*VNAA Nursing Procedure Manual 18th Edition
DRAFT

Section 1: Circulatory
Procedure Title
1.01 Assessment: Edema
1.02 Assessment: Weight
1.03 Assessment: Heart Failure Patient
1.04 Blood Pressure (auscultation, palpation, lower extremity, orthostatic)
1.05 Cardiac Monitoring/Electrocardiogram (EKG, Holter, telemetry)
1.06 Compression Stockings (anti-embolitic, elastic, graduated)
1.07 Pacemaker – AICD (patient teaching, post-surgical)
1.08 Pulses: Apical/Radial
1.09 Pulses: Lower Extremity (femoral, popliteal, pedal)

Related Procedures
Labs & Specimens: PT/INR Testing
Nutrition: Low Fat/Low Cholesterol Diet
Nutrition: Low Sodium Diet
Nutrition: Weight Management Diet

Section 2: Digestive
Procedure Title
2.01 Bowel Program (Constipation)
2.02 Enema: Cleansing
2.03 Enema: Harris Flush
2.04 Enema: Stimulant
2.05 Fecal Impaction
2.06 Ostomy: Appliance Application
2.07 Ostomy: Colostomy Irrigation
2.08 Ostomy: Mucous Fistula Care
2.09 Tubes: Biliary Tube
2.10 Tubes: Enteral Feeding (feeding, flushing, residuals, meds)
2.11 Tubes: Gastrostomy Tube (G-tube, J-tube, site care, reinsertion)
2.12 Tubes: Nasogastric Tube

Related Procedures
Respiratory: Aspiration Precautions
Section 3: Endocrine System

Procedure Title

3.01 Assessment: Diabetic Foot (monofilament)
3.02 Diabetic Foot Screen for Loss of Protective Sensation
3.03 Instructions for Performing Diabetic Foot Screen
3.04 Assessment: Patient with Diabetes (admission, routine visit)
3.05 Blood Glucose Testing
3.06 Glucagon Administration
3.07 Hyperglycemia: Assessment & Management (sick day rules)
3.08 Hypoglycemia: Assessment & Management
3.09 Insulin Injection (sites, rotation, sharps disposal)
3.10 Insulin Mixing (pre-filling syringes)
3.11 Insulin Pen
3.12 Insulin Pump
3.13 Ketone Testing

Related Procedures
Nutrition: Carbohydrate Counting
Nutrition: Healthy Plate Method
Medications: Injections - Subcutaneous

Section 4: Genitourinary

Procedure Title

4.01 Assessment: Sexuality
4.02 Bladder: Continuous Irrigation
4.03 Bladder: Medication Instillation
4.04 Catheter: External: Female (pouch)
4.05 Catheter: External: Male
4.06 Catheter: Indwelling: Care (perineal care, emptying bag)
4.07 Catheter: Indwelling: Drainage Bag Cleaning (bedside, leg)
4.08 Catheter: Indwelling: Insertion: Female
4.09 Catheter: Indwelling: Insertion: Male
4.10 Catheter: Indwelling: Irrigation
4.11 Catheter: Indwelling: Removal
4.12 Catheter: Indwelling: Specimen Collection (routine, culture)
4.13 Catheter: Indwelling: Suprapubic
4.14 Catheter: Intermittent: Self Catheterization
4.15 Catheter: Intermittent: Residual Check
4.16 Catheter: Peritoneal Dialysis (Tenkhoff)
4.17 Incontinence: Bladder Training (timed voiding)
4.18 Incontinence: Pelvic Floor Muscle Exercises
4.19 Incontinence: Pessary
4.20 Ostomy: Nephrostomy (dressing, irrigation)
4.21 Ostomy: Urostomy: Continent (catheterization, irrigation, Kock & Indiana pouches, continent diversion)
4.22 Ostomy: Urostomy: Incontinent (ileal conduit, appliance)
4.23 Ostomy: Specimen Collection (catheterization)

Related Procedures
Endocrine System: Ketone Testing
Labs & Specimens: Urine Culture
Medications: Vaginal Route
Nutrition: Renal Diet
Pediatrics: Urostomy Intermittent Catheterization

Section 5: Hospice/Palliative Care
Procedure Title
5.01 Defibrillator Deactivation
5.02 Hospice Admission
5.03 Hospice Discharge
5.04 Hospice Documentation to Support Prognosis
5.05 Hospice Philosophy
5.06 Symptom Management: Anorexia/Dehydration (at end-of-life)
5.07 Symptom Management: Delirium
5.08 Symptom Management: Dyspnea
5.09 Symptom Management: Severe Cancer Pain (opioid titration)

Related Procedures
Digestive System: Bowel Program
Respiratory System: Breathing Techniques
Pain Management Section (includes assessment & complimentary therapies)
Infusion Therapy: Patient Controlled Analgesia
Section 6: Immune System
Procedure Title
6.01 Temperature (oral, axillary, rectal, tympanic, temporal)
6.02 Neutropenic Precautions

Section 7: Infection Control
Procedure Title
7.01 Bag Technique (laptop)
7.02 Blood Spill (broken glass)
7.03 Clean & Sterile Technique
7.04 Cleaning & Disinfecting Equipment
7.05 Hand Hygiene
   How to Hand Rub
   How to Hand Wash
7.06 Infested & Unsanitary Homes (fleas, cockroaches, bedbugs)
7.07 Organisms: Clostridium difficile
7.08 Organisms: Lice, Body/Public
7.09 Organisms: Lice, Head
7.10 Organisms: Multi-drug Resistant Organisms (MRSA, VRE, VISA, VRSA)
7.11 Organisms: Scabies
7.12 Organisms: Tuberculosis
7.13 Program (prevention, control)
7.14 Program: HAI Surveillance
7.15 Program: Risk Assessment (3 page addendum)
7.16 Standard Precautions (respiratory, PPE, sharps)
   Sequence for Donning PPE
   Sequence for Removing PPE
7.17 Transmission Precautions (airborne, droplet, contact)
7.18 Visit-Generated Waste (general, medical, sharps, patient ed)
   Protect Yourself: Protect others

Related Procedures
   Genitourinary System: Specimen Collection: Indwelling Catheter
   Genitourinary System: Specimen Collection: Ostomy
   Immune System: Neutropenic Precautions
   Infusion Therapy: Central Line: Blood Draws & Cultures
   Labs & Specimens (Entire section from Blood Cultures to Transporting Specimens)
Section 8: Infusion Therapy

Procedure Title
8.01 Anaphlaxis & First Dose Procedure
8.02 Central Line: Occlusion & TPA
8.03 Central Line: Repair
8.04 Central Line Type: Implanted Port: (Assessment, Accessing)
8.05 Central Line Type: Non-Tunneled: (Assessment, Site Care, Flushing, Removal)
8.06 Central Line Type: PICC: (Assessment, Site Care, Flushing, Removal)
8.07 Central Line Type: Tunneled: (Assessment, Site Care, Flushing, Cap Change)
8.08 Epidural Line
8.09 Factor Administration
8.10 Hemodialysis Line
8.11 Infiltration & Extravasation
8.12 Infusion: Medication Administration: (Assessment, Set Up, Administration Monitoring)
8.13 Infusion Therapy: Patient Controlled Analgesia (PCA)
8.14 Infusion Therapy: TPN
8.15 Med: Inotropic
8.16 Med: Chemotherapeutic Agents
8.17 Med: Immune Globulin
8.18 Mid Line Catheter (Insertion, Management, removal)
8.19 Peripheral Line: (Insertion and Maintenance)
8.20 Subcutaneous Infusion: Hypodermacylisis
8.21 Subcutaneous Infusion: Initiation and Maintenance

Related Procedures
Medications: Route: IV Push

Section 9: Labs and Specimens

Procedure Title
9.01 Blood: Culture (syringe & adapter methods)
9.02 Blood: Capillary/Fingerstick (capillary tubes)
9.03 Blood: Venipuncture (vacutainer, needle/syringe, blood tube sequence)
   Addendum A BD Vacutainer Order of Draw
9.04 Nose/Throat
9.05 PT/INR Point-of-Care Testing
9.06 Requisitions & Transportation (labeling)
9.07 Sputum
9.08 Stool
9.09 Urine (routine, culture)
9.10 Vaginal
9.11 Wound (Z-stroke, Levine)

**Related Procedures**
- Endocrine System – Blood Glucose Testing
- Genitourinary System – Catheter: Indwelling: Specimen Collection
- Genitourinary System – Ostomy: Specimen Collection
- Infusion Therapy – Central Line: Blood Draws and Cultures
- Pediatrics – Capillary Blood Samples

**Section 10: Lymphatic System**

**Procedure Title**

10.01 Intermittent Pneumatic Pump
10.02 Lymphedema Care

**Section 11: Medications**

**Procedure Title**

11.01 Administration Essentials (6 rights, error prevention)
11.02 Ampules and Vials (filter needle, powdered med)
11.03 Assessment (comprehensive, routine visit)
11.04 Disposal (pills, liquids, patches)
11.05 Documentation/Orders
   - Addendum A: List of Error Prone Abbreviations
11.06 Errors
11.07 Investigational Drugs
11.08 Reconciliation
11.09 Route: Ear
11.10 Route: Enteral
11.11 Route: Eye
11.12 Route: Injection: Intradermal
11.13 Route: Injection: Subcutaneous
11.14 Route: Injection: Intramuscular
11.15 Route: IV Push
11.16 Route: Oral (sublingual, buccal)
11.17 Route: Rectal
11.18 Route: Topical
11.19 Route: Vaginal

**Related Procedures**
Infusion Therapy: Implanted Port
Infusion Therapy: Intravenous Infusion
Respiratory: Metered Dose Inhaler
Respiratory: Nebulizer
Respiratory: Oxygen

Section 12: Mental Health
12.01 Assessment: Dementia
   Addendum A: Minicog
12.02 Assessment: Depression
   Addendum B: Geriatric Depression Scale
   Addendum C: PHQ-9
12.03 Assessment: Suicide Risk
   Addendum D: SAD PERSONS Scale
12.04 Suicide Risk Management
   Addendum E: Weill-Cornell Suicide Risk Spectrum

Related Procedures
Safety - Visit Safety

Section 13: Mobility and Transfers
Procedure Title
13.01 Ambulation: Cane
13.02 Ambulation: Crutches
13.03 Ambulation: Walker
13.04 Bed Mobility
13.05 Body Mechanics (clinician)
13.06 Gait/Transfer Belt
13.07 Safe Patient Handling (clinician guidelines)
13.08 Transfer: Manual Lift (bed, chair)
13.09 Transfer: Mechanical Lift (Hoyer)
13.10 Transfer: Side-to-Side (sliding board, bed, chair, car)
13.11 Transfer: Stand-Pivot (bed, chair, car)

Section 14: Musculoskeletal System
Procedure Title
14.01 Amputation: Residual Limb Care
14.02 Assessment: Gross Muscle Testing
14.03 Assessment: Posture
14.04 Cast Care
14.05 Compression Fractures (prevention)
14.06 Constant Passive Motion Machine (CPM)
14.07 Exercises: Range of Motion (active/assisted active/passive)
    Addendum A: Pictures of ROM exercises
14.08 Exercises: Balance/Weight Bearing
14.09 Exercises: Resistive
14.10 Exercises: Stretching
14.11 Joint Precautions
14.12 Spinal Precautions
14.13 Traction

**Related Procedures**
- Mobility & Transfers: Body Mechanics
- Personal Care: Comfort: Positioning (includes preventing contractures)
- Personal Care: Dressing: Prosthesis
- Personal Care: Dressing: Brace

**Section 15: Nervous System**
**Procedure Title**
15.01 Assessment: Neurologic
15.02 Assessment: Vision
15.03 Eye Irrigation
15.04 Precautions: Aspiration
15.05 Precautions: Seizure

**Related Procedures**
- Pain Management Section

**Section 16: Nutrition**
**Procedure Title**
16.01 Assessment: Hydration
16.02 Assessment: Nutrition
    Addendum A: Determine Your Nutritional Health
16.03 Carbohydrate Counting (Diabetes)
16.04 High Carbohydrate/Fat (COPD, increase weight)
16.05 High Fiber (Constipation)
16.06 Low Fat/Cholesterol (Cardiac)
16.07 Low Sodium (Cardiac)
16.08 Plate Method (Healthy Eating, Diabetes)
16.09 Renal Diet (Renal disease)
16.10 Weight Reduction
16.11 Wound Healing Diet

**Related Procedures:**
Digestive System: Enteral Feedings

**Section 17: Pain Management**

**Procedure Title**
17.01 Assessment: Screening & Comprehensive
   Addendum A: DoD/VA Pain Scale
17.02 Complimentary Therapy: Breathing & Relaxation
17.03 Complimentary Therapy: Guided Imagery & Visualization
17.04 Management of Chronic Pain
17.05 Management of Elderly Patients
17.06 Management with Medications
   Addendum B: Types of Pain (somatic, visceral, neuropathic)
   Addendum C: Equianalgesic Pain Chart

**Section 18: Patient Education**

**Procedure Title**
18.01 Assessment of Learning Needs (learner, prioritizing)
18.02 Evaluation of Learning (teach-back, return demo, behavior)
18.03 Goal Setting with Patients (long-term, "smart goals," action plans)
   Addendum A: Plan Your Goal
18.04 Health coaching (changing behavior)
   Addendum B: Stages of Change Table
18.05 Motivational interviewing (increasing motivation & confidence)
   Addendum C: Motivation-Confidence Ruler
18.06 Topic: Advanced Directives (starting conversation)
18.07 Topic: Personal Health Record

**Section 19: Pediatrics**

**Procedure Title**
19.01 Capillary Blood Specimen
19.02 Cast Care
19.03 Central Venous Catheter: Drawing Blood
19.04 Central Venous Catheter: Flushing
19.05 Central Venous Catheter: Infusion Therapy
19.06 Digestive System: Colostomy
19.07 Digestive System: Gastrostomy Tube
19.08 Digestive System: Gastronomy Tube Feeding
19.09 Digestive System: Jejunostomy Tube
19.10 Infusion: Implantable Vascular Access
19.11 Infusion: Peripheral Line
19.12 Measurement: Blood Pressure: Child
19.13 Measurement: Blood Pressure: Infant
19.14 Measurement: Height & Weight
   Addendum A: Height/Weight – Girls: Birth to 24 Months
   Addendum B: Height/Weight – Girls: 2 to 20 Years
   Addendum C: Height/Weight – Boys: Birth to 24 Months
   Addendum D: Height/Weight – Boys: 2 to 20 Years
19.15 Measurement: Pulse Oximetry
19.16 Measurement: Temperature
19.17 Medication Calculation
19.18 Medication Route: Ear
19.19 Medication Route: Eye
19.20 Medication Route: Inhaled/MDI with Spacer
19.21 Medication Route: Inhaled/Nebulizer
19.22 Medication Route: Intramuscular Injection: Infant
19.23 Medication Route: Intramuscular Injection: Toddlers/School Age Children
19.24 Medication Route: Oral Medication
19.25 Medication Route: Subcutaneous Injection
19.26 Medication: Scopolamine Patch
19.27 Medication: Synagis
19.28 Respiratory System: Diaphragmatic/Phrenic Nerve Stimulation
19.29 Respiratory System: High Frequency Chest Wall Oscillation
19.30 Respiratory System: Percussion and Postural Drainage
19.31 Respiratory System: Suctioning: Naso-oropharyngeal
19.32 Respiratory System: Suctioning: Tracheostomy
19.33 Respiratory System: Tracheostomy Tie Change
19.34 Respiratory System: Tracheostomy Tube Change
19.35 Respiratory System: Ventilator Weaning

Related Procedures
Procedures that are the same in adults and children are found in the Systems section of the Manual

Section 20: Personal Care

Procedure Title

20.01 Bathing: Bed Bath
20.02 Bathing: Self-Help at Skin/Basin
20.03 Bathing: Shower
20.04 Bathing: Tub (transfer bench, shower chair)
20.05 Comfort: Back Rub
20.06 Comfort: Positioning (contracture/ulcer prevention, supine, lateral, prone, sitting)
20.07 Comfort: Sitz Bath
20.08 Comfort: Skin Care (ulcer prevention; after bath/toileting/transferring)
20.09 Dressing: Brace (donning, removing)
20.10 Dressing: Clothes
20.11 Dressing: Prosthesis (donning, removing)
20.12 Eating: Feeding
20.13 Grooming: Foot Care
20.14 Grooming: Nail Care (finger nails, toe nails)
20.15 Grooming: Oral Hygiene (dentures)
20.16 Grooming: Shampooing
20.17 Grooming: Shaving
20.18 IADL: Changing Occupied Bed
20.19 IADL: Laundry
20.20 IADL: Meal Preparation
20.21 IADL: Shopping
20.22 Measurement: Vital Signs
20.23 Measurement: Weight
20.24 Toileting: Bed Pan and Urinal
20.25 Transferring: Gait Belt
20.26 Transferring: Mechanical Lift (Hoyer)

Related Procedures
Genitourinary: Catheter Care
Genitourinary: Incontinence: Pessary
Musculoskeletal: Amputation: Residual Limb Care
Musculoskeletal: Exercises: Range of Motion

Section 21: Preventive Care and Immunizations

Procedure Title
21.01 Biometric Screening Clinic (BMI, cholesterol, glucose, BP)
21.02 Immunization Schedule for Adults
21.03 Vaccine: Influenza: Home (transportation)
21.04 Vaccine: Influenza: Flu Clinic
21.05 Vaccine: Pneumonia
   Addendum A: Pneumonia
21.06 Vaccine: Shingles
21.07 Vaccine: Tetanus/Diphtheria/Pertussis

Related Procedures
Endocrine System: Blood Glucose Testing
Infusion Therapy: Anaphylaxis & First Dose Procedure
Labs & Specimens: Fingerstick
Medications: Ampules & Vials
Medications: Injection: Subcutaneous
Medications: Injection: Intramuscular

Section 22: Respiratory System
22.01 Breathing & Coughing Techniques (pursed lip, diaphragmatic, huff, SOS)
22.02 Chest PT (postural drainage, percussion, vibration)
22.03 Chest Tube: One Way Valve (Heimlich, dressing change)
22.04 Chest Tube: Pleural Catheter (draining, site care)
22.05 Cleaning/Disinfecting Respiratory Devices/Equipment
22.06 Device: Incentive Spirometer
22.07 Device: Metered Dose Inhaler
22.08 Device: Nebulizer
22.09 Device: Peak Flow Meter
22.10 Oxygen Therapy (delivery methods)
22.11 Pulse Oximetry
22.12 Tracheostomy: Accidental Extubation
22.13 Tracheostomy: Routine Care
22.14 Tracheostomy: Suctioning
22.15 Tracheostomy: Tube Change
22.16 Ventilator-Dependent Patient

Related Procedures
Nervous System: Aspiration Precautions
Hospice/Palliative Care: Symptom Management: Dyspnea
Infection Control: Tuberculosis
Infection Control: Transmission Precautions
Infection Control: Visit-Generated Waste
Labs & Specimens: Nose & Throat
Labs & Specimens: Sputum
Nutrition: High Carbohydrate/Fat (COPD)
Pediatric: Percussion/Postural Drainage
Pediatric: Suctioning
Pediatric: Tracheostomy Care
Pediatric: Ventilator Weaning

Section 23: Safety
23.01 Abuse and Neglect Assessment
23.02 Communication with Physician: Parameters
23.03 Communication with Physician: SBAR
   Addendum A: SBAR Script
23.04 Death (Unexpected) In the Home
23.05 Falls Precautions
23.06 Fall Risk Assessment
23.07 Fire Safety
   Addendum B: Fire Safety Checklist
23.08 Language Barrier
23.09 Latex Allergy
   Addendum C: Medical Supplies with Lasix
23.10 Oxygen Safety (fire prevention)
23.11 Pet Problems (clinician safety)
23.12 Restraints
23.13 Visit Safety

Related Procedures
Mobility & Transfers: Body Mechanics
Mobility & Transfers: Safe Patient Handling

Section 24: Skin and Wound Care System
Procedure Title
24.01 Assessment: Pressure Ulcer Risk/Prevention
   Addendum A: Braden Scale
   Addendum B: Protocols by Risk
24.02 Assessment: Wound (all wound types, contributing factors)
Addendum C: Leg Ulcers
Addendum D: Pressure Ulcer Stages

24.03 Basic Wound Care: Cleansing/Irrigation
24.04 Basic Wound Care: Dressing Application
24.05 Basic Wound Care: Packing
24.06 Basic Wound Care: Solutions: Home Preparation (normal saline, Dakin’s, acetic acid solution)
24.07 Basic Wound Care: Transparent Film
24.08 Debridement: Autolytic and Enzymatic (scoring)
24.09 Debridement: Conservative Sharp
24.10 Debridement: Silver Nitrate
24.11 Skin Care: Moist Compress
24.12 Wound Closure: Staples/Clips Removal
24.13 Wound Closure: Butterfly/Steri-Strips
24.14 Wound Closure: Suture Removal
24.15 Wound Device: Drains (JP, Hemovac)
24.16 Wound Device: Montgomery Straps
24.17 Wound Device: Negative Pressure Wound Therapy (VAC)
24.18 Wound Device: Pin-Care/External Fixators
24.19 Wound Device: Pouch for Drainage
24.20 Wound Type: Pressure Ulcer: Deep Tissue Injury
24.21 Wound Type: Pressure Ulcer: Stage I
24.22 Wound Type: Pressure Ulcer: Stage II
24.23 Wound Type: Pressure Ulcer: Stage III & IV
24.24 Wound Type: Pressure Ulcer: Unstageable
24.25 Wound Type: Skin Tears
24.26 Wound Type: Stasis Ulcers: Ankle Brachial Index
24.27 Wound Type: Stasis Ulcers: Multilayered Compression Bandage System
24.28 Wound Type: Stasis Ulcers: Unna Boot Compression Dressing

Related Procedures:
- Infection Control: Cleaning & Disinfecting Equipment
- Infection Control: Organisms: Lice, Scabies
- Infection Control: Visit Generated Waste
- Labs & Specimens: Culture: Wound

Section 25: Telehealth Technology
Procedure Title
25.01 Assessment: Patient/Home Appropriateness
25.02 Equipment: Installation
25.03 Equipment: Inventory and Management
25.04 Equipment: Post Use (cleaning, tracking)
25.05 Patient Visits: In Home
25.06 Patient Visits: Remote
25.07 Physician Orders and Communication