lock bed brakes, lower bed, and lower side rail.
5. Position wheelchair at angle to bed with person's strong side next to bed. Position so person will not need to be moved up in bed once in.
6. Lock wheelchair breaks, remove person's feet from footrests of wheelchair, remove or swing footrests out of way
7. Assist person into non-skid footwear
8. Apply transfer belt securely around person's waist
9. Remove wheelchair safety belt
10. Slide person to edge of wheelchair so that person's feet are flat on floor.
11. Ask person to push self up by placing stronger arm on wheelchair armrest
12. Using proper body mechanics by keeping your knees bent and your back straight, assist person to stand, grasping transfer belt with under hand grasp at person's sides.
13. Allow person to get and maintain standing balance. Check for dizziness or weakness
14. Pivot person to bed toward his/her strongest side while maintaining firm grasp on transfer belt with both hands

15. Maintain support on person's weak leg
16. Check that person is able to feel edge of bed before sitting down
17. Lower person to edge of bed
18. Holding onto transfer belt unlock brakes and move wheelchair
19. Remove transfer belt
20. Cross person's weaker leg over stronger leg
21. Supporting shoulders assist person to lift legs and rotate to a sitting position in bed, keeping your back straight and knees bent.
22. Position person comfortably, raise side rails
23. Wash hands
24. Report/record necessary information

Feed person who cannot feed themselves

1. Wash hands
2. Explain procedure to person, speaking clearly, slowly, and directly
3. Before feeding person, ensure person is in an upright sitting position
4. Before feeding person, assist them to put on clothing protector if desired
5. Sit facing person and talk with them during meal
6. Offer different types of food, allowing for person choices
7. Offer the food in bite-size pieces (or person specific according to diet)
8. Makes sure person's mouth is empty before next bite of food or sip of beverage
9. Offer beverage to person throughout the meal
10. Wipe food from person's mouth and hands as necessary and at the end of the meal
11. Remove clothing protector and dispose in proper container
12. Wash hands
13. Report/record necessary information

Eating- staff responsibilities for independent persons

1. Wash hands and have person wash hands
2. Prepare food according to menus and cooking regulations
3. Prepare person's meal according to their diet and food preparation guidelines
4. Gather needed supplies: special utensils, dishes, cups, shirt protectors, etc.
5. Provide verbal prompts throughout meal to eat appropriately as needed
6. Provide social interaction throughout meal
7. Provide verbal prompts to person to clean self, dishes, and area after meal