

Title of Document	Urinary Sheath
Name of Department	Clinical

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?	NA	Index number of policy/SOP	NA

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

Custodian of document	Clinical Team	Committee/Group responsible for this document	Quality & Governance Committee
Approval date and committee chairperson signature	31.10.23	When is its next scheduled review?	31.10.26

Who does it apply to?	All staff working with customers				
	Does it apply to bank workers?	Yes	Does it apply to agency staff?	No	Does it apply to third party contractors?

Purpose of the Work Instruction	To ensure that all trained staff have clear understanding of the use of a Urinary Sheath				
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Urinary Sheath Work Instruction

1.0 Introduction

A urinary sheath is a urinary incontinence device for men, also known as a condom catheter or penile sheath. These are soft and flexible latex or silicone tubing which is applied over the penis. A drainage tube is attached to the sheath that allows the urine to pass into a urinary storage bag. The bag's contents can then be emptied into the toilet. A night bag can also be attached for additional storage of urine during sleep. It is one of the simplest devices to put on and give incontinent males greater confidence and comfort for this embarrassing condition.

Men requiring a urinary sheath are assessed by the District Nurse to ensure that they are prescribed the correct size. The urinary sheath should fit snugly without being too tight. A night bag can also be attached for additional storage of urine during sleep. It is one of the simplest devices and can give incontinent males greater confidence and control of their condition. Men requiring a sheath are assessed by the District Nurse/ continence team to ensure that they are prescribed the correct size. The sheath should fit snugly without being too tight. If a sheath is too tight it can cause pressure damage, alternatively, if too loose it can be ineffective and cause leakage.

2.0 Process

- 2.1 Explain the procedure to the customer, gain consent or undertake best interest assessment
- 2.2 Ensure the customer's privacy and dignity is maintained at all times.
- 2.3 Prepare all equipment required – Round ended scissors, washing and drying equipment to clean the penis (intimate wipes or neutral pH value soap and water, wash cloth and towel), urinary sheath and catheter bag.
- 2.4 Thoroughly wash and dry your hands and apply non-sterile gloves and an apron.
- 2.5 Remove the previous urinary sheath if applicable by first emptying and detaching the urine drainage bag by twisting and removing the connector out of the urinary sheath using two hands, then slowly roll the urinary sheath off the penis. Warm water can be used to soften the adhesive and release the sheath if necessary. Medical adhesive remover is sometimes used if the seal is not released with warm water, but this must be washed off immediately with water. The urinary sheath should then be bagged and later discarded in the customers household waste when the process is completed. Do not flush it down the toilet.
- 2.6 Support the customer to wash the penis with intimate wipes or warm soap and water, retracting & cleaning under the foreskin and then pulling the foreskin back over the tip of the penis. Dry the area thoroughly. Inspect the penis to make sure it does not have any broken or reddened skin.



- 2.7 Avoid creams and powders as these will stop the adhesive from working efficiently.
- 2.8 To stop hair from sticking or tangling on the urinary sheath the pubic hair may need to be trimmed away from the base of the penis with round tipped scissors. Do not shave as the regrowth of hair may cause irritation.
- 2.9 Open the packaging and remove the sheath. Place the sheath over the tip of the penis, (leave the foreskin in place over the head of the penis if the customer is not circumcised) and leave a small gap between the tip of the penis and the narrow outlet tube to allow the free flow of urine. Holding the sheath in place with one hand use the other hand to unroll the sheath towards the base of the penis (using the pull strip if applicable to the brand of sheath in use).
- 2.10 Gently squeeze the unrolled sheath around the shaft of the penis this will warm and moulding the sheath ensuring a secure fix. Wear time may be significantly reduced if the adhesive is not properly sealed to the skin. Encourage the customer to do this step themselves unless they are physically unable to.
- 2.11 Connect the urine drainage bag, ensuring the outlet valve is closed and that there is a small amount of air in the bag to ensure the free flow of urine into the bag.
- 2.12 If using a leg bag, attach the straps to the bag and fit the bag to the customers leg using the straps and adjust the straps for a comfortable fit, any surplus strap can be trimmed off. Do not overtighten the straps as this can impair circulation. Alternatively attach to a night drainage bag and a nightstand.
- 2.13 Discard all rubbish and remove non-sterile gloves and apron and wash hands thoroughly.
- 2.14 Document the procedure in the customer's visit record notes.
- 2.15 The bag should be emptied when a little over half full to ensure effective drainage. This is easier if the bottom leg strap is removed before emptying into the toilet or another suitable container. When the bag is empty, clean the outlet port with toilet paper and remember to close the outlet port and secure the leg strap after emptying the bag to avoid leakages.
- 2.16 The urinary sheath should be replaced every 24 hours as a minimum to ensure good hygiene and minimise the risk of urinary tract infections.
- 2.17 Some catheter bags are disposable, and some can be used for up to 7 days. Please check the customers support plan.
- 2.18 It is important that you contact the District Nurse if you have any concerns about the customer's urinary sheath, for example, any issues with skin integrity or leakage, etc. please also inform the manager.



3.0 Training

Once signed off as an assessor by a Regional Clinical Lead, the training can be completed by a Branch Care Manager (BM), Live-in Care Manager (LICM), Care Co-ordinator (Care-Co), Care and Training Practitioner (CTP).

The carer is to complete the learning module on the company Learning Management System (LMS) followed by an observational competency assessment using the Work instructions (WI) & the training and competency (TAC) form.

There is also a Fact sheet, PowerPoint presentation, a Workbook and Assessment book available to support learning

The training is valid for a period of one year

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	Title of W.I, reference to Convene changes to Urinary Sheath, Introduction and section 2.9, 2.10 amended	
Author of the document	Clinical Team	
Who was involved in developing / reviewing/ amending this work instruction?	Clinical Team	
How confidential is this document?	Public	Can be shared freely within and outside of Helping Hands

Associated Documents	Training & Competency Form – Academy	
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