



Rancho Los Amigos National Rehabilitation Center OUTPATIENT SERVICES POLICY AND PROCEDURE

Subject: Outpatient Toenail Trimming

Policy No.: 6.04.01

Supersedes: N/A

New: 03/2020

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I. Purpose:

- A. Rancho Los Amigos National Rehabilitation Center (RLANRC) cares for many patients with diminished sensation in their feet, for whom regular toenail trimming plays an important part in staying healthy.
- B. The purpose of this policy is to detail outpatient toenail trimming services available at RLANRC, inclusion criteria for patients, location, personnel providing the service, training and oversight, referring and scheduling of patients.
- C. The equipment needed and the steps for performing toenail trimming treatment are also listed.

II. Policy:

- A. Routine toenail trimming is available to patients with a diagnosis of either diabetes and/or spinal cord injury.
- B. More complex nail care needs such as ingrown toenails or hyperkeratotic nail beds cannot be accommodated and should be directed elsewhere.
- C. Any patients demonstrating tremors or spasms of their lower extremities will be deferred to another visit when the lower extremities are stationary.
- D. Toenail trimming is performed by trained technicians from the Cast Room in Clinic 2, located on the third floor of the Outpatient Building. Initial training and annual competencies are required of all personnel performing toenail trimming. Training and clinical oversight is provided by Podiatry.
- E. Patients in need of toenail trimming are seen by appointment only and must be referred in advance by having his or her provider enter an electronic order for nail trimming. The schedule is created in advance, managed by the Cast Room technicians, but same-day appointments may be arranged at the discretion of the supervising podiatrist.
- F. Hours of operation for toenail trimming match that of Clinic 2 where the Cast Room is located, weekdays from 8am to 4:30pm with a midday break for lunch, subject to the availability of the technician.

III. Procedure:

A. Pre-Procedure:

- 1. Inspect equipment to ensure that all instruments have been sterilized and that all instruments are properly packaged.
- 2. Open the pre-sterilized instrument packaging and perform secondary inspection of the sterilized surgical instruments.
- 3. Place only the appropriate instruments on a clean tray.

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Approved By: Dr. Sylvia Shaw, Outpatient Specialty Services Medical Director
Leilani Hermosura, Assistant Nursing Director, Outpatient

4. Set out all materials and other essential instruments to avoid cross contamination.
5. Position the patient safely so that the provider has the best access to the desired toenail.

B. Procedure for Toenail Trimming:

1. Assess the nails individually for thickness, ingrown status, localized erythema, bleeding, foreign bodies and evidence of trauma. Contact Podiatry if any of these conditions exist.
2. With gloved hands, support foot and stabilize the foot to be treated. Isolate the toe to be treated to prevent inadvertent trauma during debridement.
3. Reduce nail length by using Konig nail clippers by taking small bites with each nip.
4. When using nail nippers on thinned nails, be sure to take small (2 mm) bites with each nip.
5. Do not try to use the entire length of the clipper mouth. This will be less painful to the patient and provide more accurate debridement. Small nails on toes 2-5, however, may sometimes be done in just one or two nips.

C. Post Procedure Treatment

1. Segregate waste and dispose.
2. Inspect all instruments for damage or excessive wear.
3. The instruments are initially exposed to a germicidal agent (DebMed). They are subsequently exposed to a bactericidal, tuberculocidal and virucidal disinfectant (germicidal wipes).
4. The instruments are later sent to central processing where they are sterilized further in accordance with the manufacturers recommendations.
5. Clean and disinfect all contaminated work surfaces.
6. Document in Orchid the clinical encounter & disposition of the patient.
7. Prepare and set up for next patient.

D. Required Equipment:

1. Personal protective equipment (masks, gloves, eye protection).
2. Surgical toenail nippers (Konig Double action myotic nail nippers with barrel spring, MDS6992219; Konig Double spring nail nippers, MDS7446412).
3. 3WEA or equivalent softening solution.
4. General medical supplies (gauze, antiseptic, Band Aids, cleansing towels, disposable paper protectors), instrument trays.