



# Skills Modules 3.0 Checklist: Urinary Elimination

## Inserting an Indwelling Catheter

**INSTRUCTIONS:** Use the following checklist to evaluate competency in completing this skill. Select Satisfactory (S) or Unsatisfactory (U) for each step and provide comments as needed.

\*Document the relevant information (assessment findings, pharmacological and nonpharmacological interventions) in the client's medical record.

### Beginning Steps

STEP	S	U	EVALUATOR'S COMMENTS
Confirm prescription for indwelling catheter.			
Gather all supplies needed for procedure.			
*Introduce yourself to the client.			
*Preform hand hygiene.			
*Verify client identification.			
*Provide privacy as needed.			
*Explain procedure to the client.			

STEP	S U EVALUATOR'S COMMENTS
*Determine whether the client has allergies.	
Place equipment on a stable surface within reach (such as a bedside table).	
Adjust the environment for convenience, ergonomics, and lighting.	
Assist the client to a position that accounts for their physical limitations and performing the catheterization.	
Apply clean gloves and perform perineal care.	
Perform hand hygiene.	
Use sterile technique to prepare equipment and apply sterile gloves.	
Cleanse the meatus using sterile technique.	
Apply lubricant to the labia external urinary meatus, or inject lubricant into the penis urinary meatus per facility protocol. (Facilities may use water-based lubricant or lidocaine gel.)	

## *Clients who have a Vagina*

STEP	S U EVALUATOR'S COMMENTS
Use nondominant hand to separate the labia and expose the meatus.	
Cleanse the labia and urinary meatus with sterile antiseptic. Use only one cotton swab or cotton ball for each area cleansed.	
Insert catheter.	
With your dominant hand, slowly insert the catheter into the urethra. Advance the catheter until urine appears in the drainage tube.	
Advance catheter approximately 2 inches after urine appears in the tubing.	

## Clients who have a Penis

STEP	S U EVALUATOR'S COMMENTS
Retract foreskin (if uncircumcised) with nondominant hand. Then hold the penis just below the glans.	
Clean the meatus with sterile antiseptic, using a circular motion. Repeat at least three times, using one cotton swab or cotton ball each time.	
Using the dominant hand, firmly hold the lubricated catheter, approximately 3 to 4 inches from the tip.	
Insert catheter.	
Hold the penis with the nondominant hand, upward using slight tension.	
Gently insert the catheter into the meatus. Once urine is noted in the drainage tube, advance all the way to the tubing bifurcation.	

## Concluding Steps

STEP	S	U	EVALUATOR'S COMMENTS
Hold catheter securely with nondominant hand, while inflating catheter balloon.			
Gently pull back on the catheter until resistance is felt.			
If client is uncircumcised, then replace the foreskin.			
Secure catheter with securement device.			
Secure collection device below the level of the bladder.			
Perform perineal care.			
Dispose of equipment per agency policy.			
Perform hand hygiene.			
*Ensure that the client is in a safe position prior to leaving the room and has the call light within reach.			

## References

- Lynn, P. (2019). *Skill checklist for Taylor's clinical nursing skills* (5th ed.) Philadelphia: Wolters Kluwer.
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- Perry, A.G., Potter, P.A., and Ostendorf, W.R. (2018). *Clinical nursing skills & techniques* (9th ed.) St. Louis, MO: Elsevier.
- Potter, P. A., Perry, A. G., Stockert, P., & Hall, A. (2017). *Fundamentals of nursing* (9th ed.). St. Louis, MO: Elsevier.