

GILLIAN JOHNSTON



NURSES BOARD

*NURSES ACTS*



PROCEDURE BOOK

STUDENT NURSE



1. The chart will be filled in by the Sister Tutor in the Training School and by Sisters in the wards or departments.
2. Entries in the "Ward" columns will be initialled by the Sister who supervises the work.
3. If it is desired, comments may be placed in the "Remarks" column, e.g., "Has done this work particularly well"; "Is not yet confident in this work"; "Cannot do a simple dressing satisfactorily yet," etc.
4. Each entry in the "Remarks" column will be initialled and dated by the Sister making it.
5. Each pupil nurse will be responsible for taking her/his chart with her/him to a new ward or hospital as the case may be.
6. Procedure Books will be available at any time for inspection by Matron, Nursing Supervisor or Sister Tutor.
7. Procedure Books will be taken to lectures and demonstrations given by the Sister Tutor.
8. Marking Code:—
  - D. . . . . Demonstrated.
  - P. . . . . Practised in Classroom.
  - S. . . . . Practised under supervision in the wards.
  - ✓ . . . . . Proficient.

Procedure Books must be taken to the Practical and Oral Sections of the First Professional and State Final Examinations for presentation to Examiners if required.



DATE AND PERIOD OF DUTY

NURSING PROCEDURE	PRELIM. SCHOOL	CLASS ROOM	WARD	WARD	WARD	WARD	WARD	WARD	WARD	N.D. WARD REL. NO. 2	WARD	WARD	Wd.	Wd.	Wd.	Wd.	Wd.	Wd.	OUT-PATIENT DEPT.	OPERAT. THEATRE
			8	5	7	1	3	6	5	7	2	1	5	3	2	5				
Admission of a Hospital Patient	D	P	S	S	S	S	0	S												
Anaesthetic Tray—Prep. for General																				✓
„ „ Intravenous																				✓
„ „ Local																				✓
„ „ Rectal																				
„ „ Spinal																				✓
Antrum Washout																				
Artificial Feeding																				
Continuous Intra-Gastric Drip																				
Gastrostomy																				
Nasal																				
Oesophageal																				
Rectal	D	P																		
Bandaging	D	P			✓	✓														✓
Barrier Nursing	D			S	S	✓		✓	✓											✓
Baths—Hot and Cold In Bathroom						✓		✓	✓											
In Bed	D	P	S			✓		✓	✓		✓									
Medicated	D																			
Local																				
Radiant Heat																				
Bedmaking—Occupied	D	P	S	S	✓	✓	S	✓			✓									
Unoccupied	D	P	S	S	✓	✓	S	✓			✓									✓

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DATE AND PERIOD OF DUTY

NURSING PROCEDURE	PRELIM. SCHOOL	CLASS ROOM	WARD	WARD	WARD	WARD	WARD	WARD	WARD	WARD	N.D. WARD	D.P.	WARD	W.P.	N.P.	W.P.	W.D.	W.D.	OUT-PATIENT DEPT.	OPERAT. THEATRE
			8	5	7	1	2	6	5	2	7		2	3	2	5				
Catherization Female	D					S	✓				✓	✓								✓
Male	D												S.					✓		
Charts—														✓	✓	✓	✓	✓		
Fluid Balance	D P		S.	✓	S	✓	✓				✓	✓								
Diet								✓									✓			
Sputum										✓							✓			
Temperature	D P														✓		✓			
Pulse	D P														✓		✓			
Respiration	D P														✓		✓			
Urinary Output	D P			S	✓	S	✓	✓			✓	✓					✓		✓	
Cleansing— Bathroom			S	✓	S	✓	S	✓	✓	✓							✓			
Dusting Ward	D P		S	✓	S	✓	S	✓	✓	✓							✓		✓	
Enamel & Stainless Steel	D P			S	✓	S	✓	S	✓	✓	✓	✓					✓		✓	
Lavatory & Pan Room	D		S	✓	S	✓	S	✓	✓	✓	✓	✓					✓		✓	
Sterilizer	D P			S	✓	S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sterilizing Room	D					S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Ward Furniture	D P				S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cold Applications— Ice Bag																				
Starch Poultice																				
Counter-Irritants— Linseed Poultice																				NOT DONE
Medical Fomentation	D P												✓							
Mustard Paste													✓							
Mustard Plaster													✓							
Plastine	D P			S	✓	S	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	
Scott's Dressing																				
Turpentine Stupe																				
Discharge of Patient from Hospital	D		S	✓	S	✓	S	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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DATE AND PERIOD OF DUTY

NURSING PROCEDURE	PRELIM. SCHOOL		CLASS ROOM	WARD 8	WARD 5	WARD 7	WARD 1	WARD 3	WARD 6	WARD 5	NO. WARD NO. 2	WARD 7	WARD 8	WARD 9	N.D. W.D. 3	W.D. 3	W.D. 2	W.D. 5	OUT-PATIENT DEPT.	OPERAT. THEATRE
	Disinfection—																			
Air-cushions	D	P			S	✓	S	✓		✓		✓	✓	✓	✓	✓	✓	✓		
Blankets	D	P			S	✓			✓	✓		✓	✓	✓	✓	✓	✓	✓		
Clothing	D	P																		
Excreta	D	P										✓	✓	✓	✓	✓	✓	✓		
Feeding Utensils	D	P			S	✓	S	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		
Linen	D	P		S	✓	S	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓		
Mackintosh Goods	D	P							✓	✓		✓	✓	✓	✓	✓	✓	✓		
Mattresses	D			S	✓	S	✓		✓	✓		✓	✓	✓	✓	✓	✓	✓		
Patient	D											✓	✓	✓	✓	✓	✓	✓		
Pillows	D				S	✓			✓	✓		✓	✓	✓	✓	✓	✓	✓		
Room and Contents	D	P							✓	✓		✓	✓	✓	✓	✓	✓	✓		
Secretions	D											✓	✓	✓	✓	✓	✓	✓		
Dressings—							S					✓	✓	✓	✓	✓	✓	✓		✓
Drainage Tubes, Care of										✓		✓	✓	✓	✓	✓	✓	✓		
Colostomy				S	✓				✓	✓		✓	✓	✓	✓	✓	✓	✓		
Disposal of Soiled						S			✓	✓		✓	✓	✓	✓	✓	✓	✓		✓
Irrigation of Cavities				S	✓				✓	✓		✓	✓	✓	✓	✓	✓	✓		✓
Packing of Cavities and Wounds				S	✓				✓	✓		✓	✓	✓	✓	✓	✓	✓		✓
Preparation for Sterilization of												✓	✓	✓	✓	✓	✓	✓		✓
Technique, Dry Dressing Team												✓	✓	✓	✓	✓	✓	✓		✓
Technique, Individual Nurse	D									✓		✓	✓	✓	✓	✓	✓	✓		✓
Drugs—Administration and Care of	D	P							✓	✓		✓	✓	✓	✓	✓	✓	✓		✓
Oral	D	P				S			✓	✓		✓	✓	✓	✓	✓	✓	✓		✓
Dangerous									✓	✓		✓	✓	✓	✓	✓	✓	✓		✓

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DATE AND PERIOD OF DUTY

NURSING PROCEDURE	PRELIM. SCHOOL	CLASS ROOM	WARD	WARD	WARD	WARD	WARD	WARD	WARD	N.D. WARD No. 2.	WARD	P.	Red	N.D. Wds	Wd.	S.				OUT-PATIENT DEPT.	OPERAT. THEATRE
			8	5	7	1	3	6	5	7	8	3	5								
Ears—																					
Instillation of Drops										✓	✓		✓		✓	✓					✓
Preparation for Examination																					✓
Syringing																					✓
Toilet																					
Enemata—Preparation and Administration of	D	P	S	✓	S	✓	S	✓	S	✓	✓		✓								✓
Glycerine	D	P	S	✓	S	✓	S	✓	S	✓	✓		✓								✓
Magnesium Sulphate	D												✓								
Milk and Treacle	D	P																			
Olive Oil	D																				
Sedative	D																				
Soap and Water	D	P	S	✓	S	✓	S	✓	S	✓	✓		✓								✓
Evaporating Lotion—																					
Application of																					
Eyes—																					
Application of Heat																					✓
Application of Ointment																					✓
Bathing and Care of	D				S	✓					✓		✓								✓
Instillation of Drops	D				S	✓					✓		✓								✓
Fainting—																					
Treatment of	D																				
Fomentations—																					
Surgical	D																				
Foot Drop—																					
Prevention of	D	P																			
Hands—Disinfection and Care of	D	P																			✓
Hot Water Bags—																					
Fill and Apply	D	P			S	✓	S	✓			✓		✓								✓
Use and Care of	D	P			S	✓	S	✓			✓		✓								✓
Hygiene of Patients—																					
Care of Hair, Nails	D	P	S		S	✓	S	✓			✓		✓								✓
Care of Mouth, Teeth and Dentures	D	P			S	✓	S	✓			✓		✓								✓
Washing of Hair in Bed	D	P			S	✓					✓		✓								✓

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 J.P. J. E.A.W. J.H.  
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DATE AND PERIOD OF DUTY

NURSING PROCEDURE	PRELIM. SCHOOL	CLASS ROOM	WARD	WARD	WARD	WARD	WARD	WARD	WARD	N.D. WARD	D	WARD	WARD	Red	N.D.	Wt.	Wd.			OUT-PATIENT DEPT.	OPERAT. THEATRE
			8	5	7	1	3	6	5	7		2	5	W.D.	3	2	5				
Infants—																					
Bathing of	D										✓					✓					
Care of											✓					✓					
Feeding of											✓					✓					
Weighing of											✓					✓					
Inhalations—Medicated	D P		S ✓	S ✓							✓										
Steam Inhaler	D P																				
Steam Tent	D										✓					✓					
Injections—Cleaning and Sterilizing Apparatus	D				S ✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Hypodermic	D P					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Insulin											✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Intramuscular				S ✓	S ✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Penicillin					S ✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Streptomycin					S ✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Instruments—Ward—General Care of and Cleaning	D P				S ✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Last Offices	D										✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Lavage—Gastric																					
Lifting and Making Patients Comfortable	D P		S ✓	S ✓	S ✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Liniment—Application of	D				S ✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Lotions—Breaking down and Measuring	D																				
Uses	D P															✓	✓	✓	✓		
Meals—Feeding Helpless Patients	D P		S ✓	S ✓	S ✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Preparation and Serving of	D										✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Nose—Drops											✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Examination of	D P																				D.
Irrigation of	D P																				

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DATE AND  
PERIOD OF DUTY

NURSING PROCEDURE	PRELIM. SCHOOL	CLASS ROOM	WARD	WARD	WARD	WARD	WARD	WARD	WARD	N.D. WARD	D	WARD	2	W.D.	N.D.	3	W.D.	5	OUT- PATIENT DEPT.	OPERAT. THEATRE
			8	5	7	1	3	6	5	REL. 2.	7	2	W.D.	3	2	5				
Rectal Tube— Passage of	D P									✓	✓	✓	✓	✓						✓
Reports—Writing, Giving, Receiving	D									✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Rubber Gloves— Cleaning											✓		✓	✓	✓	✓	✓	✓		✓
Repairing													✓	✓	✓	✓	✓	✓		✓
Sterilizing													✓	✓	✓	✓	✓	✓		✓
Storing													✓	✓	✓	✓	✓	✓		✓
Rubber Tubing— Cleaning	D P		S ✓			S ✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Sterilizing	D P		S ✓			S ✓		✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Storing	D P							✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Sera— Preparation																				
Administration																				
Associated Dangers																				
Shaving																				
Specimens—Collection of— Blood	D											✓	✓	✓	✓					✓
Cerebro-Spinal Fluid	D													✓	✓					✓
Faeces	D				S ✓			✓				✓		✓	✓					✓
Pus	D											✓								✓
Sputum	D											✓								✓
Throat and Nasal Swabs																				
Urine—Renal Function Tests 24 hour specimen	D																			
Vomitus	D				S															
Splints and Extensions— Preparation for Application																				

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DATE AND PERIOD OF DUTY

NURSING PROCEDURE	PRELIM. SCHOOL	CLASS ROOM	WARD	WARD	WARD	WARD	WARD	WARD	WARD	N.D. REA-2	WARD	2	Kod	N.D. W.S.	Wd. 3	Wd. R.	OUT-PATIENT DEPT.	OPERAT. THEATRE
			8	5	7	1	3	6	5	7	2	4	3	3				
Sponging for Reduction of Temperature	D								✓	✓				✓	✓	✓		
Sputum Mugs—Cleaning and Sterilizing	D P		S	✓	S	✓	✓	✓	✓	✓	✓							
Sterilization of Enamel and Stainless Steel	D P					✓	✓	✓	✓	✓	✓			✓	✓	✓		✓
Glass	D P						✓	✓	✓	✓	✓			✓	✓	✓		✓
Instruments—Blunt	D P						✓	✓	✓	✓	✓			✓	✓	✓		✓
Instruments—Sharp	D P						✓	✓	✓	✓	✓			✓	✓	✓		✓
Linen and Dressings	D R							✓			✓							✓
Lotions																		✓
Sutures and Clips—Varieties and Care of														✓	✓	✓		✓
Removal of														✓	✓	✓		✓
Temperature, Pulse, Respiration Taking and Recording	D P		S	✓	S	✓	S	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Thermometers—Care and Disinfection of	D P		S				✓	✓	✓	✓	✓			✓	✓	✓		✓
Throat—Examination of																		✓
Paints and Gargles																		
Sprays and Irrigations																		
Tracheotomy—Preparation for																		
Transfer of Patient to another Hospital	D						S	✓						✓				
to another Ward	D						S	✓		✓								
Trays—Preparation for—Artificial Pneumothorax																		
Blood Transfusion											✓	✓	✓					✓
Chest Exploration																		
Fractional Test Meal																		✓
Haemorrhoids—Injection of																		✓
Insulin											✓							✓
Intrathecal Injection																		✓
Intravenous Injections—Preparation of																		✓

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