

Home Health Foundation, Inc.

SUBJECT: CLINICIAN BAG/EQUIPMENT CHECKLIST

PURPOSE: To assure that the clinical bag and its contents are handled appropriately, ensuring proper infection control technique.

POLICY

1. The clinician will be responsible for cleaning and maintaining supplies in the bag.
2. The bag and contents (refer to “Clinical Bag Contents” – Attachment #1) will be thoroughly cleaned when soilage occurs and periodically when needed. Bags that are very soiled, worn or with a broken zipper should be replaced with an appropriate bag.
3. Items that contain bodily fluids (lab tubes or specimen containers) are never placed in the bag.
4. Items that can be properly cleaned, disinfected, and sterilized will be contained in the bag.

PROCEDURE

1. Select a clean, dry surface to place clinical bag. Avoid setting it on the floor or a table used for eating. If there is not an appropriate clean surface, hang bag on the back of a chair or use a barrier such as wax paper, plastic bag or newspaper. Do not place bag on stuffed furniture or where small children or pets can gain access. If the home environment is infested with insects/rodents, the bag should not be brought into the patient’s home.
2. All equipment required for hand hygiene will be placed on the outside or top compartment of the clinical bag. Perform appropriate hand hygiene before removing other items from bag and providing care (refer to Policy #1926 – “Hand Hygiene”).
3. Establish a clean field and remove all items which will be needed.
4. Close bag after removing needed articles to prevent contamination from insects, pets and/or children. If there is a need to re-enter the bag after touching patient and/or patient belongings, perform hand hygiene prior to entering bag. Follow the decontamination procedure as outlined in Policy #1926 – “Hand Hygiene.”
5. Provide care utilizing appropriate standard precautions, infection control procedures and clean/aseptic technique.

6. Clean reusable items are returned to the clinical bag. Soiled reusable items will be cleaned before returning them to the bag with agency approved disinfectant (refer to Policy #1006 “Management of Agency Issued Medical Equipment, Supplies and Sterile Product Use”).
7. If cleaning cannot be completed in the home, the articles will be placed in a bag marked “contaminated,” and returned to the agency and disinfected before returning them to the clinical bag.
8. Soiled bags that cannot be adequately cleaned using PDI wipe(s) will be taken to the Facilities Assistant to evaluate for a professional cleaning or replacement.
9. Disposable items are discarded as per Policy #1931 – “Handling and Disposing of Hazardous Materials and Waste.”
10. Wash hands thoroughly after patient care and prior to leaving the home.
11. Clinicians are responsible for keeping the clinical bag clean and stocked with the listed equipment.

REMEMBER...

- ◆ **Secure bag in car when traveling; never place bag on floor of car.**
- ◆ **Rotate supplies and stock on a regular basis; check expiration dates monthly.**
- ◆ **Avoid leaving temperature sensitive equipment or supplies in the car.**

References: 42 CFR § 484.70 Infection Prevention Control

Responsibility: Nursing and Rehabilitation Staff
 Distribution: Leadership

Nature of Change	Procedure #4 - use of term “hand hygiene” in place of “wash hands”. Procedure #8 updated. Procedure # 6 - added reference to Policy #1006. Added infection control reference.
CCO Signature	_____ / ____ / ____ Date
CEO Signature	_____ / ____ / ____ Date

“Clinical Bag Contents”

<i>NURSING</i>	<i>THERAPY</i>
Bottle of Hand Sanitizer	Bottle of Hand Sanitizer
Micro shield	Micro shield
Blood Pressure Cuff (Adult)	Plastic Bags
Stethoscope	Blood Pressure Cuff (Adult)
Syringes	Stethoscope
Liquid Soap	Goniometer
Procedure Masks (3)	Non-Sterile Gloves
Apron	Liquid Soap
Face Shield	Procedure Masks (2)
Sterile Gloves	Apron
Spill Kit	Face Shield
MRSA Kit	Paper Towels
Goggles	Spill Kit
Paper Towels	MRSA Kit
Sharp Bag	Goggles
Sharp Container	Bin & Bin Supplies
Bin & Bin Supplies	Oximeter
Analog Scale	Wax Paper
Oximeter	Sharp Container (PT Only)
Non-Sterile Gloves	
Wax Paper	
Coaguchek Machine	

NOTE: Contents of the bag for a clinic nurse may differ according to type of clinic.