



<b>Client's Name:</b>
<b>PHIN:</b>
<b>Resource Coordinator:</b>
<b>Office Location:</b>

<b>HOME CARE ATTENDANT ASSIGNMENT TRAINING RECORD - Oral Suctioning</b>			
HCA Name: _____			
Date Trained: _____			
<b>Steps to review with Home Care Attendant</b>	<b>Met</b>	<b>Not Met</b>	<b>Comments</b>
1. Wash hands.			
2. Gather supplies: cup with water, Yaunker suction catheter attached to suctioning machine, towel or waterproof pad.			
3. Client should be in a sitting position.			
4. Wash hands and apply disposable gloves.			
5. Connect one end of connecting tubing to suction machine and other end to Yaunker suction catheter. Turn on suction machine, set vacuum regulator to appropriate setting.			
6. Check that suction machine is functioning properly by placing tip of catheter in water and suction small amount from cup.			
7. Insert catheter into mouth along gum line to back molars. Move catheter around mouth until secretions have cleared.			
8. Encourage client to cough.			
9. Rinse catheter with water in cup until connecting tubing is clear of secretions. Turn off suction. Place catheter in clean dry area.			
10. Wash client's face if secretions are present on client's skin.			
11. Repeat procedure if needed.			
12. Remove towel or waterproof pad.			
13. Remove disposable gloves and discard.			
14. Wash hands.			
15. Reposition client for comfort. Place in side-lying position to encourage drainage if client has decreased level of consciousness.			
16. Document correctly on the Home Care Treatment/Care Plan Activity Assignment Record – Home Care Attendant.			

Nurse Signature: \_\_\_\_\_

Home Care Attendant Signature: \_\_\_\_\_

**FORWARD TO NURSE EDUCATOR – CLIENT SPECIFIC SERVICES WITHIN 24-48 HOURS**

Procura Entry Completed

Reviewed by: \_\_\_\_\_