More than 300 clinical procedures to ensure high-quality and consistent care delivery for home health and hospice patients.
Introduction

The Visiting Nurse Associations of America (VNAA) is pleased to present the 19th Edition of the Clinical Procedure Manual (CPM). The CPM was initially developed in 1986. It was later reviewed and revised for national distribution with the first publication edition in 1991 by the Standards Committee of the VNAA. This manual represents early efforts by the Coalition of Nurse Association/Services of Southern California and biennial reviews, additions, edits and updates by the VNAA Expert Clinical Review Panel.

The VNAA Clinical Procedure Manual is reviewed on an ongoing basis to ensure the accuracy of its content for all home healthcare staff caring for patients at home. The VNAA conducts this review process utilizing professional clinical experts with a variety of home care experience, including but not limited to: Advanced Practice Nurses, infusion certified nurses, wound/ostomy/continence specialists, certified diabetes educators, certified infection control nurses, physical and occupational therapists, primary care providers and registered dietician-nutritionists.

In order to keep pace with the changes and improvements in home health, hospice, palliative care, and other home based services, the VNAA Expert Clinical Review Panel has again reviewed and updated best practices and added screening tools, charts and tables as well as new clinical procedures. In response to revised industry practices, numerous updates and changes can be found in most sections. The CPM is transitioning from a paper-based design to a web-based design, where additional resources, helpful to performing the procedure are available via links; thus there will be advantages to purchasing and using the electronic version of the manual. The CPM includes web-accessed clinician tools, patient education resources and clinician education resources to facilitate putting the procedure into practice.

The VNAA would like to acknowledge and thank the following clinical experts who participated in the development and production of this edition. Their time and commitment to continually improving quality of care standards and their contributions have greatly enhanced the VNAA CPM.

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Publication Date November 2014

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   1. **Key Points** provides contextual information and important points to promote critical thinking and clinical judgment while preparing and performing the procedure.
   2. **Equipment** includes items clinicians should have available to perform the procedure. Supplies include hyperlink-available tools for facilitating the procedure and patient education resources related to the procedure.
   3. **After Care** highlights when to consult with the primary care provider and team members, what post-procedure patient/caregiver instructions should be provided and specific information related to performing the procedure that should be documented.
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The science of providing care is rapidly being research, published and disseminated. We recommend that manual users be mindful of emerging research, state and local regulations, regional standards of care, physician preferences, agency policies, environmental factors and patient needs and preferences that could influence how the procedure should be performed. In addition, we recommend that these procedures be considered more as "procedural guidelines" rather than as rigid protocols for each of the tasks the procedures address. In many cases, there are several ways to correctly perform a procedure and yet, the Clinical Procedure Manual seeks to provide only one way of performing each procedure. The patient's condition, preferences, environment and situation may require the clinician to modify procedural steps. Clinical judgment is a crucial element in performing many procedures.

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Related Procedures

Many procedures are the same for children and adults. Check procedures throughout this manual for other procedures performed on children. Many of these procedures include norms and adaptations for infants and children.

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- Infection Control: Cleaning & Disinfecting Equipment
- Infection Control: Organisms: Multi-Drug Resistant Organisms
- Infection Control: Standard and Transmission Precautions
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Diabetic Foot Screen for Loss of Protective Sensation
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Handle with Care: How to Throw Out Used Insulin Syringes and Lancets at Home
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Protect Yourself, Protect Others
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Bladder Retraining Diary
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Continent Urostomy Guide
Non-surgical Treatments for Urinary Incontinence
Sexuality in Later Life
Urostomy Guide

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FICA Spiritual Assessment Tool
McGill Pain Questionnaire – Short Form
Memorial Symptom Assessment Scale
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Modified Borg Scale
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Pain Management Guidelines/Equianalgesic Chart
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Bed Bug Fact Sheet
Do's and Don'ts: Safe Disposal of Needles and Other Sharps Used at Home
Generalized Anxiety Disorder 7-item (GAD-7) scale
Guidance for the Selection and Use of Personal Protective Equipment (PPE) in Healthcare Settings
FAQs about “MRSA”
How to Hand Rub
How to Hand Wash
Infection Prevention Program Risk Assessment Grid
PHQ-9* Questionnaire for Depression Scoring and Interpretation Guide
Protect Yourself, Protect Others
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SECTION 8: Infusion Therapy
Principles of Pain Management: Adult Guide

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Bottle Feeding like Breastfeeding
Boys: Head Circumference for Age
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Breastfeeding Moms Survival Guide for the First Two Weeks
Calming a Crying (Breastfeeding) Newborn
Car Seat Checkup
Car Seat Safety Tips
Edinburgh Postnatal Depression Scale (EPDS)
Engorgement
Fetal Movement Counts
Frequently Asked Questions
Girls: Length and Weight for Age Percentiles
Girls: Head Circumference for Age
Hand Expression
Handwashing
Handwashing: A Family Activity
Immunization Schedule
Living Smoke Free
Motivational Interviewing
Plugged Duct and Mastitis
Positioning and Mother-Led Latch-On
Positive Parenting Tips

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Selecting a Breast Pump
Simple Steps to Protect Your Child from Lead
Sleep Safe for Your Baby (English)
Sleep Safe for Your Baby (Spanish)
Sleep Safety Tips
Sore Nipples
Storage and Handling of Breast Milk
The Newest Vital Sign
Tips for Raising Healthy and Safe Kids
Your Guide to Breastfeeding
When to Call a Lactation Consultant
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2012 American Geriatrics Society: Updated Beers Criteria
Clinical Training: Medication Reconciliation
How to Dispose of Medicines Properly
How-to Guide: Prevent Adverse Drug Events by Implementing Medication Reconciliation
Medication Discrepancy Tool
Medications at Transitions and Clinical Handoffs (MATCH) Toolkit for Medication Reconciliation
Modified Morisky Scale
Ten Medications Older Adults Should Avoid or Use with Caution
Tips for Conducting a Patient Medication Interview

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Depression: What You Need to Know
Essentials for Depression Screening and Assessment in Primary Care
Generalized Anxiety Disorder 7-item (GAD-7) scale
Geriatric Depression Scale (short form)
Healthy Aging Brain Care Monitor (HABC-M)
Mini-Cog Test
Pain Assessment Checklist for Seniors with Limited Ability to Communicate (PACSLAC)
Pain Assessment in Advanced Dementia (PAINAD)
PHQ-9* Questionnaire for Depression Scoring and Interpretation Guide
Self-Care Action Plan for Depression
SAD PERSONS Scale
Weill Cornell Suicide Risk Spectrum

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Home Healthcare Workers: How to Prevent Musculoskeletal Disorders
Occupational Hazards in Home Healthcare

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Exercise Illustrations
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6 Tips to Cut Sodium
30 My Plate Steps to a Healthier You
Calorie Balance

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Carbohydrate Counting
COPD Diet
Determine Your Nutritional Health
Eat the My Plate Way
Kidney Disease Diet
My Plate Method
Nutrition Facts Label: How to Read It
Sodium Tracking Worksheet
Weight Reduction Diet
What's My Plate All About
Wound Healing Diet

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Checklist of Non-Verbal Pain Indicators (CNPI)
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FACES-Rev Scale
FLAAC
Numeric Rating Scale
Pain Assessment in Advanced Dementia (PAINAD)
Pain Assessment Checklist for Seniors with Limited Ability to Communicate (PACSLAC)
Pain Management Guidelines
Principles of Pain Management: Adult Guide
Types of Pain
Verbal Descriptor and Visual Analog Scales
World Health Organization’s Cancer Pain Ladder

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Chronic Disease Self Efficacy Scales
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Wong-Baker FACES

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A Home Fall Prevention Checklist for Older Adults
AGS/BGS Clinical Practice Guideline: Prevention of Falls in Older Persons
Berg Balance Test
Best practice intervention package: Fall prevention
Dog Bite Prevention
Elder Abuse Factsheet
Fall Prevention Medication Review Checklist
Falls and Vision Loss
Fire Prevention and Safety Checklist
Fire Safe Seniors: How to Prevent Fires in Your Home
Gerontological Environmental Modifications Assessment
Guidelines for Use of Medical Interpreter Services
Healthy Aging Brain Care Monitor (HABC-M)
Healthy Moves for Aging Well
Healthy Moves for Aging Well: Advanced Movements
Home Fall Safety Assessment
Home Healthcare Workers: How to Prevent Driving-Related Injuries
Home Healthcare Workers: How to Prevent Latex Allergies
Home Healthcare Workers: How to Prevent Musculoskeletal Disorders
Home Healthcare Workers: How to Prevent Violence on the Job
Home Health Services Safety Check List Pre-Contract
Home Oxygen Fire Safety
Home Safety Assessment (short)
Household Safety Checklist
Improve Your Balance in 10 Minutes a Day
Latex Allergy Checklist
MAHC 10 - Fall Risk Assessment Tool
Mini-Cog Test
Occupational Hazards in Home Healthcare
Orthostatic hypotension
Pain Assessment in Advanced Dementia (PAINAD)
Preventing Falls at Home
Safe Patient Handling Training
SBAR Communication
Scald Prevention: Safety Tips
Smoking and Home Oxygen Systems
Timed Up and Go (TUG) Test
Tinetti Balance Assessment Tool
What Is Child Abuse and Neglect?
What You Can Do to Prevent Falls

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Pressure Ulcer: Prevention and Treatment Strategies
Quick Assessment of Leg Ulcers
STAR Skin Tear Classification System
WOCN Guidance on OASIS-C1 Integumentary Items: Best Practices for Clinicians
Wound Healing Diet

SECTION 26: Telehealth Technology
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