

BATHING – Objective – The PCA will be able to give a complete bath to a client. Goals: To clean and refresh client to increase circulation and to observe skin for signs of irritation.

1. Wash hands
2. Explain procedure to be done
3. Gather supplies
4. Test the water temperature on inside of caregiver's wrist to ensure water is not too hot and will not burn client.
5. Put on gloves (Caregiver wears gloves)
6. Provide privacy
7. Uses soap (sparingly) and water that is safe and warm
8. Remove client's clothing and covers client with sheet/towel/blanket to maintain privacy.
9. Washes client's body parts: Face first, upper body, after changing water, lower body and then genital area last.
10. Rinses skin using clean warm water to remove all soap (between each body part)
11. Dries skin completely (Skin Care is also appropriate here if applicable)
12. Apply lotion and/or deodorant as applicable
13. Dress client
14. Remove gloves and wash hands
15. Report and document any changes in client's skin to supervisor.

GROOMING – Objective – The PCA will provide grooming to client to enhance sense of self worth by improving appearance.

Hair

1. Wash hands
2. Explain procedure to client
3. Gather supplies
4. Put gloves on (Caregiver wears gloves)
5. Place patient in comfortable position
6. Loosen hair, then comb after applying conditioner or grease if client desires, starting at the ends and combing toward scalp
7. Arrange hair in style preferred by client and avoid excessive tightness.
8. Remove gloves and wash hands.
9. Report and document any changes to supervisor.

Nails

1. Wash Hands
2. Explain procedure to client
3. Gather supplies
4. Put on gloves (Caregiver wears gloves)
5. Test the water temperature on the inside of the caregiver's wrist to ensure it is not too hot and will not burn client.
6. Allow client's hand/feet to soak in warm soapy water for 3-4 minutes
7. Clean under nail with orange stick
8. Carefully dry hands/feet
9. **Do Not Cut Nails - File Nails Only**
10. Nails can be polished if client desires
11. Apply lotion to hands/feet if applicable
12. Remove gloves and wash hands
13. Report and document any problems or changes to supervisor.

Skin Care

1. Wash Hands
2. Explain procedure
3. Gather supplies
4. Put on gloves
5. Provide privacy and examine client's skin for redness, skin breakdown, rashes, or discoloration.
6. If applicable – apply lotion by rubbing in a circular motion with to all bony areas.
7. Leave clothes/bed linens as wrinkle free as possible and client in comfortable position
8. Remove gloves
9. Wash hands
10. Report and document any changes in client's skin to supervisor.

DENTAL CARE – Objective – The PCA will perform dental care to client or assist with care.

1. Wash hands
2. Explain procedure
3. Gather supplies
4. Put on gloves. (Caregiver wears gloves).
5. If applicable – remove client's dentures and clean as needed.
6. Clean client's teeth with oral swab or soft tooth brush
7. Apply an appropriate lubricant to lips and mouth as needed
8. Replace dentures when cleaning complete
9. Make sure client is safe and comfortable.
10. Remove gloves
11. Wash hand
12. Report and document any problems or changes to supervisor

SHAVING – Objective – The PCA will perform shaving of a male client's face

1. Wash hands
2. Explain procedure
3. Provide privacy
4. Gather supplies
5. Put on gloves (Caregiver wears gloves).
6. Shaving with a blade razor:
 - a. Apply warm, wet washcloth to client's face for a few minutes. Remove.
 - b. Apply shaving cream and lather face
 - c. Hold skin taut and shave in the direction of hair growth
 - d. Rinse the razor when necessary
 - e. After shaving, wash face with clean water to remove any excess lather
 - f. If applicable: apply lotion or aftershave
7. Shaving with electric razor
 - a. Make sure face is clean and dry. **Do Not Apply Shaving Cream**
 - b. Turn on razor. Hold skin taut and shave in the direction of hair growth.
 - c. Turn razor off
 - d. If applicable, apply lotion or aftershave
8. Remove gloves
9. Wash hands
10. Make sure client is safe and comfortable
11. Report and document any unusual conditions to supervisor.

POSITIONING – Objective – The PCA will reposition client by moving up in bed or assisting onto the side

1. Wash hands
2. Explain procedure
3. Reposition client at least every 2 hours
4. Removes pillows and bed linens if applicable
5. Reposition client assuring proper body alignment
6. Support hips and shoulders while moving
7. Support arms and legs with pillows and assistive devices
8. Position covers and pillows to allow for client safety and comfort
9. Make sure client is safe and comfortable
10. Wash hands
11. Report and document problems or changes in client's condition to supervisor