

Core Nursing Skills: Procedure Manual 2nd Edition:2020

Authors:

Norhasmah Mohd Zain¹, Norazliah Samsudin²

Email:

hasmahmz@usm.my¹, azliahs@usm.my²

Abstract: Thanks to Allah S.W.T because with its bounty this book has been produced. This book contains a core procedure manual for nursing skills. The purpose of this book is to coordinate the teaching and learning process of nursing skills.

This book describes the steps in implementing each procedure systematically and rationally to give an understanding of the importance of the steps being taken. Additionally, the book also emphasizes aspects of communication with patients, respecting patients as an individual providing patients with privacy and safety during the procedure.

I would like to thank all the authors who have contributed and reviewed the writing of their respective procedures. I would also like to thank all the editors who have worked hard with me in producing this book. Hence, I would also like to thank the Chairman of the Nursing Program for trusting me and the editors to produce this book for the nursing program.

Finally, I and my editors are hoping that this book will benefit all students and lecturers who will use this book. Specifically, I hope this book will inspire a more skilled generation of learners about performing nursing procedures.

Keywords: Vital, positioning, therapeutic, respiratory



USM UNIVERSITI
SAINS
MALAYSIA



NURSING PROGRAMME

SCHOOL OF HEALTH SCIENCES



CORE NURSING SKILLS : PROCEDURE MANUAL

2nd Edition: 2020



Penerbit
UTHM

CORE NURSING SKILLS : PROCEDURE MANUAL

2nd Edition: 2020

CORE NURSING SKILLS : PROCEDURE MANUAL

2nd Edition: 2020

**Norhasmah Mohd Zain
Norazliah Samsudin**



© Penerbit UTHM
First Published 2020

Copyright reserved. Reproduction of any articles, illustrations and content of this book in any form be it electronic, mechanical photocopy, recording or any other form without any prior written permission from The Publisher's Office of Universiti Tun Hussein Onn Malaysia, Parit Raja, Batu Pahat, Johor is prohibited. Any negotiations are subjected to calculations of royalty and honorarium.

Perpustakaan Negara Malaysia Cataloguing in Publication Data

CORE NURSING SKILLS : PROCEDURE MANUAL : Nursing Programme,
School of Health Sciences, Universiti Sains Malaysia, Health
Campus / EDITORS:

Azlida Binti Ab. Kadir, Intan Baiduri Binti Badri, Jayah A/P K.
Pubalan, Kasmah Wati Binti Pardi, Norazliah Binti Samsudin,
Norliza Binti Hussin, Zahniyah Binti Che Ishak.
ISBN 978-967-2916-46-8

1. Nursing--Study and teaching.

2. Nursing--Practice.

3. Government publications--Malaysia.

I. Azlida Ab. Kadir. II. Intan Baiduri Badri.

III. Jayah K. Pubalan. IV. Kasmah Wati Pardi.

V. Norazliah Samsudin. VI. Norliza Hussin.

VII. Zahniyah Che Ishak.

610.73

Published and printed by:
Penerbit UTHM
Universiti Tun Hussein Onn Malaysia
86400 Parit Raja,
Batu Pahat, Johor
Tel: 07-453 7051 / 7454
Fax: 07-453 6145

Website: <http://penerbit.uthm.edu.my>

E-mail: pf@uthm.edu.my

<http://e-bookstore.uthm.edu.my>

Penerbit UTHM is a member of
Majlis Penerbitan Ilmiah Malaysia
(MAPIM)

CONTRIBUTORS:

Ali Aminuddin Mohd Rasani
Azlida Ab. Kadir
Azlina Yusuf, PhD
Che Rabiiah Mohamed, PhD
Dariah Mohd Yusoff, PhD
Duangta Shet
Hasni Embong
Halizan Yusoff
Intan Baiduri Badri
Intan Idiana Hassan, PhD
Jayah K. Pubalan, PhD
Kaabati Binti Abd. Kamar
Kasmah Wati Pardi, PhD
Mas Nor Saloni Binti Ibrahim
Nazirah Johar
Norizan Che Mohd Yusoff
Nik Asiah Nik Lah
Nik Nor Azlina Abd Kadir
Noor Jasmani Hassan@Hasan
Norazliah Samsudin
Norliza Hussin
Nur Aimi Amalina A'ainaa Hussin
Rosmaiza Ahmad
Rozita Binti Abdullah @ Muhamad
Sabarisah Hashim, PhD
Salwismawati Badrin
Siti Aishah Ghazali, PhD
Soon Lean Keng, PhD
Tuan Ruasmani Tuan Daud
Zahniyah Che Ishak
Zaihan Ab Rahman
Zakira Mamat@Mohamed, PhD
Zuraida Yusoff

**Nursing Programme,
School of Health Sciences,
Universiti Sains Malaysia, Health Campus,
Kubang Kerian
Kelantan**

Table of Contents

Preface	xi
UNIT 1 - VITAL SIGNS	
1.1 Measuring Oral Body Temperature Using Digital Thermometer	1
1.2 Measuring Axillary Temperature Using Digital Thermometer	5
1.3 Assessing Radial Pulse	8
1.4 Assessing Respiratory Rate	10
1.5 Assessing Manual Blood Pressure Using Aneroid Sphygmomanometer	13
1.6 Measuring Height	17
1.7 Measuring Body Weight	19
UNIT 2 - ACTIVITY DAILY LIVING	
2.1 Recumbent Positioning	23
2.2 Lateral Positioning	25
2.3 Prone Positioning	28
2.4 Semi Prone Positioning	32
2.5 Fowler's Positioning	35
2.6 Dorsal Positioning	37
2.7 Monitoring Intake And Output	40
UNIT 3 – THERAPEUTIC INTERVENTION	
3.1 Asepsis	
3.1.1 Medical Handwashing	43
3.1.2 Donning And Removing Face Mask	45
3.1.3 Surgical Handwashing	47
3.1.4 Sterile Gloving	49

3.2	Oxygen Therapy And Airway Clearance	
3.2.1	Oropharyngeal Suctioning	52
3.2.2	Oropharyngeal Suctioning	57
3.2.3	Applying Oxygen Mask	60
3.3	Administering Medication	
3.3.1	Administering Oral Medication	63
3.3.2	Administering Subcutaneous Injection	67
3.3.3	Administering Intramuscular Injection	72
3.4	Bandaging	
3.4.1	Applying Simple Spiral Bandaging	77
3.4.2	Applying Reverse Spiral Bandaging	81
3.4.3	Applying Figure Of 8 Bandaging	84
3.4.4	Applying Stump Bandaging	87
3.4.5	Applying Arm Sling	91
3.5	Intravenous Infusion	
3.5.1	Initiating Intravenous Infusion	94
3.5.2	Discontinuing Intravenous Access	98
3.5.3	Initiating Blood Transfusion	101
3.6	Wound Care	
3.6.1	Performing Wound Dressing	106
3.7	Perioperative Care	
3.7.1	Preparing Postoperative Bed	112
3.7.2	Preparing Patient For Surgery	116
Unit 4 – Special System		
4.1.1	Administering Medication Via Metered Dose Inhaler	123
4.1.2	Administering Medication Via Nebulizer	127
4.1.3	Assisting Breathing Exercise Via Incentive Spirometry	131
4.2	Cardiovascular	

4.2.1	Performing Electrocardiogram	134
4.3	Endocrine	
4.3.1	Measuring Capillary Blood Glucose	138
4.4	Gastroenterology	
4.4.1	Inserting Nasogastric Tube	142
4.4.2	Nasogastric Tube Feeding	148
4.5	Ophthalmology	
4.5.1	Instilling Eye Drops	152
4.5.2	Performing Eye Swab	157
4.5.3	Performing Eye Dressing	160
4.6	Obstetrics And Gynecology	
4.6.1	Performing Antenatal Booking	165
4.6.2	Measuring Newborn's Head Circumference	172
4.6.3	Measuring Newborn's Length	174
4.6.4	Measuring Newborn's Weight	176
4.6.5	Measuring Newborn's Chest Circumference	179
4.6.6	Bathing Of Newborn	182
4.6.7	Performing Cord Care	188
4.6.8	Performing Top and Tail	191
	References	195

Preface

Thanks to Allah S.W.T because with its bounty this book has been produced.

This book contains a core procedure manual for nursing skills. The purpose of this book is to coordinate the teaching and learning process of nursing skills.

This book describes the steps in implementing each procedure systematically and rationally to give an understanding of the importance of the steps being taken. Additionally, the book also emphasizes aspects of communication with patients, respecting patients as an individual providing patients with privacy and safety during the procedure.

I would like to thank all the authors who have contributed and reviewed the writing of their respective procedures. I would also like to thank all the editors who have worked hard with me in producing this book. Hence, I would also like to thank the Chairman of the Nursing Program for trusting me and the editors to produce this book for the nursing program.

Finally, I and my editors are hoping that this book will benefit all students and lecturers who will use this book. Specifically, I hope this book will inspire a more skilled generation of learners about performing nursing procedures.

Wallahu'alam.

Chief Editor

UNIT 1

VITAL SIGNS

1.1 MEASURING ORAL BODY TEMPERATURE USING DIGITAL THERMOMETER

- **Aim**

Assess patient's oral body temperature.

- **Assessment**

Patient

- Asses general condition.
- Identify baseline body temperature.
- Assess factors influence changing on body temperature: exercise, age, medication and time, smoking and drink/food.
- Identify duration for taking temperature.

Equipment

Identify suitable, adequate, and safe equipment.

UNIT 2

ACTIVITY DAILY LIVING

2.1 RECUMBENT POSTIONING

- **Aim**

Preserve and maintain correct body alignment.

- **Assessment**

Patient

- Assess the conscious level.
- Assess immobilization.
- Identify body weight.
- Identify the presence of any devices: IV infusion line, drainage tube or urinary catheter, etc.

Nurses

- Hands-free from an accessory.
- Aid of an assistant.

Equipment

Identify suitable, adequate, and safe equipment.

UNIT 3

THERAPEUTIC INTERVENTION

3.1 ASEPSIS

3.1.1 Medical Handwashing

- **Aim**
 - i. Minimize microorganism counts.
 - ii. Prevent cross-infection.

- **Assessment**

Nurse

- i. Short nails.
- ii. Free from accessories.
- iii. Skin intact.

Equipment

Identify a suitable and adequate solution.

UNIT 4

SPECIAL SYSTEM

4.1 RESPIRATORY

4.1.1 Administering Medication Via Metered Dose Inhaler

- **Aim**

- Treat bronchospasm.
- Treat respiratory inflammations.

- **Assessment**

Check medication prescription.

Patient

- Asses conscious level.
- Assess lungs status.
- Identify baseline pulse and respiratory rate.
- Identify pre-peak flow reading.
- Assess knowledge level and readiness to learn the technique of MDI.
- Comfort.

REFERENCES

Rosnah, A.R. & Salizan, M.D. (2005). *Prosedur Kejuruwatan menggunakan Proses Kejururawatan* (2nd Ed.). Prentice Hall Malaysia, Selangor.

Berman, A., Synder, S., Kozier, B. & Erb, G. (2012). *Fundamental of Nursing: Concepts, Process and Practice* (9th Ed). Pearson, New Jersey

Perry, A.G.P. & Potter, P.A. (2015). *Clinical Nursing Skills Technique* (10th Ed). Mosby, USA.