

PERFORMANCE CHECKLIST

Name _____

Administering Cleansing Enema

To be completed by instructor during observation of 100%, unassisted mastery of procedure. Date and sign below. Skill mastery must be demonstrated prior to direct patient contact.

Equipment: Enema container with tubing and clamp, bedpan and cover, incontinence pad, lubricant, toilet tissue, disposable gloves, graduate containing prepared enema solution at 105F, paper towel, bath thermometer, bath blanket or equivalent, appropriate waste receptacle

Note: Gloves may need to be removed and hands washed more times than listed in skill if contamination occurs.

- _____ 1. Receive directions from supervisor.
- _____ 2. Assemble equipment.
- _____ 3. Knock before entering room.
- _____ 4. Greet and identify resident.
- _____ 5. State your name and title.
_____ Provide privacy.
- _____ 6. Explain procedure and obtain permission.
- _____ 7. If able to expel enema in bathroom, make sure bathroom will be unoccupied and that footwear is readily available.
- _____ 8. Wash hands.
_____ Place IV pole beside bed as needed.
- _____ 9. Close clamp on tubing and fill enema container with correct amount of water **no warmer than 105 degrees**. Open clamp, expel air in tubing by filling with solution and close clamp.
- _____ 10. Hang bag on IV pole.
- _____ 11. Provide for resident safety and raise bed to best level for body mechanics.
- _____ 12. Put on gloves.
- _____ 13. Cover resident with bath blanket or equivalent and fanfold top linen to bottom of bed.
- _____ 14. Place incontinence pads under buttocks and bedpan within reach.
- _____ 15. Place resident in Sim's position. Provide for resident safety if unable to turn alone.
- _____ 16. Lower underwear as needed to expose anus.
_____ Put lubricant on paper towel and lubricate 6 inches of tubing.
- _____ 17. Ask to take deep breath and gently insert lubricated tube into rectum 2-4 inches. Stop if pain or resistance.

- _____ 18. Hold enema container approximately 12 inches above anus or at height which allows solution to flow in **very slowly** and open clamp. Ask to take slow, deep breaths and to report any **cramping, nausea, sweating or feeling of faintness**.
- _____ 19. Encourage to take all of solution ordered, but clamp tube immediately if any symptoms other than feeling of fullness or urge to defecate, occurs. **Put on call signal for help if nausea, sweating and feeling of faintness occur.**
- _____ 20. Slowly and gently remove tube from rectum and wrap in paper towel.
- _____ 21. Assist resident onto bedpan or into bathroom, helping to put on robe and slippers. Remove gloves and wash hands as needed.
- _____ 22. Place toilet tissue and call light within reach if on bedpan. Provide for resident safety.
- _____ 23. If in bathroom, ask not to flush toilet when finished.
- _____ 24. Stay in room if cannot safely be left alone. Dispose of enema bag in appropriate waste receptacle.
- _____ 25. Put on gloves and assist to clean genital area, if indicated. Remove gloves and wash hands.
- _____ 26. If resident is on bedpan, put on gloves, assist to clean genital area, remove bedpan, cover, provide for resident safety, take bedpan to bathroom and clean. Remove gloves and wash hands.
- _____ 27. Note amount, color, odor and consistency of stool and how enema was tolerated.
- _____ 28. Assist to wash hands as needed.
- _____ 29. Put on gloves, remove incontinence pads, and put in waste receptacle.
- _____ 30. Lower bed and provide for resident safety.
- _____ 31. Clean area and equipment as needed.
- _____ 32. Remove gloves and wash hands.
- _____ 33. Provide for comfort with call signal in reach.
- _____ 34. Record actions and report abnormal observations to supervisor.

Pass _____ Instructor's Signature _____ Date _____

The above signature attests that the evaluator did not prompt, give hints, or otherwise assist the individual in the performance of the skills, or allow the individual to study the skill after selection or before demonstration when the individual was being tested for competency. 2005

