

## SURESTEP™ Foley Tray System

### Insertion and Removal Skills Training Checklist

**Objectives:**

1. Clinician will demonstrate understanding of the device indications, contraindications, warnings and precautions.
2. Clinician will demonstrate understanding of the proper insertion and removal of an indwelling urinary catheter.

**Supplies: SURESTEP™ Foley Tray System**

Foley Catheter Insertion	Task Completed	Trainer Initials
1. Confirm patient meets the CDC guidelines for Appropriate Indications for Indwelling Urethral Catheter Use: <sup>1</sup>		
o Patient has acute urinary retention or bladder outlet obstruction		
o Need for accurate urine output measurements		
o Use for selected surgical procedures		
o To assist in healing of open sacral or perineal wounds		
o Patient requires prolonged immobilization		
o To improve comfort for end of life care		
o Select the smallest Foley catheter possible, consistent with good drainage		
2. Preparation:		
a. Wash hands and don clean gloves		
b. Position patient		
c. Open outer packaging of the foley tray and place it between patient's legs		
d. Remove the label, directions for use brochure, and orange sticker sheet and set aside		
e. Open peri-care kit		
f. Use provided castile soap wipes to cleanse patient's peri-urethral area		
g. Discard gloves. Perform hand hygiene with provided alcohol hand sanitizer gel		
3. Insert Foley catheter using aseptic technique and sterile equipment:		
a. Remove band from around Foley tray. Using proper aseptic technique open CSR wrap		
b. Maintain aseptic technique and don sterile gloves		
c. Place underpad beneath patient, plastic or "shiny" side down. Take caution not to contaminate sterile gloves		
d. Position fenestrated drape on patient appropriately		
e. Open povidone iodine packet and pour solution onto 3 foam swab sticks to saturate them		

<sup>1</sup> CDC HICPAC Guidelines for Prevention of Catheter-Associated Urinary Tract Infections 2009.

f. Attach the water-filled syringe to the inflation port ✓ Note: It is not necessary to pre-test the Foley catheter balloon		
g. Use the syringe with the green plunger to deposit lubricant into tray		
h. Remove Foley catheter from wrap and place catheter in lubricant		
i. Prepare patient with the povidone-iodine saturated foam swab sticks. Gently twist the swabs to remove them from tray: ✓ Female Patient: With a downward stroke cleanse the right labia minora and discard the swab. Do the same for the left labia minora. With the last swabstick cleanse the middle area between the labia minora. ✓ Male Patient: Cleanse the penis in a circular motion starting at the urethral meatus and work outward		
j. Proceed with catheterization until urine is visible in the drainage tube: ✓ Female Patient: Advance catheter two more inches (or according to hospital protocol) ✓ Male Patient: Advance catheter to the bifurcation (or according to hospital protocol)		
k. Inflate catheter balloon using entire 10mL of sterile water provided in the prefilled syringe ✓ Note: Use of less than 10mL can result in improperly inflated balloon		
l. Once the balloon is inflated, ease the catheter back by gently pulling on the catheter until slight tension is detected indicating that the balloon is in place at the neck of the bladder		
m. If proper catheterization is not accomplished, use a new catheter for future attempts		
n. After inserting the Foley catheter, discard all materials in accordance with the hospital protocol and remove contaminated gloves		
4. If provided, secure the Foley catheter to the patient using the STATLOCK® Foley stabilization device ✓ Note: Please ensure patient is appropriate for use of STATLOCK® Foley device		
5. Position hanger on bed rail at the foot of the bed and use green sheeting clip to secure drainage tube to sheet, confirm tube is not kinked		
6. Indicate time and date of catheter insertion on provided labels and place designated labels on drainage system and/or chart. Document procedure according to hospital protocol)		

## SURESTEP™ Foley Tray System

### Insertion and Removal Skills Training Checklist

Foley Catheter Removal	Task Completed	Trainer Initials
1. Follow hospital protocol for the removal of a urinary catheter		
2. Explain the procedure to the patient and ensure privacy		
3. Perform hand hygiene		
4. Don clean gloves		
5. Remove STATLOCK® Foley stabilization device		
6. Position patient and place a waterproof pad under patient		
7. Deflate catheter balloon: <ul style="list-style-type: none"> <li>a. Back off syringe to 0.5mL and insert into the inflation port</li> <li>b. Allow the water to naturally flow back into the syringe to deflate the balloon</li> <li>c. Remove all 10mL of water</li> <li>d. Do not use vigorous aspiration as this may cause the inflation lumen to collapse, preventing balloon deflation</li> <li>e. Use only gentle aspiration to encourage deflation if needed</li> <li>f. Allow approximately 30 seconds for the pressure within the balloon to force the plunger back and volunteer its water into the syringe               <ul style="list-style-type: none"> <li>✓ If slow or no deflation is noticed, reseal the syringe</li> <li>✓ If balloon will not deflate and if permitted by hospital protocol, the valve arm may be severed. If this fails, contact adequately trained professional for assistance, as directed by hospital protocol</li> <li>✓ If balloon rupture occurs, care should be taken to assure that all balloon fragments have been removed from the patient</li> </ul> </li> </ul>		
8. Remove the catheter and discard it according to hospital protocol		
9. Document procedure according to hospital protocol		

NAME AND TITLE	
UNIT	
DATE	
TRAINER NAME	

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