

Starting 3/Ending 3



Each personal care skill starts and ends with three, specific actions.
Be sure to engage your client in conversation while performing the personal care task.



Starting 3

Perform these three actions
before every personal skill service:

- 1. Communicate with the client.**
 - Tell the client what you will be doing.
 - Tell the client what he/she will be doing.
- 2. Wash your hands.**
- 3. Create a safe environment to:**
 - Prevent injury.
 - Ensure proper use of assistive devices.





Ending 3

Perform these three actions
after every personal skill service:

- 1. Wash your hands.**
- 2. Clean the work space.**
 - Wipe the area after use.
 - Return supplies to original location.
- 3. Continue with the daily routine**
 - Help the client get dressed.
 - Return him/her to the bed or chair.

NOTE: Upon arrival to a shift with a client wash your hands thoroughly.

Gloves should be worn whenever you have an open area on your hands or fingers. This includes rashes, dry skin and chapped hands.

When you see  or  in the personal care skill sheets that follow,
please refer back to this page for reference.

Standard Precautions

Hand Hygiene

- Wash hands with soap and water if they are visibly soiled.
- If hands are not visibly soiled, or after removing visible material with soap and water, decontaminate hands with alcohol-based hand rub. Alternatively, hands may be washed with an antimicrobial soap and water.
- Do not wear artificial fingernails or extenders if you have direct contact with high-risk clients.
- Keep natural nail tips shorter than ¼ inch (6.35 mm).
- Wear gloves if you risk coming in contact with blood or other potentially infectious materials, mucous membranes or non-intact skin.
- Change gloves during client care if moving from a contaminated body site to a clean body site.
- Good hand hygiene is necessary:
 - Before having direct contact with clients.
 - After contact with blood, body fluids or excretions, mucous membranes, non-intact skin or wound dressings.
 - After contact with a client's intact skin (e.g., when taking a pulse, blood pressure or when lifting a client).
 - After contact with inanimate objects (including medical equipment) in the immediate vicinity of the patient.
 - After removing your gloves.
 - Before eating.
 - After using the restroom.

Standard Precautions

Hand Washing Process

1. Use a clean paper towel to turn on water. (See photo 1.)
2. Use warm water.
3. Wet your hands with fingers pointed down.
4. Apply soap to hands.
5. Lather well, keeping fingers pointed down.
6. Rub hands together in circular motion to create friction. (See photo 6.)
7. Scrub fingernails on opposite palm. (See photo 7.)
8. Wash for 20 seconds.
9. Rinse off soap with fingers pointed down. (See photo 9.)
10. Do not touch the bowl of the sink with your hands.
11. Dry hands thoroughly.
12. Use a clean paper towel to turn off water. (See photo 12.)

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Standard Precautions

Gloving

Gloves should be worn during procedures in which you may come in contact with bodily fluids.

Applying Disposable Gloves:

1. Wash and dry your hands thoroughly.
2. Pull out one glove and slide it onto the opposite hand.
3. Use the gloved hand to pull out another glove, and slide your ungloved hand into it.
4. Interlace your fingers so the gloves fit snugly. *(See photo at top.)*

Removing Disposable Gloves:

1. Pinch the palm of the opposite glove with the fingertips of one hand, taking care to touch only the glove. *(See photo 1.)*
2. Pull the pinched glove toward the fingertips, and remove it, turning the glove inside out. *(See photo 2.)*
3. Hold onto the loose glove with the gloved hand.
4. Place the fingers of the ungloved hand inside the cuff of the gloved hand between the wrist and the glove, taking care not to touch the outside surface of the glove. *(See photo 4.)*
5. Pull the glove toward the finger tips, turning the glove inside out. The glove you were holding with your hand is now inside the glove you are taking off. *(See photo 5.)*
6. Discard gloves into the trash can.
7. Wash and dry your hands thoroughly.

NOTE: Do not reuse disposable gloves.

NOTE: Upon arrival to a shift with a client wash your hands thoroughly.

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Standard Precautions

Putting On/Removing Personal Protective Equipment (PPE)

A mask and gown may be required anytime a CAREGiverSM could be exposed to body fluid and/or droplets. The gown protects your clothing; the mask filters out pathogens (germs that cause serious infections).

Guidelines for Putting on Mask, Gown and Gloves:

1. Wash and dry your hands thoroughly for 20 seconds.
2. Put on the gown with the opening at the back.
3. Make sure all clothing is covered.
4. Fasten the gown at your neck and waist.
5. Unfold the mask and place it on your face.
6. Adjust nose piece and fit snug to face and below chin. Tie or loop behind your ears and neck.
7. Put on the face shield by expanding the elastic strap and placing it behind your head with the foam resting just above your eyebrows.
8. Adjust the strap so that the face shield fits snugly against your face.
9. Put on gloves; pull the cuffs of the gloves over the cuffs of the gown.
(See photo 7.)



Guidelines for Removing Mask, Gown and Gloves:

1. With gloves still on, grab the outside of gown in front and pull away from your body, breaking the ties in the back.
2. Pull the gown off and roll it so the contaminated areas are turned inward.
3. As you pull the gown off your arms and hands, peel off the gloves at the same time, while only touching the inside of the gown.
4. Place the gown and gloves into an appropriate container (trash bag).
5. Wash and dry your hands thoroughly for 20 seconds.
6. Remove face shield.
7. Remove mask.
8. Wash and dry your hands thoroughly for 20 seconds.

NOTE: *Do not reuse gowns, masks, or gloves.*

NOTE: *Upon arrival to a shift with a client wash your hands thoroughly.*

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Standard Precautions

Handling Wastes

1. Wash and dry your hands thoroughly.
2. Put on gloves.
3. Deposit soiled items in trash bag.
4. Clean contaminated surfaces with disinfectant.
5. Remove your gloves.
6. Tie trash bag closed, touching only the outside of bag. *(See photo 6.)*
7. Dispose of trash bag in appropriate location.
8. Wash and dry your hands thoroughly.



Handling Soiled Equipment (Bed Pans & Urinals)

1. Wash and dry your hands thoroughly.
2. Put on gloves.
3. Hold and carry soiled equipment away from your clothing. *(See photo 3.)*
4. Clean equipment with cold water and disinfectant (if available).
5. Remove your gloves.
6. Wash and dry hands thoroughly.



Handling Soiled Bed Linens

1. Wash and dry hands thoroughly.
2. Apply gloves.
3. Roll soiled bed linens away from body being careful not to touch to your clothing with the fabric. *(See photo 3.)*
4. Place soiled linen in laundry bag or trash bag.
5. Remove gloves.
6. Touch only the outside of laundry bag or trash bag.
7. Take linen bag or trash bag to the washing machine; make sure you touch only the outside of the bag.
8. Wash and dry hands thoroughly.



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Standard Precautions

Infection Control (Part 1)

Infection control is very important in providing a safe environment for clients, CAREGiversSM and anyone else who comes in contact with a person with an infection. The purpose of infection control is to reduce the occurrence of infectious diseases. Infections are caused by pathogens—any organism that can cause illness or disease. Three of the most common pathogens are bacteria, fungi and viruses.

Bacteria

A bacterial infection is any type of infection caused by bacteria. Bacteria are very common in our bodies, and many of them are helpful. In fact, it is estimated that less than one percent of bacteria will actually make us sick. Some common bacterial infections include strep throat, salmonella and e.coli. Bacterial infections are usually treated with antibiotics.

Source: <http://coldflu.about.com/od/glossary/g/bacterialinf.htm> (Accessed 5/12/14)

Fungi

Fungal infections are infections caused by a type of microorganism called a fungus. Fungal infections can be more difficult to treat in people with weakened immune systems. Fungal infections include thrush and athlete's foot and are typically treated with antifungal medications.

Source: <http://www.localhealth.com/article/fungal-infections> (Accessed 5/12/14)

Viruses

Viruses need to be inside a living cell (a host) to live and grow. Viruses often cause infections, such as the common cold, influenza (flu) and chicken pox. Some viruses are potentially life threatening, such as the human immunodeficiency virus (HIV) and hepatitis viruses. Viruses are passed from person to person by sneezing, coughing, or touching surfaces or bodily fluids contaminated with the virus. Viral infections are not treatable with antibiotics. The most common viral infections typically cause illness for a period of time, then they resolve and symptoms disappear as the immune system attacks the virus and the body recovers.

Source: <http://www.healthgrades.com/procedures/viral-diseases> (Accessed 5/12/14)

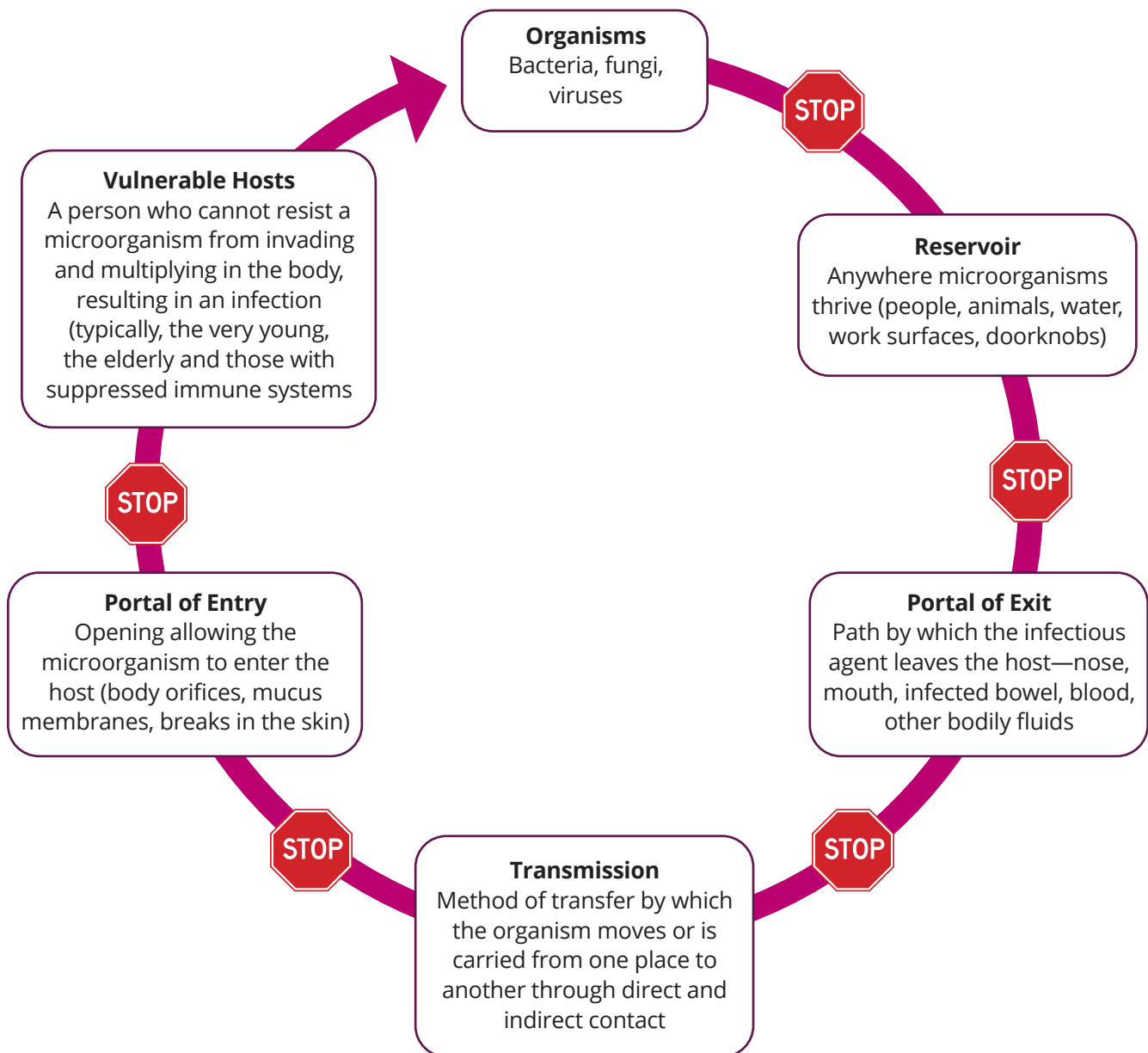
Standard Precautions

Infection Control (Part 2)

Chain of Infection

The chain of infection demonstrates how infectious agents are typically transmitted from one person to another, and how a break in any part of the chain can help to stop the spread of infection.

Source: <http://contagions.wordpress.com/2010/11/06/what-is-the-chain-of-infection/> (Accessed 5/12/14)



Standard Precautions

Infection Control (Part 3)

Modes of Transmission

Direct Transmission

- Direct contact occurs through skin-to-skin contact, kissing and sexual intercourse.
- Droplet spread refers to spray with relatively large, short-range aerosols produced by sneezing, coughing or talking. Droplet spread is classified as direct because transmission is by direct spray over a few feet before the droplets fall to the ground.

Indirect Transmission

- Airborne transmission occurs when pathogens are carried by dust or tiny droplet suspended in the air. Airborne dust includes material that has settled on surfaces and become re-suspended by air currents, as well as infectious particles blown from the soil by the wind. These droplets may remain suspended in the air for long periods of time. A common example of a disease spread by airborne transmission is tuberculosis.
- Vehicles that may indirectly transmit an infectious agent include food, water, biologic products (blood) and fomites (inanimate objects such as handkerchiefs or bedding).

Source: http://www.cdc.gov/osels/scientific_edu/SS1978/Lesson1/Section10.html (Accessed 5/12/14)

Standard Precautions

“Standard precautions” is a name given to a set of guidelines recommended by the Centers for Disease Control and Prevention in an effort to help reduce the risk of spreading infections in hospitals. The main principle of standard precautions is that all body fluids from all people may contain pathogens. To that end, it is very important to protect yourself and your client from contact with all body fluids from all people.

Some of the commonly recommended precautions to avoid and control the spread of infections include:

- Washing your hands often
- Cooking food thoroughly
- Using antibiotics only as directed
- Seeing a doctor for infections that do not heal
- Avoiding areas with many insects
- Being cautious around wild or unfamiliar animals
- Refraining from unprotected sex and intravenous drug use
- Using gloves, masks and protective clothing when exposure is possible

Standard Precautions

Infection Control (Part 4)

NOTE: Upon arrival to a shift with a client wash your hands thoroughly.

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Source: <http://medical-dictionary.thefreedictionary.com/infection+control> (Access 5/12/14)