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Guidelines on Traditional Chinese Medicine Nursing Procedures in Private Healthcare Facilities

**Traditional and Complementary
Medicine Division
Ministry of Health Malaysia**

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FOREWORD BY THE DIRECTOR-GENERAL OF HEALTH

*Assalamualaikum wbt,
Salam Sejahtera and
Salam Malaysia
Madani*



I would like to extend my sincere gratitude and congratulations to the Traditional and Complementary Medicine (T&CM) Division, Ministry of Health, for their unwavering commitment and hard work in the development of the Guideline on Traditional Chinese Medicine (TCM) Nursing Procedures in Private Healthcare Facilities in Malaysia.

The field of T&CM is gaining acceptance to have a complementary role in improving health and quality of life on a national scale. The cultural and ethnic diversity of Malaysia has resulted in the widespread use of T&CM. As a result, the Traditional and Complementary Medicine Act 2016 [Act 775] currently regulates T&CM practitioners in seven recognized practice areas. They include Traditional Malay Medicine, Traditional Chinese Medicine, Traditional Indian Medicine, Islamic Medical Practice, Homeopathy, Chiropractic, and Osteopathy. TCM is one of the most established and developed fields of T&CM in Malaysia, specifically, among the seven recognized practice areas.

TCM is distinguished by its standardised formal and informal education, medical theories, extensive clinical

experience, and distinctive therapeutic techniques. The transfer of knowledge and skills in this field has been facilitated by the long history and diplomatic ties with the government of the People's Republic of China.

Furthermore, nursing care is established in TCM in the same manner as in the conventional medical system. TCM nursing is a discipline that employs TCM specialisation to enhance health and well-being. The demand for nursing care is increasing as a result of the increasing number of Malaysians seeking TCM services in private healthcare settings. As a result, TCM nurses can now find employment opportunities in a variety of settings, including hospitals, clinics, and private TCM facilities. Currently, there is no structured and standardised training available for nurses who aspire to pursue TCM nursing, despite the vast and significant nature of TCM nursing knowledge.

The T&CMD has initiated this guideline to establish baseline standards for the safe training of TCM nurses to practise TCM nursing in private healthcare facilities. It provides a comprehensive overview of the prerequisites, processes, and evaluation methods that are utilised in the provision of TCM nursing training.

It is hoped that this guideline will be significantly optimised by relevant interested parties in order to guarantee that TCM nursing services are of high quality, safe, and effective for all Malaysians.

Datuk Dr. Muhammad Radzi bin Abu Hassan
Director-General of Health
Ministry of Health Malaysia

ABBREVIATIONS

HOD	Head of Department
MOH	Ministry of Health
PIC	Person in Charge
SN	Staff Nurse
TCM	Traditional Chinese Medicine
T&CMD	Traditional and Complementary Medicine Division
WHO	World Health Organization

1.0 INTRODUCTION

1.1 Background

Traditional Chinese Medicine (TCM) is one of the most popular traditional and complementary medicine systems that is widely used across the globe. With a long history, TCM boasts a complete system of medical theories, rich clinical experience and unique therapeutic techniques.¹

In TCM, TCM nursing is a nursing discipline which specialises on the use of TCM to promote health and well-being.² It is a growing field that offers various opportunities for nurses interested in holistic health care.² TCM nurses can work in a variety of settings including hospitals, clinics and private healthcare facilities. They can also work in community health settings such as schools and community centers.²

According to Jun-Qiang Zhao et. al, although TCM nursing knowledge is diverse, it does not have a mature and complete theoretical system and practice standards which also lack of technique standardisation.³ This is due to the fact that existing nursing skills are still based on experience and without rigorous research input.³ The same situation is also seen in Malaysia especially within the private healthcare setting where there is lack of structured and standardised TCM nursing training.

This guideline is developed in view of the growing interest of TCM nursing in Malaysia. Private healthcare providers in Malaysia have shown

interest in providing TCM nursing services in their facilities. In MOH facilities, TCM services are provided as outpatient and managed by TCM practitioners. Currently, no designated nurses are allocated to provide nursing care for the TCM procedures in MOH facilities.

Therefore, the Traditional and Complementary Medicine Division, Ministry of Health took this initiative to develop a standard guideline to help the relevant healthcare providers in setting baseline standards for the safe training of nurses to practise TCM nursing in private healthcare facilities based on the existing laws and regulations.

This guideline aims to facilitate the training of nursing staff specifically in the field of TCM and provide general information on the prerequisites and processes involved in providing TCM nursing.

1.2 Definition

Traditional Chinese Medicine

According to WHO, TCM is one of the most popularly applied health resources around the world. It encompasses a variety of healthcare approaches including herbal therapy, dietary care, acupuncture, massage, moxibustion, cupping or scraping, physical and breathing exercises and foot baths.⁴

Nursing

Nursing encompasses autonomous and collaborative care of individuals of all ages, families, groups and communities, sick or well and in all settings. It includes the promotion of health, the prevention of illness and the care of ill, disabled and dying people.⁵

TCM Nursing

TCM nursing is a holistic approach to patient care that is guided by conventional nursing theory, based on nursing procedures that incorporate the principles of TCM with Western nursing practices.¹

Private Healthcare Facilities

Any premises, other than a government healthcare facility, used or intended to be used for the provision of healthcare services or health-related services, such as private hospital, hospice, ambulatory care center, nursing home, maternity home, psychiatric hospital, psychiatric nursing home, community mental health center, hemodialysis center, medical clinic, dental clinical and such other healthcare or health-related premises as the Minister may from time to time, by notification in the Gazette specify.⁶

1.3 Objective

- To provide general guidelines on TCM nursing practices in the private healthcare setting
- To ensure the safety and quality of TCM nursing services offered to patients in the private healthcare setting
- To ensure the competency of nursing staff providing TCM nursing

1.4 Scope of the Guideline

This guideline is developed to guide individual nurses who wish to provide TCM nursing services in the following settings:

- i. private healthcare facilities, subject to the condition of the premises;
- ii. other provider organisations, as either employed or contracted staff or volunteers such as locum tenens working in the field of TCM.

Based on the engagement with the stakeholders, TCM components that will be discussed in this guideline are as follows:

- Acupuncture
- Cupping
- Moxibustion
- Tuina
- Herbal Medicine

All premises are reminded to comply with relevant Acts and Regulations before the adoption of this

guideline. Any losses, negligence, and malpractice are under the care of the said premise. The MOH will not be responsible for the misconduct of any party concerning this guideline.

2.0 TRAINING

2.1 Criteria for enrollment

A nurse employed in any private healthcare facilities shall meet the following criteria:

- Holds a minimum Diploma in Nursing
- Is registered with the Malaysia Nursing Board
- Has a valid Annual Practising Certificate or Letter of Retention, where applicable
- Having at least six consecutive months of experience in the field of nursing

2.2 Duration of Training

To ensure the competency of the nursing staff, the duration of training should be within three months, taking the facility setting and human resources into account. Facilities are encouraged to provide basic theoretical knowledge on the fundamentals of TCM and related TCM practices and procedures.

2.3 Committee

The institution is recommended to establish a committee to plan, execute and monitor the training programme. This committee is responsible to:

- Develop the training module
- Check and review the qualifications of the nurses
- Appoint assessors for the training programme
- Assess and evaluate the training programme from time to time
- Grant competency level of nursing staff

Each institution has the jurisdiction to appoint the members of the committee, as they deem appropriate.

2.4 Assessor

The assessor for procedures shall:

- be a TCM practitioner
- register with the Malaysian T&CM Council
- have a valid Annual Practising Certificate

2.5 List of Procedures

The procedures listed here are common procedures performed in TCM facilities in Malaysia but do not encompass all procedures in the field of TCM.

No.	Procedure	Page
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2.6 Method of delivery

Training can be conducted through tutorials, practical sessions, clinical demonstration, case-based learning or apprenticeship.

Each procedure needs to be documented and recorded. A training record should be kept and maintained throughout the training duration. (See Appendix II)

2.7 Assessment

Assessment is an important aspect of a training as it reflects the learning outcome of the training and is part of the quality assurance procedure.

An assessment of competency should be conducted until the required competency level is achieved, i.e., until the individual is satisfactorily and successfully assessed that he/she is competent to perform the required procedures/services. The method of assessment should be clear, consistent, reliable and in line with the current practices

The nursing staff must be able to perform the procedures and pass the assessment. The established committee should grant the competency level of the nursing staff after he/she achieves a satisfactory mark following the assessment.

2.8 Appeal Process

Nursing staff who fail the competency assessment can submit a written appeal to the committee for consideration. The committee reserves the right to accept or reject the appeal. The result by the committee is final.

3.0 LIST OF PROCEDURES

3.1. Operate Acupuncture Apparatus Machine

No.	Activity
1.	Greet the patient
2.	Identify the correct patient
3.	Explain the procedure to the patient
4.	Perform hand hygiene
5.	Check the acupuncture apparatus machine are connected properly (before use)
6.	Turn off the adjustment button and switch off the acupuncture apparatus machine before the acupuncture needle insertion on the patient's body
7.	Assist the practitioner during the insertion of acupuncture needles. Ensure all the needles inserted are recorded in the acupuncture form.
8.	Switch on the acupuncture apparatus machine and turn on the adjustment button based on the level of frequency and intensity prescribed
9.	Advice patient to inform the staff of any discomfort experienced during the treatment
10.	Check the acupuncture apparatus machine wires are disconnected (after use)
11.	Perform hand hygiene
12.	Document the procedure

3.2. Removal of Acupuncture Needle

No.	Activity
1.	Greet the patient
2.	Identify the correct patient
3.	Explain the procedure to the patient
4.	Perform hand hygiene
5.	Prepare the equipment trolley
6.	Wear gloves before handling the needles
7.	Count the number of needles on the patient's body to ensure the number of needles is the same as recorded in the acupuncture form.
8.	Notify the practitioner if there is any discrepancy between the number of needles used and the recorded number on the acupuncture form.
9.	Remove all the needles from the patient's body, verify the count with record and proceed to clean the patient.
10.	Ensure the patient is safe and comfortable after the procedure
11.	Dispose of the used needles into the sharp bin and the used cotton into the clinical waste bin
12.	Perform hand hygiene
13.	Document the procedure

3.3. Removal of Cup

No.	Activity
1.	Greet the patient
2.	Identify the correct patient
3.	Explain the procedure to the patient
4.	Perform hand hygiene
5.	Prepare the equipment trolley
6.	Wear an apron to protect from blood splash
7.	Removal of cup: <ul style="list-style-type: none">a) Dry cupping<ul style="list-style-type: none">● wear gloves● press the skin near the cupping area gently to ease the removal of the cup.● clean the area with an alcohol swab after removal of the cupb) Involving bloodletting<ul style="list-style-type: none">● wear gloves● press the skin near the cupping area gently to ease the removal of the cup.● cover the area of cupping with padding● remove the blood clot and clean the area using normal saline
8.	Ensure the patient is safe and comfortable after the procedure
9.	Place all the used cups in a container
10.	Dispose of all used alcohol swabs and cotton gauzes into the clinical waste bin

11.	Perform hand hygiene
12.	Provide after-care advice (especially for bloodletting procedure) such as: -Observe the wound for signs of inflammation such as redness, swelling and excessive pain. Avoid scratching the area to prevent infection <ul style="list-style-type: none"> • Pat dry the area after bath • Do not perform strenuous activities after the procedure • Seek medical assistance if the patient experiences serious adverse events such as dizziness, swelling and persistent bleeding on cupping site and etc
13.	Document the procedure
14.	Wear gloves
15.	Sterilise the cups after use and keep them in a clean container
16.	Perform hand hygiene

3.4. Assist in Moxibustion

No.	Activity
1.	Greet the patient
2.	Identify the correct patient
3.	Explain the procedure to the patient
4.	Perform hand hygiene
5.	Prepare the equipment trolley
6.	Instruct the patient to remain still during the treatment

7.	Place the moxibustion piece on top of the needle or in the moxibustion box according to the practitioner's order
8.	Cover the moxibustion stick with a small thick hard paper to prevent the ashes from dropping onto the patient's body
9.	Advice patient to inform the staff of any discomfort experienced during the treatment
10.	Monitor the patient routinely during the procedure
11.	Ensure the patient is safe and comfortable after the procedure
12.	Provide after-care advice such as wound care.
13.	Clean all the used items and perform hand hygiene
14.	Document the procedure

3.5. Assist in Tuina

No.	Activity
1.	Greet the patient
2.	Identify the correct patient
3.	Explain the procedure to the patient
4.	Perform hand hygiene
5.	Place the patient in the appropriate position for tuina.
6.	Monitor the patient routinely during and after the procedure
7.	Ensure the patient is safe and comfortable.
8.	After tuina, apply herbal dressing as prescribed by practitioner if applicable.

9.	Perform hand hygiene
10.	Document the procedure

3.6 Administration of Herbal Medicine (In-Patient Procedure)

No.	Activity
1.	<p>Ensure the prescription ordered adheres to the components of drug prescription such as:</p> <ul style="list-style-type: none"> ● Patient's name and registration number ● Patient's age ● Date and time of ordering ● Herbal medicine ordered ● Route of administration ● Herbal medicine dosage forms ● Frequency and duration of administration (the medication must be re-prescribed if the duration is due) ● Signature & licensure of prescriber
2.	Greet the patient
3.	Identify the right patient by calling and verifying the full name and registration number of the patient
4.	<p>Administer the medication to the patient following the rules of safe medication administration as follows:</p> <ul style="list-style-type: none"> ● The right patient ● The right medication ● The right dosage ● The right route

	<ul style="list-style-type: none"> • The right time
5.	Document the procedure
6.	Report to the superior/practitioner if the patient experiences signs and symptoms of an adverse drug reaction

3.7. Herbal dressing

No.	Activity
1.	Greet the patient
2.	Identify the correct patient
3.	Explain the procedure to the patient
4.	Perform hand hygiene
5.	Apply the dressing over the affected area as prescribed
6.	Perform hand hygiene
7.	Provide after-care advice to the patient <ul style="list-style-type: none"> • Keep the herbal dressing as prescribed • Keep the dressing area dry • Cover the area during bath • Remove dressing in case of any discomfort felt at the dressing site
8.	Document the procedure

4.0 SUMMARY

It is hoped that this guideline can assist the private healthcare provider in the implementation of the training of TCM Nursing procedures.

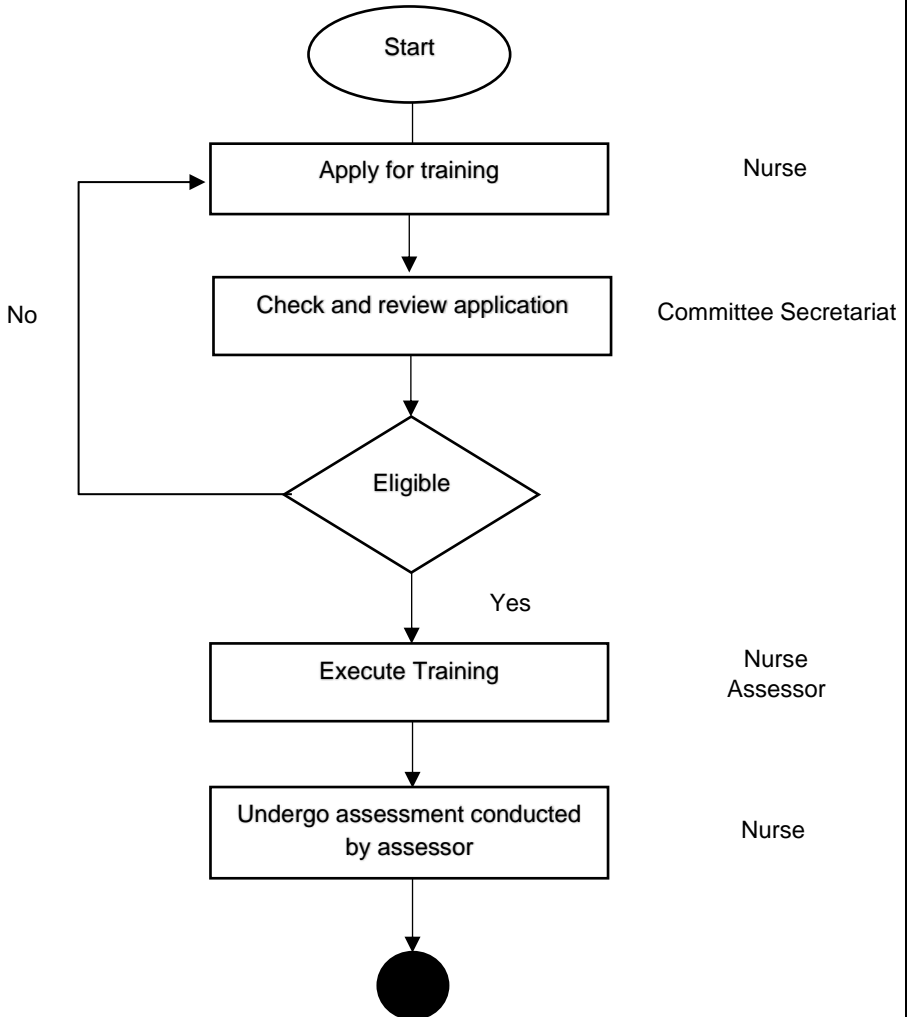
In addition, the publication of this guideline marks the first step in facilitating private healthcare providers to standardise the practice of TCM Nursing procedures. It is anticipated that there will be more suggestions from healthcare institutions to improve the services of TCM Nursing.

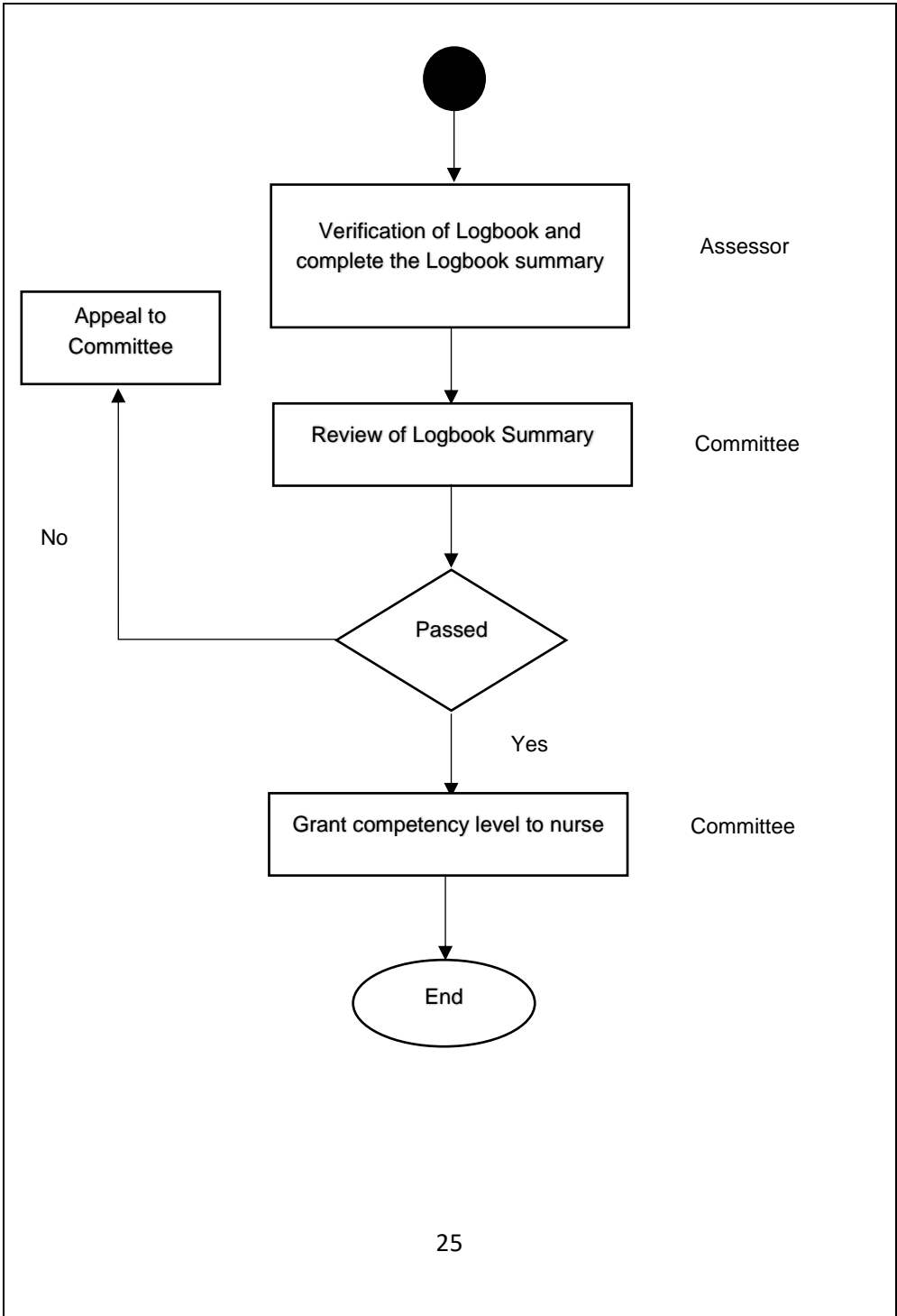
This guideline needs to be read together with The Code of Professional Conduct, other acts and regulations in force.

5.0 APPENDIX

Appendix I

FLOW CHART ON THE GUIDELINE ON TRADITIONAL CHINESE MEDICINE NURSING PROCEDURES IN PRIVATE HEALTHCARE FACILITIES





**Traditional Chinese Medicine (TCM) Nursing
Procedures
Clinical Practice Record (Logbook)**

Name	
Registration number	
Position	
Department	
Date of Enrolment for TCM Nursing	

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General Information

This Clinical Practice Record (Logbook) is used to monitor the nursing staff activities in the respective area. They are expected to complete all the procedures specified in the Guideline on TCM Nursing Procedures in Private Healthcare Facilities.

The procedures listed are the core procedures that must be fulfilled by the nursing staff. Each procedure involves several activities that are done by the nursing staff and assessed by the assessor.

Components

This record covers three (3) activities:

1. **Observe** : to observe how the procedures are being done
2. **Assist** : to assist or perform under supervision
3. **Perform** : to perform the procedure

Assessor

Each activity must only be verified by an appointed assessor. Any activity verified by unauthorised personnel will be considered null and void.

List of procedures

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2.	Removal of Acupuncture Needle	
3.	Removal of Cup	
4.	Assist in Moxibustion	
5.	Assist in Tuina	
6.	Administration of Herbal Medicine (In-Patient Procedure)	
7.	Herbal Dressing	

1. Operate Acupuncture Apparatus Machine

No.	MRN	Activity	Date	Name Of Assessor	Sign	Remarks
1.		OBSERVE				
2.		OBSERVE				
3.		OBSERVE				
4.		ASSIST				
5.		ASSIST				
6.		ASSIST				
7.		ASSIST				
8.		ASSIST				
9.		PERFORM				
10.		PERFORM				
11.		PERFORM				
12.		PERFORM				
13.		PERFORM				
14.		PERFORM				
15.		PERFORM				

Assessment sheet

No	Activity Date	Assessment 1		Assessment 2		Assessment 3	
		Yes	No	Yes	No	Yes	No
		1.	Greet the patient				
2.	Identify the correct patient						
3.	Explain the procedure to the patient						
4.	Perform hand hygiene						
5.	Check the acupuncture apparatus machine wires are connected properly (before use)						
6.	Turn off the adjustment button and switch off the						

	acupuncture apparatus machine before the acupuncture needle insertion on the patient's body						
7.	Assist the practitioner during the insertion of acupuncture needles. Ensure all the needles inserted are recorded in the Acupuncture form.						
8.	Switch on the acupuncture apparatus machine and turn on the adjustment button based on the level of frequency and intensity prescribed						
9.	Advice patient to inform the staff of any discomfort experienced during the treatment						
10.	Check the acupuncture apparatus machine wires are disconnected (after use)						
11.	Perform hand hygiene						
12.	Document the procedure						

2. Removal of Acupuncture needle

No.	MRN	Activity	Date	Name Of Assessor	Sign	Remarks
1.		OBSERVE				
2.		OBSERVE				
3.		OBSERVE				
4.		ASSIST				
5.		ASSIST				
6.		ASSIST				
7.		ASSIST				
8.		ASSIST				
9.		PERFORM				
10.		PERFORM				
11.		PERFORM				
12.		PERFORM				
13.		PERFORM				
14.		PERFORM				
15.		PERFORM				

Assessment sheet

No	Activity Date	Assessment 1		Assessment 2		Assessment 3	
		Yes	No	Yes	No	Yes	No
		1.	Greet the patient				
2.	Identify the correct patient						
3.	Explain the procedure to the patient						
4.	Perform hand hygiene						
5.	Prepare the equipment trolley						
6.	Wear gloves before handling the needles						
7.	Count the number of needles on the patient's body to						

	ensure the number of needles is the same as recorded in the Acupuncture form						
8.	Notify the practitioner if there is any discrepancy between the number of needles used and the recorded number on the Acupuncture form.						
9.	Remove all the needles from the patient's body, verify the count with record and proceed to clean the patient.						
10.	Ensure the patient is safe and comfortable after the procedure						
11.	Dispose of the used needles into the sharp bin and the used cottons into the clinical waste bin						
12.	Perform hand hygiene						
13.	Document the procedure						

3. Removal of Cup

No.	MRN	Activity	Date	Name Of Assessor	Sign	Remarks
1.		OBSERVE				
2.		OBSERVE				
3.		OBSERVE				
4.		ASSIST				
5.		ASSIST				
6.		ASSIST				
7.		ASSIST				
8.		ASSIST				
9.		PERFORM				
10.		PERFORM				
11.		PERFORM				
12.		PERFORM				
13.		PERFORM				
14.		PERFORM				
15.		PERFORM				

Assessment sheet

No	Activity Date	Assessment 1		Assessment 2		Assessment 3	
		Yes	No	Yes	No	Yes	No
1.	Greet the patient						
2.	Identify the correct patient						
3.	Explain the procedure to the patient						
4.	Perform hand hygiene						
5.	Prepare the equipment trolley						
6.	Wear apron to protect from blood splash.						

7.	<p>Removal of cup:</p> <p>a) Dry cupping</p> <ul style="list-style-type: none"> ● wear gloves ● press the skin near the cupping area gently to ease the removal of the cup. ● clean the area with an alcohol swab after removal of the cup <p>b) Involving bloodletting</p> <ul style="list-style-type: none"> ● wear gloves ● press the skin near the cupping area gently to ease the removal of the cup ● cover the area of cupping with padding ● remove the blood clot and clean the area using normal saline 						
8.	Ensure the patient is safe and comfortable after the procedure						
9.	Place all the used cups in a container						
10.	Dispose of all used alcohol swabs and cotton gauzes into the clinical waste bin						

11.	Perform hand hygiene						
12.	Provide after-care advice (especially for bloodletting procedure) such as: <ul style="list-style-type: none"> • Observe the wound for signs of inflammation such as redness, swelling and excessive pain. • Avoid scratching the area to prevent infection • Pat dry the area after bath • Do not perform strenuous activities after the procedure • Seek medical assistance if the patient experiences serious adverse events such as dizziness, swelling and persistent bleeding on cupping site and etc 						
13.	Document the procedure						
14.	Wear gloves						
15.	Sterilise the cups after use and keep them in a clean container						
16.	Perform hand hygiene						

4. Assist in Moxibustion

No.	MRN	Activity	Date	Name Of Assessor	Sign	Remarks
1		OBSERVE				
2		OBSERVE				
3		OBSERVE				
4		ASSIST				
5		ASSIST				
6		ASSIST				
7		ASSIST				
8		ASSIST				
9		PERFORM				
10		PERFORM				
11		PERFORM				
12		PERFORM				
13		PERFORM				
14		PERFORM				
15		PERFORM				

Assessment sheet

No	Activity Date	Assessment 1		Assessment 2		Assessment 3	
		Yes	No	Yes	No	Yes	No
1.	Greet the patient						
2.	Identify the correct patient						
3.	Explain the procedure to the patient						
4.	Perform hand hygiene						
5.	Prepare the equipment trolley						
6.	Instruct the patient to remain still during the treatment						

7.	Place the moxibustion piece on top of the needle or in the moxibustion box according to the practitioner's order						
8.	Cover the Moxibustion stick with a small thick hard paper to prevent the ashes from dropping onto the patient's body						
9.	Advice patient to inform the staff of any discomfort experienced during the treatment						
10.	Monitor the patient routinely during the procedure						
11.	Ensure the patient is safe and comfortable after the procedure						
12.	Provide after-care advice such as wound care						
13.	Clean all the used items and perform hand hygiene						
14.	Document the procedure						

5. Assist in Tuina

No.	MRN	Activity	Date	Name Of Assessor	Sign	Remarks
1		OBSERVE				
2		OBSERVE				
3		OBSERVE				
4		ASSIST				
5		ASSIST				
6		ASSIST				
7		ASSIST				
8		ASSIST				
9		PERFORM				
10		PERFORM				
11		PERFORM				
12		PERFORM				
13		PERFORM				
14		PERFORM				
15		PERFORM				

Assessment sheet

No	Activity Date	Assessment 1		Assessment 2		Assessment 3	
		Yes	No	Yes	No	Yes	No
		1.	Greet the patient				
2.	Identify the correct patient						
3.	Explain the procedure to the patient						
4.	Perform hand hygiene						
5.	Place the patient in the appropriate position for tuina.						
6.	Monitor the patient						

	routinely during and after the procedure						
7.	Ensure the patient is safe and comfortable.						
8.	After tuina, apply herbal dressing if applicable.						
9.	Perform hand hygiene						
10.	Document the procedure						

6. Administration of Herbal Medicine (In-Patient Procedure)

No	MRN	Activity	Date	Name Of Assessor	Sign	Remarks
1		OBSERVE				
2		OBSERVE				
3		OBSERVE				
4		ASSIST				
5		ASSIST				
6		ASSIST				
7		ASSIST				
8		ASSIST				
9		PERFORM				
10		PERFORM				
11		PERFORM				
12		PERFORM				
13		PERFORM				
14		PERFORM				
15		PERFORM				

Assessment sheet

No	Activity Date	Assessment 1		Assessment 2		Assessment 3	
		Yes	No	Yes	No	Yes	No
		1.	<p>Ensure the prescription ordered adheres to the components of drug prescription such as:</p> <ul style="list-style-type: none"> ● Patient's name and registration number ● Patient's age ● Date and time of ordering ● Herbal medicine ordered ● Route of administration ● Herbal medicine dosage forms ● Frequency and duration of administration (the medication must be re-prescribed if the duration is due) ● Signature and licensure of prescriber 				
2.	Greet the patient						
3.	Identify the right patient by calling and verifying the full name and registration number of the patient						
4.	Administer the medication to the patient following the						

	<p>rules of safe medication administration as follows:</p> <ul style="list-style-type: none"> • The right patient • The right medication • The right dosage • The right route • The right time 						
5.	Document the procedure						
6.	Report to the superior/practitioner if the patient experiences signs and symptoms of an adverse drug reaction						

7. Herbal dressing

No	MRN	Activity	Date	Name Of Assessor	Sign	Remarks
1		OBSERVE				
2		OBSERVE				
3		OBSERVE				
4		ASSIST				
5		ASSIST				
6		ASSIST				
7		ASSIST				
8		ASSIST				
9		PERFORM				
10		PERFORM				
11		PERFORM				
12		PERFORM				
13		PERFORM				
14		PERFORM				
15		PERFORM				

Assessment sheet

No	Activity Date	Assessment 1		Assessment 2		Assessment 3	
		Yes	No	Yes	No	Yes	No
		1.	Greet the patient				
2.	Identify the correct patient						
3.	Explain the procedure to the patient						
4.	Perform hand hygiene						
5.	Apply the dressing over the affected area as prescribed						
6.	Perform hand hygiene						
7.	Provide after-care advice such as: <ul style="list-style-type: none"> • Keep the herbal dressing as prescribed • Keep the dressing area dry • Cover the area during bath • Remove dressing in case of any discomfort felt at the dressing site 						
8.	Document the procedure						

Summary

No	Procedures	Required			Done			Remarks
		O	A	P	O	A	P	
1	Operate Acupuncture Apparatus Machine	3	5	7				
2	Removal of Acupuncture needle	3	5	7				
3	Removal of Cup	3	5	7				
4	Assist in Moxibustion	3	5	7				
5	Assist in Tuina	3	5	7				
6	Administration of Herbal Medicine	3	5	7				
7	Herbal dressing	3	5	7				

*O= Observe A=Assist P= Perform

Comment by Assessor/ Head of Department:

Signature of Assessor :

Name/ Stamp :

Date :

Verified by Head of Department :

Name/ Stamp :

Date :

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