

Title of Document	Catheter Care
Name of Department	Clinical Team

What type of document is this?	Work Instruction (WI)	This is a simple guide to follow in order to complete a particular task	
Which Helping Hands policy/SOP does this WI relate to?	N/A	Index number of policy/SOP	N/A

Which Operational Priority/Priorities does this document link to?	Governance Framework	Superior Client Care	People, Performance & Culture	Business Growth

Custodian of document	Clinical Team	Committee/Group responsible for this document	Quality & Governance Committee
Approval date and committee chairperson signature	10.11.23	When is its next scheduled review?	10.11.26

Who does it apply to?	All staff at the facility / All staff working with clients					
	Does it apply to bank workers?	Yes	Does it apply to agency staff?	No	Does it apply to third party contractors?	No

Purpose of the Work Instruction	To ensure that all staff who work with customers have competency and knowledge to deal with catheters
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## Catheter Care Work Instruction

### 1.0 Purpose

**A urinary catheter is a flexible tube used to empty the bladder and collect urine in a drainage bag.** They can either be inserted through the tube that carries urine out of the bladder (urethral catheter) or through a small opening made in your lower tummy (suprapubic catheter). The catheter usually remains in the bladder, allowing urine to flow through it and into a drainage bag. A urinary catheter is usually used when people have difficulty urinating naturally. It can also be used to empty the bladder before or after surgery and to help perform certain tests.

Customers may need support to care for their catheter, by

- Ensuring the insertion site is clean, maintaining good personal hygiene.
- Emptying the bag before it's completely full (around half to three-quarters full) and ensuring the leg bag is changed every seven days.
- At night, attaching a larger bag to the leg bag and placing it on a stand next to the bed, near the floor, to collect urine as the customer sleeps. Single use night bags are usually used to reduce the risk of infection.
- Changing the leg bag on a weekly basis, this is sometimes done by the district nurses.

### 2.0 Process - Intervention

- 2.1 Explains the procedure to the customer and gains consent
- 2.2 Prepares the area, ensuring the customers privacy and dignity.
- 2.3 Don PPE as per current infection prevention control guidelines.
- 2.4 Supports the customer to maintain good personal hygiene, paying attention to the insertion site of the catheter. Always wash down the length of the catheter away from the body.
- 2.5 Supports the customer to empty the catheter leg bag, by opening the tap at the bottom, at regular intervals throughout the day, disposing of the contents down the toilet.
- 2.6 Supports the customer to connect a night bag at night to the leg bag and places it on a stand at the bedside. Disconnecting it in the morning and disposing of the contents in the toilet before disposing of the bag. If the customer has a weekly night bag the port at the end should be recapped in-between uses after the urine has been drained. Weekly night bags do not need to be rinsed out with any substances between uses as this can introduce bacteria into the system.
- 2.7 If the leg bag is to be changed by Helping hands staff ensure 2.1/2.2/2.3 are followed and all equipment is to hand. Leg bags are changed every 7 days. Disconnect the old leg bag from the end of the catheter ensuring you do not touch the port directly, immediately uncap the new leg bag and connect this to the

catheter again ensuring that none of the ports are touched directly. Note date of bag change on the reverse of the leg bag. Leg bag should be secured to the leg either above or below knee (alternating leg daily) using leg straps or sleeve as prescribed to the customer.

2.8 Document interventions in the customer's visit record notes.

### 3.0 Training

Training is completed online via our learning portal, the competence of carers is then assessed by either our branch staff or LICM once they have completed ACID training.

***Note – Equality Impact Assessments are not required for Work Instructions***

What was the previous version number of this document?	Version 01	
Changes since previous version	Update of 1.0, 2.0	
Author of the document	Clinical Team	
Who was involved in developing / reviewing/ amending this work instruction?	Clinical Nursing Team Quality Assurance Business Partner	
How confidential is this document?	Public	Can be shared freely within and outside of Helping Hands

Associated Documents	Training & Competency Form – Academy Catheter Care Face Sheet v1 Catheter Care – Top Tips
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