

**HAWLER MEDICAL UNIVERSITY  
COLLEGE OF NURSING  
LABORATORY AND CLINICAL EDUCATION**

**Procedure Evaluation Document (PED)**

<b>PROCEDURE: Catheterization – inserting a Foley catheter - female</b>		<b>Code</b>	<b>21-02</b>
<b>No.</b>	<b>Skill steps</b>	<b>Not achieved</b>	<b>Achieved</b>
1	Prepared procedure equipment. <ul style="list-style-type: none"> <li>• Patient Medical Record</li> <li>• Non-sterile gloves</li> <li>• Plastic apron</li> <li>• Towel or bath blanket for draping</li> <li>• Waterproof pad</li> <li>• Wash basin with warm water</li> <li>• Skin cleanser</li> <li>• Washcloth</li> <li>• Towel</li> <li>• Urine drainage bag</li> <li>• 10 ml syringe</li> <li>• Normal saline for filling the balloon</li> <li>• Lubricant</li> <li>• Sterile catheterization tray containing drape, sterile gloves, Foleys catheter, sterile gauze swabs or cotton wool balls in a container, kidney dish</li> <li>• Antiseptic solution such as chlorhexidine</li> <li>• Plastic bag for discarded material</li> <li>• Velcro leg strap or tape</li> <li>• Hand rub gel</li> <li>• Plastic tray</li> </ul>		
2	Checked medical order for catheterization in the patient's medical record.		
3	Identified patient using two identifiers.		
4	Performed greeting, introduction and permission procedure (G.I.P).		
5	Provided privacy.		
6	Explained the procedure to the patient and answered any questions.		
7	Adjusted the height of the bed.		
8	Arranged good lighting for the procedure.		
9	Performed hand hygiene using correct technique.		
10	Put on gloves and plastic apron.		
11	Assisted patient to a dorsal recumbent position with knees flexed, feet about 2 feet apart, with her legs abducted.		
12	Draped the patient with towel or bath blanket.		
13	Put waterproof pad under patient.		
14	Prepared the plastic bag for discarded materials and put it within the reach.		
15	Cleaned the perineal area with washcloth, skin cleanser, and warm water, using a different corner of the washcloth with each stroke wiping from above orifice downward toward sacrum (front to back).		
16	Dried perineum with towel.		
17	Removed gloves.		
18	Performed hand hygiene again.		
19	Prepared urine drainage bag securing it to the bed frame if necessary.		
20	Opened sterile catheterization tray on a clean over-bed table using sterile technique.		
21	Prepared 10 ml syringe (filled with sterile water or normal saline) for inflating the balloon if prefilled syringe is not available.		
22	Poured antiseptic solution over the sterile gauze swabs or cotton wool balls.		
23	Put some lubricant onto the sterile field without touching the content.		
24	Opened specimen container if applicable.		
25	Put on sterile gloves using correct technique.		
26	Grasped upper corners of drape and unfolded drape without touching unsterile areas.		

27	Folded back a corner on each side to make a cuff over gloved hands.												
28	Asked the patient to lift her buttocks and slide sterile drape under her with gloves protected by cuff.												
29	Placed sterile tray on drape between patient's thighs.												
30	Opened the catheter wrapping.												
31	With thumb and one finger of non-dominant hand, spread labia and identified meatus.												
32	Used the dominant hand to pick up a cotton ball or gauze swab.												
33	Cleaned one labial fold, top to bottom (from above the meatus down toward the rectum), then discarded the cotton ball into the plastic bag.												
34	Using a new cotton ball/swab cleaned the other labial fold.												
35	Using a new cotton ball/swab for each stroke, cleaned directly over the meatus.												
36	With uncontaminated, dominant hand, placed the drainage end of the catheter in receptacle kidney dish												
37	Using dominant hand, held the catheter 2 to 3 inches from the tip and inserted it slowly into the urethra and advanced the catheter until there is a return of urine (approximately 2 to 3 inches [4.8 to 7.2 cm]).												
38	Once urine was draining, advanced the catheter another 2 to 3 inches (4.8 to 7.2 cm) without forcing it.												
39	Asked patient to breathe deeply, and rotated catheter gently if slight resistance was met as catheter reached external sphincter.												
40	Held the catheter securely at the meatus with non-dominant hand.												
41	Used dominant hand to inflate the catheter balloon by injecting entire volume of sterile water supplied in prefilled or prepared syringe.												
42	Pulled gently on catheter after balloon is inflated to feel resistance.												
43	Attached catheter to drainage system.												
44	Remove equipment and dispose of disposable materials.												
45	Remove gloves.												
46	Removed plastic apron.												
47	Secured catheter tubing to the patient's inner thigh with Velcro leg strap or tape.												
48	Secured drainage bag below the level of the bladder.												
49	Checked that drainage tubing is not kinked and flow of urine is not restricted.												
50	Assisted the patient to a comfortable position.												
51	If requested, put on clean gloves and obtained urine specimen immediately from drainage bag , and removed gloves.												
52	Performed hand hygiene using correct technique.												
53	Returned the equipment to the dedicate area.												
54	Documented the procedure in the patient's medical record.												
<b>1. SKILL EVALUATION 60%</b>													
<b>Steps</b>	0	1-6	7-12	13-18	19-25	26-27	28-34	35-40	41-46	47-52	53-54	Skill steps achieved	
<b>Points</b>	0	6	12	18	24	30	36	42	48	54	60	Skill points achieved	
<b>Level</b>	F						U	N	S	C	I	Skill level achieved	
<b>2. PROCEDURE ASPECTS EVALUATION 40%</b>													
<b>Rationale 10%</b>		<b>Patient Focus 10%</b>		<b>Professional Manner 10%</b>		<b>Time 10%</b>							
Failed	5	Failed	5	Failed	5	Failed	+10	5					
Unsatisfactory	6	Unsatisfactory	6	Unsatisfactory	6	Unsatisfactory	+8	6					
Novice	7	Novice	7	Novice	7	Novice	+6	7					
Supervised	8	Supervised	8	Supervised	8	Supervised	+4	8					
Competent	9	Competent	9	Competent	9	Competent	+2	9					
Independent	10	Independent	10	Independent	10	Independent	TA	10					
<b>Notes:</b>										Time allowed (TA)			
										Time achieved			
										Aspects points achieved			
<b>3. COMPLETE PROCEDURE EVALUATION 100%</b>													
≤50	51-60	61-70	71-80	81-90	91-100	Total points achieved							
Failed	Unsatisfactory	Novice	Supervised	Competent	Independent	Total level achieved							
Student				Signature				<b>Actual Mark/Out of</b>					
Teacher				Signature									
Clinical Area				Date									