

PROCEDURE CHECKLIST
Chapter 27: Inserting an Indwelling Urinary Catheter (Female)

Check (✓) Yes or No

PROCEDURE STEPS	Yes	No	COMMENTS
1. Takes an extra pair of sterile gloves and an extra sterile catheter into the room.			
2. Provides good lighting; takes a procedure lamp to the bedside if necessary.			
3. Works on the right side of the bed if right-handed; the left side, if left-handed.			
4. Assists to dorsal recumbent position (knees flexed, feet flat on the bed). Instructs patient to relax her thighs and let them rotate externally (if patient is able to cooperate). Alternatively, uses Sims' position (side-lying with upper leg flexed at hip).			
5. If patient is confused, unable to follow directions, or unable to hold her legs in correct position, obtains help.			
6. Drapes patient. If dorsal recumbent position is used, folds blanket in a diamond shape, wraps corners around legs, anchors under feet, and folds upper corner down over perineum. If in Sims' position, drapes so that rectal area is covered.			
7. Dons clean procedure gloves and washes the perineal area with soap and water; dries perineal area.			
8. While washing perineum, locates the urinary meatus.			
9. Removes and discards gloves.			
10. Washes hands.			
11. Organizes the work area:			
a. Bedside or over-bed table within nurse's reach.			
b. Opens sterile catheter kit and places on bedside table without contaminating the inside of the wrap.			
c. Positions a plastic bag or other trash receptacle so that nurse does not have to reach across the sterile field (e.g., near the patient's feet); or places a trash can on the floor beside the bed.			
d. Positions the procedure light or has assistant hold a flashlight.			
e. Lifts corner of privacy drape (e.g., bath blanket) to expose perineum.			
12. Applies sterile drape(s) and underpad. <i>Variation:</i> Waterproof underpad packed as top item in the kit.			
f. Removes the underpad from the kit before donning sterile gloves. Does not touch other kit items with bare			

hands. Allows drape to fall open as it is removed from the kit.			
g. Touching only the corners and shiny side, places the drape flat on the bed, shiny side down, and tucks the top edge under the patient's buttocks.			
h. Lifts corner of privacy drape (e.g., bath blanket) to expose perineum.			
i. Dons sterile gloves (from kit). (Touching only the glove package, removes it from sterile kit before donning gloves).			
j. Picks up fenestrated drape; allows it to unfold without touching other objects; places over perineum with the hole over the labia.			
<i>Variation:</i> Sterile gloves packed as top item in the kit.			
Uses the following steps instead of Steps 12 a-j: k. Removes gloves from package, being careful not to touch anything else in the package with bare hand. Dons gloves. l. Grasps the edges of the sterile underpad and folds the entire edge down 2.5 to 5 cm (1 to 2 inches) and toward self, forming a cuff to protect the sterile gloved hands. m. Asks patient to raise her hips slightly if she is able. n. Slides the drape under patient's buttocks without contaminating the gloves. o. Places fenestrated drape: Picks it up, allowing it to unfold without touching any other objects. Creates "cuff" to protect gloves, as in step 12-l. p. Places fenestrated drape so that hole is over labia.			
13. Organizes kit supplies on the sterile field and prepares the supplies in the kit, maintaining sterility. a. Opens the antiseptic packet; pours solution over the cotton balls. (Some kits contain sterile antiseptic swabs; if so, opens the "stick" end of the packet.)			
b. Lays forceps near cotton balls (omits step if using swabs).			
c. Opens specimen container if a specimen is to be collected.			
d. Removes any unneeded supplies (e.g., specimen container) from the field.			
e. Removes plastic covering from catheter.			
f. Opens package and expresses sterile lubricant into the kit tray; lubricates the first 1 to 2 inches (2.5 to 5 cm) of the catheter by rolling it in the lubricant.			
g. Removes plastic cover from catheter. Attaches the saline-filled syringe to the side port of the catheter and inflates the balloon.			

h. Deflates balloon and returns catheter to the kit, leaving the syringe connected to the port.			
14. Touching only the sterile box or inside of the wrapping, places the sterile catheter kit (tray and box) down onto the sterile field between the patient's legs.			
15. If the drainage bag is preconnected to the catheter itself, leaves the bag on or near the sterile field until after the catheter is inserted.			
16. Cleanses the urinary meatus. a. Places nondominant hand above the labia and with the thumb and forefinger spreads the patient's labia, pulls up (or anteriorly) at the same time, to expose the urinary meatus. b. Holds this position throughout the procedure—firm pressure is necessary. c. If the labia slip back over the urinary meatus, considers it contaminated and repeats cleansing procedure.			
d. With dominant hand, picks up a wet cotton ball (or swab), using forceps, and cleanses perineal area, taking care not to contaminate the sterile glove.			
e. Uses one stroke for each area.			
f. Wipes from front to back..			
g. Uses a new cotton ball for each area.			
h. Cleanses in this order: outside far labium majus, outside near labium majus, inside far labium, inside near labium, and directly down the center over the urinary meatus. If there are only 3 cotton balls in the kit, labia majora should be washed with soap and water initially; and in this step, cleanses only the inside far labium majus, inside near labium, and down center directly over the meatus.			
17. Discards used cotton balls or swabs as they are used; does not move them across the open, sterile kit and field.			
18. With the dominant hand, holds the catheter approximately 3 inches (7.5 cm) from the proximal end; coils remainder of catheter in palm of hand or otherwise protects it from contamination.			
19. Asks the woman to bear down as though she is trying to void; slowly inserts the end of the catheter into the meatus. Has the patient take slow deep breaths until the initial discomfort has passed.			

20. Continues gentle insertion of catheter until urine flows. This is about 2 to 3 inches (5 to 7.5 cm) in a woman. Then inserts the catheter another 1 to 2 inches (2.5 to 5 cm).			
21. If resistance is felt, twists the catheter slightly or applies gentle pressure; does not force the catheter.			
22. If the catheter touches the labia or nonsterile linens, or is inadvertently inserted in the vagina, considers it contaminated and inserts a new, sterile catheter.			
23. If catheter is inadvertently inserted into the vagina, leaves the contaminated catheter in the vagina while inserting the new one into the meatus.			
24. Continues to hold the catheter securely with the dominant hand; after urine flows, stabilizes the catheter's position in the urethra and uses the nondominant hand to pick up the saline-filled syringe and inflate the catheter balloon.			
25. If the patient complains of severe pain upon inflation of the balloon, the catheter is probably in the urethra. Allows the water to drain out of the balloon and repositions the catheter by advancing it 1 inch (2.5 cm).			
26. Connects the drainage bag to the end of the catheter if it is not already preconnected. Hangs the drainage bag on the side of the bed, below the level of the bladder.			
27. Using a tape or a catheter strap, secures the catheter to the thigh.			
28. Cleanses patients perineal area as needed, and dries.			
29. Removes gloves; washes hands.			
30. Returns patient to a position of comfort.			
31. Discards supplies in appropriate receptacle.			

Recommendation: Pass _____ Needs more practice _____

Student: _____

Date: _____

Instructor: _____

Date: _____