**Purpose**

To describe the procedure for maintaining a clean nursing bag/computer bag and preventing cross-contamination.

**Policy**

As part of the infection/exposure control plan, Ohio Living Home Health & Hospice personnel will consistently implement principles to maximize efficient use of the patient’s care supply bag when used in caring for patients.

**Procedure**

1. The bag may have the following contents:
	1. Hand washing equipment, alcohol-based hand rub and skin cleanser, soap, and paper towels
	2. Assessment equipment (as appropriate to the level of care being provided)—thermometers, stethoscopes, a hem gauge to measure wounds, sphygmomanometer, and urine testing equipment
	3. Disposable supplies (as appropriate to the level of care being provided)—plastic thermometer covers (if applicable), sterile and non-sterile gloves, plastic aprons, dressings, adhesive tape, alcohol swabs, tongue blades, applicators, lubricant jelly, scissors, bandages, syringes and needles, vacutainer equipment for venipuncture, skin cleanser, paper towels, and a CPR mask
	4. Paper supplies (if applicable)—printed forms and materials necessary to teach patients and family/caregivers and document patient care
	5. Laptop, computer, or other documentation device
2. Personnel must regularly check the expiration date of any disposable supplies kept in the nursing bag. Expired supplies should be returned for disposal.
3. The bag will be cleaned as soon as feasible when it is grossly contaminated or dirty. Soap and water, alcohol, or another approved cleaning agent will be used.

***Bag Technique***

1. The bag will be placed on a clean surface (i.e., a surface that can be easily disinfected) in the car and in the home. A clean disposable barrier must be placed under bag if putting bag on solid surface. The bag may be hung on door handle or on the back of a chair without a barrier.
2. Prior to administering care, alcohol-based hand liquid or soap and paper towels will be removed, and hands will be washed. These supplies will be left at the sink for hand washing at the end of the visit. Hand washing will always be completed before opening the bag.
3. After hand washing, the supplies and/or equipment needed for the visit will be removed from the bag.
4. The bag will contain a designated clean and dirty area. The clean area contains unused or cleaned supplies/equipment, and the dirty area is designated for contaminated materials (i.e., used equipment, etc.).
5. When the visit is completed, reusable equipment will be cleaned using alcohol, soap and water, or other appropriate solution, and equipment and supplies will be returned to the bag.
6. If paper towels/newspapers have been used as protective barrier for bag placement in the patient’s home, they will be discarded.

***Trunk Storage***

1. The trunk of the car will be used to hold supplies that may be needed to care for patients.
2. A clean area of the trunk is to be designated to maintain those supplies. A plastic bin to hold supplies is provided by Ohio Living. Supplies should be checked frequently for expiration and expired items discarded.
3. A dirty area of your trunk should be designated, away from your clean area, should you need to bring any disposable or otherwise “dirty/used” items out of the home.