**Nursing Orientation**

Last updated 05/25/2020

**COVID-19 and Other Illness Protocols**

*We understand that our COVID-19 protocols may seem strict, but we are intent on doing our very best to ensure the safety of the patient who is considered both medically fragile and immune-compromised. If you feel that you are unable to follow these physician-recommended protocols for in-home nursing and in-home therapies, then we respectfully ask that you refrain from entering our home.*

* Please avoid visiting/entering any stores, restaurants, and/or gas stations (any public facilities) PRIOR to working in/entering our home
* Please take off shoes and wash hands immediately upon entering
* Please wipe down bottom of shoes, cell phone, and pens (anything that you are bringing into the home to use) with disinfectant or bleach/water solution upon entering the home
* Please wipe all doorknobs and sink handles used prior to washing your hands
* Please inform parents if you have been exposed to any potential illness but are not showing signs of the illness (i.e. contact with sick family members or other sick individuals), respectfully allow parents to decide comfort level with your ten-entry into the home
* Please wear a mask while in the home (until further notice)
* Please notify parents at first sign of fever or illness (sneezing, sore throat, cough, etc.). Parents will decide comfort level of you being in the home based on your symptoms and how the patients are doing.
* If recently ill with a fever, do not return until fever free for 24-48hrs, please wear mask for several days upon returning
* If calling in sick, please contact BOTH staffing manager and parents via text or call

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**Trained Caregivers**

* Name (parents), Name (paternal grandmother), Name (paternal grandfather), Name (paternal uncle)

**History of medical problems (palliative care patient)**

**Neurological**

* diagnosis list here

**Developmental**

* diagnosis list here

**Ortho**

* diagnosis list here

**Dermatological**

* alopecia, ichthyosis, skin sensitivity,

**Genetic**

* diagnosis list here

**Code Status**

Full Code (Limited Code upon parents request only)

**Allergies**

**Skin Sensitivities**

* no perfumes, scented creams, or lotions

**Respiratory**

* smoke sensitivity, please no smoking, wear fresh clothes if you have been around smoke

**Adhesives**

* limited exposure to adhesives, check periodically for skin breakdown

**Surgical History**

* Sx history with dates listed here

**Review of current physical status**

* seizures are stable and mostly controlled with exception to nighttime and illness
* fluctuating tone/spasticity
* periodic teething issues, treat dry mouth and dry lips throughout the day
* urine retention treated with intermittent catheterization if it has been longer than 4 hours since last void
* constipation monitored and treated with MiraLAX, lactulose, suppositories, and enema (if backed up)

**Vital Signs Review**

* Average Temp: 97.4 - 98.4
* Heart Rate: 90
* Blood Pressure: 80/50
* Resting Respirations: 22
* Pulse Oximetry: while awake 100%, struggles with breathing while waking up from sleep/naps
* Neurological Status: occasional tracking with eyes and often responds to voices. When awake, tends to turn head from side to side. Respirations should be even and unlabored with no nasal flaring or grunting. Skin should be warm, pink, and dry.

**Physician Phone Numbers**

* All numbers to physicians and emergency contacts can be found hanging inside medicine cabinet

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**Medications**

**Current Medications/Location of medications**

* Current medication information list can be found on inside of kitchen “medicine cabinet”

**Review of Emergency medications**

* Emergency medications are kept in a Rescue Med Bag, refer to medication list for dosing information

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**Feedings**

*First begins between 8-8:30 every morning and follows a schedule of eating every 3 hours with a total of 4 feeds a day (8:30am, 11:30am, 3:30pm, 7:30pm). Please feed children before administering medications, they have been known to vomit if given meds on an empty stomach.*

**Our typical feeding schedule:**

* **8-8:30 am:**
* **11:30 am:**
* **2:00 pm:**
* **3:30 pm:**
* **7:30 pm:**

**Type, Route, Frequency**

* Organic Blends Formula w/ water, followed with water flush (see medication list for details)
* Route: G-button

**Joey Feeding Pump use and Maintenance**

* See medication list for pump information
* Please clean all bottles and syringes used throughout the day
* Please wipe down feeding pumps and poles daily so that spilled formula does not build up

**Special Instructions/Positioning**

* Feeding is best tolerated when in upright position, not lying flat, or at least propped up on boppy pillow
* Vent or burp after each feed
* Follow with 100ml free water after each feed

**Constipation POC**

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**Respiratory**

*Please clean and organize medical cart once a week with disinfecting wipes, refilling any supplies necessary or informing parents of supplies needed. Patient sleeps and breathe best when positioned on their side, it allows for secretions to flow out.*

**Suctioning (type, catheter size, clean vs sterile)**

* Deep suctioning required (oral and/or nasal) when struggling to get a cough cleared
* Nasal suction is recommended when patient is ill with drainage or congestion
* Re-order supplies monthly through (DME info here)

**Nebulizer treatments (setup, frequency, order, dosage)**

* Albuterol nebulizer every 4hrs when patients are ill
* Saline nebulizer when patients have excessive drainage
* Re-order when supplies are low through (DME info here)
* Do not leave patient unattended during treatment
* Be prepared to assist patient with cough via suctioning

**CPT Vest (frequency, position, technique)**

* Use every 4hrs when patient is sick, following nebulizer treatments
* Place patient on lap, in chair, or an upright position (never laying down or flat)
* Turn machine on for normal cycle (20mins)
* Do not leave patient unattended during treatment
* Be prepared to assist patient with cough via suctioning

**Vital Cough Assist (frequency, settings, position, technique)**

* Must have patient in upright seated position
* Must hold mask n place over patients nose and mouth
* Turn machine on for normal cycle (3 sets, 5 reps, 5min apart)
* Do not leave patient unattended during treatment
* Be prepared to assist patient with cough via suctioning

**Oxygen Requirements**

* PRN upon Physician recommendation

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**Oral Health**

*Oral care is extremely important. Brushing teeth, applying lip jelly, and keeping mouth moist is a vital aspect of patient care that needs attention through the entire day.*

**Oral Hygiene**

* Use toothbrushes/oral sponges and mouthwash and/or toothpaste, to clean teeth, tongue, and mouth every morning and evening
* Please use oral sponge to help moisten the mouth if you notice dry lips or dry tongue
* Please apply petroleum jelly or chap stick to lips throughout the day to avoid dryness and cracks

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**Therapies**

*Range of motion stretches need to be performed by nurse early in the day, prior to therapists arriving. Patient therapies are provided by the school district’s homebound services. (OR patient therapies are provided by Early Intervention.) We considerate it a privilege to have these services provided in the home, so we try to make all accommodations for our visitors. Therapies will not take place on days that the school district is closed for service. We try to give 24hr notice if the patient is sick, has a fever in the last 24 hours, or if we need to cancel for any reason.*

**Patient Therapies**

Occupational Therapy (M & F @ 11:30-12)

* *Name of therapist here*

Physical Therapy (T & Th @ 12-12:30

* *Name of therapist here*

Speech Therapy (M & F @ 1-1:30)

* *Name of therapist here*

Vision Therapy (W @ 8:30-9:30)

* *Name of therapist here*

Special Education (W @ 3-4)

* *Name of therapist here*

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**Equipment and Supplies (DME information, location, ordering protocol, cleaning protocol)**

**Oxygen and supplies + pulse oximeter**

* *DME Info here (include phone number)*
  + Extra supplies located in closet within plastic drawers designated for medical supplies
  + Keep organized during and after each use

**Dietary Supplies, G-Tube Supplies, & Feeding Pump**

* *DME Info here (include phone number)*
  + Nurse to order all supplies for each patient at the first of every month (g-buttons every 3 months)
    - Supplies include food, bags, extension tubes (and tape w/ gauze ONLY when low)
    - Mickey G-Button = 14f 1.5mm
  + Bags of food located in kitchen cabinet under water jug
  + Extra supplies located in closet within plastic drawers designated for medical supplies and under patient beds
  + Extension tubes used for a whole week and replaced with new every Monday morning
  + G-Buttons changed every 3 months - check balloon weekly for 4ml of water, refill if lower than 4ml
  + Keep feeding pump cleaned with each use, making sure to wipe up spills when they occur
  + Thoroughly clean feeding pump and pole weekly
  + Keep bags of food organized and stocked below the cabinet, if running low, please refill using oldest dated food first
  + Keep feeding pump bag container in the cabinet filled, please restock when low

**Urine Catheters**

* *DME Info here (include phone number)*
  + Supplies located in closet within plastic drawers designated for medical supplies

**Lecky Standers and High/Low Chair**

* *DME Info here (include phone number)*
  + Wipe down with Clorox wipes once a week or before each use when patients are or have been ill

**Stingray Wheelchair/Stroller**

* *DME Info here (include phone number)*
  + Wipe down with Clorox wipes once a week or before each use when patients are or have been ill

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**Chart Review**

Storage of Charting Supplies

* All charting supplies can be found in the nurse’s cabinet and in the drawer

Charting Frequency

* Must chart at least every 2 hours

Important things to chart

* Temp, respirations, lung sounds, voids, BMs, food, meds, changes in behavior, therapies (include info on who visited and length of visit), time spent in braces/AFOs/stander/stroller/floor chair, and medical equipment used (include frequency and duration)

**House Rules**

Storage of Nurses Belongings

* On basket near front door, or any place that is convenient

Parking

* Across driveway from house facing the woods or in front of the shop, preferably on graveled spaces

Staff Nourishment (storage of meals and drink)

* Water is always available, but does come from a well
* May store food/drinks in refrigerator, but space is limited

**Special Requests**

* Communicate any time needed off or sick time first to management and parents (via text is permitted)
* No smoking
* No strong perfume
* Please wear scrubs
* Please wear shoes appropriate to wear into a hospital or doctor’s office

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**Equipment List (location, preparation, frequency and duration)**

**Stander**

* Use daily (more than once allowed), no more than 1hr at a time or until patient is no longer tolerating it
* Check patient for redness and signs of pressure sores after use

**Stingray Stroller Chair and Floor Chairs**

* Use daily for at least 1hr
* Use as frequently as patient will tolerate it, upright positions are ideal for both patients
* Check patient for redness and signs of pressure sores after use

**Enjoyable Activities**

**Reading**

* Patient loves being read to, books can be found in right cabinet under TV and on bottom of bookshelf near the nurses cabinet
* Be sure to let the patient take a good long look at each page, sometimes it takes them a while to process the images

**Playing with Toys**

* Patient loves playing with toys, toys can be found in multiple boxes on toy shelf located near front door
* Some toys can be activated with the special switch device, this allows them to play with the toy independently (with encouragement)
* Most toys will require your interaction, which they will both enjoy the most as most children do

**Watching TV/Movies**

* When it is time to relax, please feel free to turn on a movie or tv show via Disney, Netflix, or Hulu
* Kids are not meant to sit in silence all day, so please don’t hesitate to turn something on for them to listen to and/or watch
* Keep volume at a reasonable level, no need for extra loud sounds which could trigger seizure activity
* If it is dark in the house, turn on a floor light so that the lights from the TV do not cause a strobing effect which could trigger seizure activity

**Music**

* Both kids love listening to music and/or being sung to, please feel free to utilize YouTube music videos for them to listen to
* Feel free to create songs about the activities they are performing (i.e. brushing teeth song, changing diaper song, cleaning up song…etc.)

**iPad Games**

* Patient loves playing special apps/games on the iPad, feel free to utilize it,

**Arts & Crafts**

* Nothing gets the patient (and their parents) smiling like the creation of some arts and crafts
* Paint, paper, glue, coloring books, markers…basically all crafting supplies can be found on bottom of bookshelf near nurse’s cabinet

**Nurse’s Responsibilities at a Glance:**

* Prepare administer morning food, meds, vitamins, and MiraLAX
* Prepare evening meds before leaving
* Prepare full batch of food if current batch is low
* Help maintain patient’s oral hygiene, oral hydration, and lip moisturizer throughout day
* Range of motion stretches every day
* Place children in chairs or standers throughout the day, an upright position is vital to their wellbeing
* Frequently check for redness and other signs of pressure sores, especially during diaper changes
* Be sure to rotate patient from one side to the other if they are laying down for longer than 2 hours
* With each new day, be sure to place patient on the opposite side from the day before (don’t let them favor one side/position, this will help prevent compromising the functioning of their lungs)
* Restock diapers and wipes
* Wipe down feeding pumps and poles daily
* Sanitize, organize, and restock respiratory medical carts
* Sanitize, unpack, organize, and stock all incoming medical supplies
* Wash and dry any bottles, syringes, and medicine cups used
* Wipe down counters if MiraLAX or food is spilled
* Clean any spills or drips of food/meds on the floor or the couches