

CHAPTER 10 PROCEDURE CHECKLISTS

PROCEDURE 10-1

Handwashing

	S	U	COMMENTS
1. Gather needed supplies if not present at the handwashing area: <i>soap or the cleansing agent specified by your facility, hand lotion (optional), paper towels, an orangewood stick or disposable nail cleaner (optional).</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Stand away from the sink, so that your uniform does not touch the sink. Push your sleeves up your arms 4 to 5 in; if you are wearing a watch, push it up too.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Turn on the water and adjust the force so that it does not splash on your uniform. Use warm, not hot water.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Wet your hands, keeping your fingers pointed down. This will cause the water to run off your fingertips and into the sink. Do not allow water to run up your forearms.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Press the hand pump or step on the foot pedal to dispense the cleaning agent into one cupped hand.	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Lather well, keeping your fingers pointed down at all times. Make sure the lather extends at least 1 inch past your wrists.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Rub your hands together in a circular motion, washing the palms and backs of your hands. Interlace your fingers to clean the spaces between your fingers. Continue for at least 20 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Rub the fingernails of one hand against the palm of the opposite hand to force soap underneath the tips of the fingernails, <i>or</i> clean underneath the tips of the fingernails with the blunt edge of an orangewood stick or a disposable nail cleaner.	<input type="checkbox"/>	<input type="checkbox"/>	_____
9. Rinse your hands, keeping your fingers pointed down at all times.	<input type="checkbox"/>	<input type="checkbox"/>	_____
10. Dry your hands thoroughly with a clean paper towel, beginning with the fingers and moving upward to the wrists. Dispose of the paper towel in a facility-approved waste container, being careful not to touch the container.	<input type="checkbox"/>	<input type="checkbox"/>	_____
11. With a new paper towel, turn off the faucet. Carefully dispose of the paper towel without touching it to the other clean hand.	<input type="checkbox"/>	<input type="checkbox"/>	_____

12. As you leave the handwashing area, if there is a doorknob, open the door by covering the doorknob with a clean paper towel. If there is no doorknob, push the door open with your hip and shoulder to avoid contaminating your clean hands.
13. After leaving the handwashing area, apply a small amount of hand lotion to keep your skin supple and moist.

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PROCEDURE 10-2**Using an Alcohol-Based Hand Rub**

	S	U	COMMENTS
1. Gather needed supplies: facility approved alcohol-based hand rub, hand lotion (optional).	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Check the product label for the correct amount of product you should use.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Apply the correct amount of the hand rub to the palm of one hand.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Rub your hands together, covering your hands and fingers (front and back) and in between the fingers with the product. Make sure to clean the fingertips and rub the fingernails against your palms to force the product under the nails.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Continue rubbing your hands together until they are dry.	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Apply hand lotion if desired.	<input type="checkbox"/>	<input type="checkbox"/>	_____

PROCEDURE 10-3**Removing Gloves**

	S	U	COMMENTS
1. With one gloved hand, grasp the other glove at the palm and pull the glove off your hand. Keep the glove you have removed in your gloved hand. (Think, "glove to glove.")	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Slip two fingers from the ungloved hand underneath the cuff of the remaining glove, at the wrist. Remove that glove from your hand, turning it inside out as you pull it off. (Think, "skin to skin.")	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Dispose of the soiled gloves in a facility-approved waste container.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Perform hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	_____

PROCEDURE 10-4**Putting on a Gown**

	S	U	COMMENTS
1. Gather needed supplies: <i>a gown, gloves.</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Remove your watch and place it on a clean paper towel or in your pocket. (If you are wearing jewelry, remove that as well.) Roll up the sleeves of your uniform so that they are about 4 to 5 in above your wrists.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Perform hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Put on the gown by slipping your arms into the sleeves.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Secure the gown around your neck by tying the ties in a simple bow or by fastening the Velcro strips.	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Reach behind yourself and overlap the edges of the gown so that your uniform is completely covered. Secure the gown at your waist by tying the ties in a simple bow or by fastening the Velcro strips.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. Put on the gloves. The cuffs of the gloves should extend over the cuffs of the gown.	<input type="checkbox"/>	<input type="checkbox"/>	_____

PROCEDURE 10-5**Removing a Gown**

	S	U	COMMENTS
1. Remove and dispose of your gloves as described in Procedure 10-3. (If your gown ties in the front, untie the waist strings before removing your gloves.)	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Untie the waist ties (or undo the Velcro strips at the waist).	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Untie the neck ties (or undo the Velcro strips at the neck). Be careful not to touch your neck or the outside of the gown.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Grasping the gown at the neck ties, loosen it at the neck and allow the gown to fall away from the shoulders.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Be careful to touch only the inside of the gown and pull it away from your body and off your arms.	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Holding the gown away from your body, roll it downward, turning it inside out as you go. Take care to touch only the inside or uncontaminated side of the gown.	<input type="checkbox"/>	<input type="checkbox"/>	_____
7. After the gown is rolled up, contaminated side inward, dispose of it in a facility-approved container.	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. Perform hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	_____

PROCEDURE 10-6**Putting on and Removing a Mask****Putting on a Mask**

1. Gather needed supplies: *a mask*.
2. Perform hand hygiene.
3. Place the mask over your nose and mouth, being careful not to touch your face with your hands.
4. Tie the top strings of the mask securely behind your head.
5. Tie the bottom strings of the mask securely behind your neck. Make sure that the mask fits snugly around your face. You want to breathe through the mask, not around it.

S	U	COMMENTS
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Removing a Mask

1. Perform hand hygiene. (You do not want to touch your face with dirty hands.)
2. Untie the bottom strings first, and then untie the top strings. The front of the mask is considered to be contaminated, so touch only the strings.
3. Remove the mask by holding the top strings. Dispose of the mask, holding it by its ties only, in the facility-approved container located inside the patient's or resident's room.
4. Perform hand hygiene.

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

PROCEDURE 10-7**Removing More Than One Article of Personal Protective Equipment (PPE)**

	S	U	COMMENTS
1. Remove and dispose of your gloves as described in Procedure 10-3.	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Remove your protective eyewear. Handle only by the "clean" headband or ear pieces.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Untie the gown's waist ties (or undo the Velcro strips at the waist). <i>If the gown ties in the front, untie the waist tie before removing your gloves.</i>	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. Untie the gown's neck ties (or undo the Velcro strips at the neck), and loosen the gown at the neck. Remove and dispose of the gown as described in Procedure 10-5.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. Remove and dispose of the mask as described in Procedure 10-6.	<input type="checkbox"/>	<input type="checkbox"/>	_____
6. Perform appropriate hand hygiene immediately after removing PPE.	<input type="checkbox"/>	<input type="checkbox"/>	_____

PROCEDURE 10-8**Double-Bagging (Two Assistants)**

	S	U	COMMENTS
1. The nursing assistant inside the person's room places the contaminated items into an isolation bag (usually a color-coded plastic bag) and secures the bag with a tie.	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Another nursing assistant, referred to as the "clean" nursing assistant, stands outside of the person's room, holding a plastic bag cuffed over her hands. The cuff at the top of the bag protects the "clean" nursing assistant's hands.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. The nursing assistant inside the isolation unit deposits the bag of contaminated items into the bag held by the "clean" nursing assistant.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. The "clean" nursing assistant secures the top of the plastic bag tightly and disposes of the double-bagged items according to facility policy.	<input type="checkbox"/>	<input type="checkbox"/>	_____