**Day 15 summary**

**Being Punctual**

* On the first day, ask your employer what time you are expected to report for work every day
* Reach 5 or 10 minutes before that time; a simple trick is to set your watch 5 to10 minutes ahead of time
* Prepare for work the night before; your clothes should be washed and ironed a day in advance
* If you plan to take public transport like bus or train, make sure you are aware of their timings
* If you plan to travel by your own vehicle, make sure it has enough fuel and it is in good condition
* Always keep buffer time
* In an unforeseen circumstance such as a traffic jam, call your employer and inform them of the delay

**Developing Patience with an Elder**

* In a situation where you feel frustrated:
  + Deep breathe and take a short break
  + Spend some time alone to compose yourself
  + Try taking a short walk or splashing cold water on your face
  + Ask yourself if saying something hurtful will take you close to your long-term goal of having a good relationship with the elder
  + Try to empathize with the elder and look at the situation from the their perspective
* If you are struggling to complete all your tasks in a day, create a daily plan for yourself and see how you can complete the tasks more efficiently
* Take good care of yourself – sleep well, eat a healthy diet, and exercise regularly

**Toilet Assistance**

To provide toilet assistance to an elder:

* + Provide assistance as soon as requested
  + Respect the elder’s privacy and dignity
  + Make sure the toilet is clean before use
  + Make sure supplies like toilet paper and soap are available
  + Help the person reach the toilet
  + If required, help in disrobing
  + Encourage the person to use the toilet as independently as possible
  + If required, support the person during toileting
  + Ensure proper hygiene after toilet use
  + Make sure the toilet is clean after use
  + Wash hands with soap and water after providing toilet assistance
  + Stay respectful in case of an accident or incontinence

**Bed Toileting**

To provide toilet assistance in bed to an elderly people who can raise their hips:

* + Lower the head of the bed
  + Ask the person to raise the hips and slide the bedpan in place
  + Cover the person with a sheet
  + Keep toilet paper within easy reach
  + If required, support the person during toileting

To provide toilet assistance in bed to an elderly people who cannot raise their hips:

* + Roll the person to a side
  + Hold the bedpan against the person’s buttocks
  + Roll the person back
  + Bend the person’s knees and raise the head of the bed a little
  + When assisting an elder in cleaning, use disposable gloves and clean the elder thoroughly
  + Empty the bedpan into a toilet and wash the bedpan for subsequent use
  + Wash hands with soap and water
  + Stay respectful in case the elder’s clothes get soiled

**Incontinence & Toileting**

To care for an elder who suffers from incontinence:

* + Place a mackintosh under the buttocks area
  + Cover the mackintosh with a drawer sheet
  + Change the drawer sheet as often as required
  + Never leave the elder lying directly on mackintosh
  + Use adult diapers if the elder soils clothes frequently
  + Keep the elder clean and dry

**To care for an elder using a urinary catheter:**

* + Use intermittent insertion catheters to help the elder urinate every few hours
  + Periodically empty the urine bag attached to the continuous flow catheter
  + Do not touch the tip of the drain spout
  + Wash your hands with soap and water before and after emptying the urine bag
  + Ensure that the catheter does not get pulled
  + Periodically clean the tip of the urethra where the catheter enters the elder’s body

**Changing Adult Diapers**

* Convince the elder to wear adult diapers if required
* If the elder is sensitive, use the word briefs
* Share diaper samples
* Before changing diaper, place a pad under the elder
* If soiled, change the diaper immediately; else change it in every six hours
* Always treat the elder with dignity and respect

**Helping the Elder take Stool & Urine Samples**

To avoid contamination of stool sample:

* + - Store the sample as advised by the doctor
    - Wash hands with soap and wear gloves
    - Ask elder to urinate before stool collection

**For stool collection:**

* + - Explain procedure
    - Ask the elder their preference of toilet location
    - Keep materials ready
    - Place bedpan on the toilet seat
    - Label the container
    - Wash hands and wear gloves and apron

**To collect stool sample:**

* + - Help the elder into position
    - Ensure that the elder has privacy
    - Once the elder is done, help them get clean
    - Open the container and use a spoon to collect the sample
    - Fill one-third of the container and screw on the lid
    - Dispose remaining stool, gloves, and apron
    - Wash hands with soap
    - Place container in specimen bag and send to laboratory

**To collect urine sample for elders who need assistance:**

* + - Explain the procedure
    - Wash hands and wear gloves and apron
    - Label the specimen container
    - Help the elder into position
    - Ask the elder to wash first and then start urinating
    - After the initial urine has passed, collect the sample
    - Remove container before the elder finishes
    - Screw on the container lid
    - Dispose gloves and apron and wash hands
    - Help the elder out of the toilet
    - Send the sample to the laboratory

**To collect urine sample from an elder with catheter:**

* + - Explain the procedure to the elder
    - Wash hands, apply alcohol hand rub, and wear gloves and apron
    - Place the clamp on the tube just below the catheter port for 30 minutes
    - After 30 minutes, clean the port with alcohol swab
    - Disconnect the tube end connected with the urobag and direct it towards the sterile container
    - Remove the clamp and collect the required urine sample
    - Close and label the container
    - Remove apron and wash hands with soap
    - Send the sample to the laboratory
    - If the elder needs minimal or no assistance, explain the procedure clearly