WORKFLOWS, PROGRESS NOTES & HAND WASHING

ABF Healthcare Services, Inc.
4140 Ferncreek Drive #300
Fayetteville, NC 28314
(910) 321-6006
WHAT IS A WORKFLOW?

“A method for recording the amount of a worker's time spent on each job” (Wikipedia, 2010)
WHAT WILL YOU SEE ON A WORKFLOW?

- Client Information
  - Name, Address, Phone Number, Medical Information, etc.
- ADL & IADL Tasks to be Completed
- Weekly Schedule, including:
  - Day of Week
  - Tasks
  - Date
  - Time In/Time Out
  - Total Time per Day
  - Client Initials
AIDE RESPONSIBILITIES ON A WORKFLOW:

- Use **ONLY** Black Ink! (No gel ink/No glitter pen)
- If fill in, include your name.
- Dates
  - Date workflow with **END** of the week date, not beginning of the week.
- Task Bubbles
- Time In/Out Bubbles
- If applicable, Time Change Bubble
  - Adhere to PRE-DETERMINED SCHEDULES; if changes are necessary, inform the office and include a Progress Note with Workflow
- Aide Signature/Date
AIDE RESPONSIBILITIES ON A WORKFLOW:

- Workflows are DUE Monday at 8:30 a.m. NO EXCEPTIONS!
- No Copies of Previous Workflows
- No stains or tears on Workflows
- Do Not write poems, praises, stories, etc. on Workflows
IF YOU MAKE A MISTAKE....

- **Do Not** use White Out
- Cross out mistakes with **ONE LINE ONLY**
- Initial beside the mistake
- Rewrite correction above crossed out mistake
- 2 mistakes maximum!
- If you make 3 mistakes, a new workflow will be required.
HANDWASHING
HAND WASHING IMPORTANCE

- Hygiene refers to practice associated with ensuring good health and cleanliness.
- In-home aides play a vital role in preventing the spread of disease
  - Practice proper hand-washing
  - Teach client’s importance of hand-washing
- Main purpose is to cleanse hands of pathogens and chemicals.
- Infections are diseases caused by bacteria/viruses that are invisible to the human eye.
- Spread through touching others or objects with hands.
TWO TYPES OF CONTACT

- Direct
  - An easy way to catch most infectious diseases is by coming in contact with someone who has one. This “someone” can be a person, an animal or, for an unborn baby, its mother.

- Indirect
  - Disease-causing organisms also be passed along by indirect contact. Many germs can linger on an inanimate object, such as a tabletop, doorknob or faucet handle. When you touch the same doorknob grasped by someone ill with the flu or cold, for example, you can pick up the germs left behind.
DANGERS OF NOT WASHING YOUR HANDS

- Germs accumulate on your hands from a variety of sources:
  - Direct contact with people
  - Contaminated surfaces
  - Foods
  - Animals and animal waste

- Infectious diseases
  - Common cold
  - Flu
  - Gastrointestinal disorders
  - Pneumonia (develops from Flu)
  - Salmonella
  - E-coli
PROPER HAND WASHING WITH SOAP AND WATER

- Wet your hands with warm running water and apply liquid soap or use clean bar soap. Lather well.
- Rub your hands vigorously together for at least 15 to 20 seconds.
- Scrub all surfaces, including the backs of your hands, wrists, between your fingers and under your fingernails.
- Rinse well.
- Dry your hands with a clean or disposable towel.
- Use a towel to turn off the faucet.
HAND SANITIZER

- Excellent alternative to hand washing
- More effective in killing bacteria and viruses
- Contain ingredients that help prevent skin dryness
- Use only alcohol-based products
- CDC recommends choosing products that contain at least 60% alcohol
True or False (circle one)

- T  F  Infectious are diseases that are caused by bacteria or viruses and are invisible to the human eye.
- T  F  The most important measure for preventing the spread of pathogens is to avoid crowded places.
- T  F  If you use waterless hand sanitizers, they should contain at least 60% alcohol.
- T  F  Infectious disease spread through direct and indirect contact.
- T  F  People with flu are not at risk to develop pneumonia.
Multiple Choice (Circle the correct answer or answers)

Proper hand washing techniques involve:

a) Wet hands with warm, running water and apply soap, lather well.

b) Rub your hands vigorously together for one to two seconds.

c) Scrub all surfaces, including the backs of your hands, wrists, between fingers, and under fingernails.

d) Rinse well.

e) Dry your hands with a clean or disposable towel and use towel to turn off faucet.

f) All of the above
MULTIPLE CHOICE (CIRCLE THE CORRECT ANSWER OR ANSWERS)

- Throughout the day you accumulate germs on your hands from a variety of sources such as:
  a) Direct contact with people
  b) Contaminated surfaces
  c) Foods
  d) Animal and animal waste
  e) All of the above

- Disease causing organisms can be passed by indirect contact through:
  a) A tabletop
  b) Doorknob
  c) Faucet handle
  d) All of the above
FILL IN THE BLANKS

- __________ doesn’t take much time or effort, but offers great rewards in terms of preventing illness.
- Infectious diseases that are commonly spread through hand to hand contact include: ________________ (list)
THANK YOU!!!
QUESTIONS, COMMENTS?