

Step-by-Step Procedures

The background of the page is a light beige color with a pattern of green circles of varying sizes. The circles are arranged in a way that they appear to be receding into the distance, creating a sense of depth. On the right side of the page, there is a vertical band of a darker green color with a textured, pebbled appearance. The title 'Step-by-Step Procedures' is written in a white, bold, italicized serif font, centered in the upper half of the page.

PROCEDURE 2-1

IMPLEMENTS AND MATERIALS

- Nail brush
- Soap
- Paper towels
- Access to sink with hot and cold running water

Proper Hand Washing Technique

Preparation

Ensure that the materials are available.

Procedure



- 1** Wet your hands with warm running water.



- 2** Apply soap (either antimicrobial or plain) as directed by the manufacturer and thoroughly distribute it over your hands.



- 3** Vigorously rub together all surfaces of your lathered hands for 20 seconds, including the following:
- a. Between the fingers
 - b. Thumbs
 - c. Wrists
 - d. Nail beds
 - e. Beneath the fingernails
 - f. Palms of the hands

fyi

Friction is the most important part of hand washing. Proper hand washing should take approximately 60 seconds.



4 Choose a clean, disinfected nail brush. Wet the nail brush, pump soap on it, and brush your nails horizontally back and forth under the free edges. Change the direction of the brush to vertical and move the brush up and down along the nail folds of the fingernails. The process of brushing both hands should take about 60 seconds.



5 Thoroughly rinse your hands, from the top of the wrists down to the fingertips, under warm running water to remove any residual soap.



6 Blot hands dry with a disposable paper towel. Take the time to pat your hands dry. Do *not* rub your hands together vigorously, as this can cause microscopic abrasions that compromise the skin's integrity.



7 If the hand washing sink does not have foot controls or an automatic shutoff, use a clean paper towel to turn off the faucet and to handle any doorknobs to avoid recontaminating your hands.



8 Dispose of the paper towel you used to dry your hands in a trash receptacle.

9 As an optional step, apply hand lotion as needed. Make sure your lotion will not affect your gloves. Do not use any products containing petroleum with latex.

Post-Procedure

Inspect your hands, including cuticles, for any visible microabrasions. If any are present, wear gloves to prevent microorganisms from entering this portal.

Clean-up and Disinfection

10 Clean and then disinfect the sink area on a routine scheduled basis such as at the end of the day and/or at the start of the day.

11 Dispose of the paper towel used to disinfect in a trash receptacle.

Rubrics are used in education for organizing and interpreting data gathered from observations of student performance. A rubric is a clearly developed scoring document used to differentiate between levels of development in a specific skill performance or behavior. Rubrics are provided in this supplement for use as either a self-assessment tool to aid the student in behavior development or as an educator assessment tool to determine competence. Space is provided to record steps needed for further growth and improvement.

Rate performance according to the following scale:

- 1 Development Opportunity:** There is little or no evidence of competency; Assistance is needed; Performance includes multiple errors.
- 2 Fundamental:** There is beginning evidence of competency; Task is completed alone; Performance includes few errors.
- 3 Competent:** There is detailed and consistent evidence of competency; Task is completed alone; Performance includes rare errors.
- 4 Strength:** There is detailed evidence of highly creative, inventive, mature presence of competency.

Space is provided for comments to assist you in improving your performance and achieving a higher rating.

PERFORMANCE ASSESSED	1	2	3	4	IMPROVEMENT PLAN
Preparation					
1. Gathered equipment, supplies, disposables, and products.					
Procedure					
1. Wet hands with warm running water.					
2. Applied and distributed soap.					
3. Vigorously rubbed hands together for 20 seconds.					
4. Brushed nails with clean, disinfected nail brush for about 60 seconds.					
5. Thoroughly rinsed hands under warm running water.					
6. Blotted hands with disposable towels.					
7a. In the absence of foot controls or automatic shutoff, used paper towel to turn off faucets.					
7b. Used paper towels to handle door knobs.					
8. Properly disposed of paper towels.					
9. Optional: Applied hand lotion if desired.					
Post-procedure					
1. Inspected hands for visible microabrasions.					
2. If microabrasions were present, wore gloves for cleanup.					

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There is no handwriting or other markings on the paper.

PROCEDURE 2-2

IMPLEMENTS AND MATERIALS

- Disposable gloves
- Autoclave packaging
- Scrub brushes
- Paper towels
- Pen
- Soap or detergent
- Strainer or draining basket

Preparing Tools and Implements for Sterilization

Preparation

1 Gather supplies.



2 Gather tools and implements to be sterilized.

Procedure



3 Put on disposable gloves.



4 Inspect tools or implements for signs of visible dirt, debris, or residue that requires extra cleaning. Rinse tools or implements using warm running water.



5 Thoroughly scrub tools or implements using a clean disinfected brush, soap or detergent, and warm water to remove any visible gross debris (hair, blood, sebaceous material, etc.).



6 Rinse each tool or implement to remove all soap or detergent.



7 Inspect each tool or implement for any residual debris. If any residual debris is found, reclean.



8 Rinse each tool or implement using warm running water and pat dry.



9 Package tools or implements with indicators dated for the day of autoclaving (within 24 hours of packaging). If needed lubricate any hinged tools. Place all hinged tools or implements in the package in the open position.



10 Ensure that all packages and indicators are properly marked with the description of the tool or implement, the date, and your initials as the practitioner processing the tools or implements.

Post-Procedure

Place packets ready for sterilization where they will be readily accessible for the sterilization process, but not where they will become wet. Do not load the autoclave if it will not be run within 24 hours. Always follow clean-up and disinfection procedures in accordance with state guidelines. It is equally important to clean and disinfect the area in which contaminated equipment is processed as it is to clean and disinfect the area in which services on clients are performed. Record the time and date for each disinfection and sterilization procedure in a logbook.

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PERFORMANCE ASSESSED	1	2	3	4	IMPROVEMENT PLAN
Preparation					
1. Gathered supplies, disposables, and products.					
2. Gathered tools and implements to be sterilized.					
3. Put on disposable gloves.					
Procedure					
1. Inspected tools for signs of visible dirt, debris, or residue.					
2. Rinsed equipment with warm running water.					
3. Scrubbed equipment under water to remove debris.					
4. Rinsed equipment.					
5. Inspected tools for any residual debris and recleaned if necessary.					
6. Rinsed tools with warm running water and patted dry.					
7. Packaged tools indicating autoclave date.					
8. Lubricated hinged tools if needed, and packaged in open position.					
9. Properly labeled all packages and indicators.					
Post-procedure					
1. Placed packets where readily accessible for sterilization.					
2. Cleaned and disinfected area in which contaminated equipment was processed.					

Notes

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