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Developing Top-Notch CNA's, One Inservice at a Time

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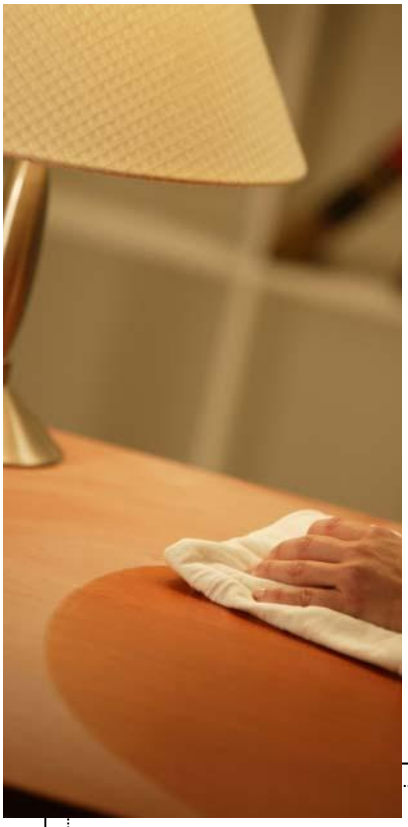

A Home Care Module:

HOUSEKEEPING BASICS

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Developing Top-Notch CNAs, One Inservice at a Time

A Home Care Module:

HOUSEKEEPING BASICS

We hope you enjoy this inservice, prepared by registered nurses especially for nursing assistants like you!

Instructions for the Learner

If you are studying the inservice on your own, please do the following:

- Read through **all** the material. You may find it useful to have a highlighting marker nearby as you read. Highlight any information that is new to you or that you feel is especially important.
- If you have questions about anything you read, please ask _____.
- Take the quiz. Think about each statement and pick the best answer.
- Check with your supervisor for the right answers. You need **8 correct** to pass!
- Print your name, write in the date, and then sign your name.
- Keep the inservice information for yourself and turn in the quiz page to _____ no later than _____. Show your Inservice Club Membership Card to _____ so that it can be initialed.
- Email In the Know at feedback@knowingmore.com with your comments and/or suggestions for improving this inservice.

THANK YOU!

After finishing this inservice, you will be able to:

Describe exactly what is expected when "light housekeeping" duties are assigned.

❖

Develop a clear and logical housekeeping schedule that is both thorough and flexible.

❖

List at least 5 important duties that are essential to keeping a client's kitchen clean, safe and healthy.

❖

Outline the steps involved in cleaning a bathroom.

❖

Demonstrate at least 3 ways to modify cleaning methods when the client has an infectious disease.

Inside This Inservice:

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A Home Care Module:
Housekeeping Basics

MEET SANDRA . . .

Sandra spent the last 20 years working as a CNA in a local hospital. The pace was fast and the work was hard. At age 54, Sandra was not quite ready to retire . . . but she was looking for a change that would allow her to focus on just one client.

A close friend told Sandra about an agency that hires CNAs for home care. Sandra made the call, went on an interview and within two weeks had accepted the new position.

When the agency called with Sandra's first assignment, she felt both happy and fearful. The assignment sheet listed "light housekeeping" as part of her responsibility with the client. Sandra had no idea what "light housekeeping" meant or even if she had the skills or knowledge to do it.

At the hospital, there was an entire team of specially trained housekeepers on each unit. They took care of floors, windows and trash. They cleaned the bathrooms, the hallways and even the nurses station. It was never something Sandra had to worry about.

To make matters worse, Sandra was embarrassed to let her new supervisor know that she needed an explanation and possibly some training with this.

Sandra called the friend who recommended the job and confessed that maybe it was a mistake. Her friend listened and then explained exactly what was meant by "light housekeeping." She reassured Sandra that it was nothing to be embarrassed about and urged her to ***clarify the assignment*** with her supervisor before going to meet the client for the first time.

Sandra was relieved to learn that light housekeeping was something she has known how to do her whole life. In fact, it's the same thing she does in her own home most days. Sandra's supervisor gave her a list of specific duties to do for the client, including dishes, laundry and cleaning the bathroom. She also gave her an inservice just like this one with more in-depth instructions!

Keep reading to learn all about the light housekeeping duties you may be asked to perform in a plan of care. You'll learn all sorts of practical tips and maybe even learn how to have a little fun while you do it!

WHAT ARE YOUR DUTIES?

You've been assigned to care for a new client and your responsibilities include light housekeeping duties. But what exactly does that mean? ***What duties are considered light?***

Light housekeeping *may* include:

- Straightening up.
- Vacuuming.
- Sweeping.
- Mopping.
- Dusting.
- Cleaning bathrooms.
- Cleaning the kitchen.
- Taking out trash.
- Laundry.
- Watering houseplants.
- Making (or changing) bed linens.
- Organizing cabinets and closets.

Light housekeeping definitely is <u>NOT</u>:

- Washing outside windows.
- Shampooing carpets.
- Moving heavy furniture to clean under or behind it.
- Cleaning the garage, attic or basement.
- Mowing the lawn, pulling weeds.
- Washing the car.

CREATE A CLEANING SCHEDULE

There is no rule that says every housekeeping task must be done every day! Some tasks can be done weekly or monthly and others may only need to be done seasonally.

- At the very least, be prepared to clear clutter, make the client's bed, wash dishes and wipe down kitchen surfaces on a daily basis.
- Remember, your primary responsibility is to your client, so be sure to tend to his or her needs first. Schedule housekeeping activities for when your client is napping, enjoying visitors or when he or she is engaged in an activity that does not require your assistance, like watching television.
- If there are other family members in the home, enlist their help and set clear boundaries. Your housekeeping duties are for the benefit of the *client*. That means it is <u>not</u> your responsibility to do laundry and wash dishes for everyone in the house.
- Get organized, but remain flexible. Write out a weekly schedule. For instance, you might say Monday is laundry day, Tuesdays will be floors. Wednesday will be bathroom day, and so on. Just remember to keep things flexible to allow for changes in your client's condition.

Another View!

Housekeeping chores for a typical family take up an average of nine years, two months and 25 days over a lifetime.

Yikes! That sounds like a lot of work!

Here's another way to look at it . . .

Mary Poppins, said ***"for every task that must be done, there is an element of fun!"***

What's so fun about housekeeping?

It may be hard to see it now, but positive thinking does make a difference and may even let you have a little fun while cleaning!

Think of at least 3 ways you can make your house-keeping duties more fun!

_____

_____

_____

Share your ideas with your co-workers and find out what they do!

WHAT EXCITES YOU?

HOMEMADE CLEANING PRODUCTS

Did you know that you can make safe, affordable and effective cleaning products with some common household items? ***Try these:***

- Use baking soda instead of scouring powder to clean sinks.
- Baking soda diluted in warm water can be used to clean and eliminate odors in the fridge and trash cans.
- White vinegar can be used to remove hard water stains on sinks toilets and tubs.
- A few tablespoons of white vinegar diluted in water replaces glass cleaner.
- Mix ¼ cup of bleach and 2 ½ cups of water in a spray bottle to make a strong disinfectant for kitchens and bathrooms.

WHAT SUPPLIES DO YOU NEED?

If you've been assigned to housekeeping duties, there are certain tools and products that must be available for you to do your job.

First, take an inventory of what your client has. At a minimum, you'll need:

- Broom and Dust Pan
- Mop and Bucket
- Vacuum
- Sponges
- Cloth (for dusting)
- Toilet Bowl Brush
- Disinfectant Cleaner
- Floor Cleaner
- Furniture Polish
- Rubber Gloves

Some extras that are nice to have, but not essential, include:

- Tile/Grout Cleaner
- Bleach
- Disposable Wipes
- Duster with a Handle
- Glass Cleaner
- Paper Towels

CREATE A CLEANING KIT

Gather all the tools and supplies you'll need and put them in one place. Use a bucket or other plastic tote with a handle to store bottles, sponges and gloves. Store this in a closet next to the broom, vacuum and mop.

If your client does not have some essential cleaning equipment, such as a broom, mop or vacuum, discuss the need with the client or the family. Most of these items can be purchased inexpensively at dollar stores or other discount stores. A vacuum can easily be borrowed from another family member, purchased from a second hand shop or even purchased new for as little as $50 if the budget allows. *(Consumer Reports lists the Dirt Devil Featherlite Bagless as the "best inexpensive vacuum" priced at $50).*

A word about cleaning chemicals . . .

"Clean" should not smell like cleaning products! When purchasing cleaning supplies, look for products that are *unscented*. Fumes from harsh chemicals can be irritating and harmful. There are affordable "green" brands (Seventh Generation, Method) available in most stores and many major brands, like Clorox and Mr. Clean, now make unscented versions of their products.

- If you have no other choice and must use harsh smelling cleaning products that are already in the home, be sure to open windows to provide fresh air.
- Read and follow the instructions on every label *carefully*. Never mix cleaning products! This can create fumes that are toxic or even fatal.

CLEANING IN THE KITCHEN . . .

Keeping the kitchen clean may be the most important housekeeping duty you perform. This is where food is stored, prepared and sometimes eaten. If the kitchen is dirty, then food preparation will be unsafe and may potentially harm your clients.

DOING THE DISHES

If you are only washing a few dishes a day, then hand-washing is the most efficient method to use.

- Use hot, soapy water to wash and hot water to rinse.
- Wash glasses, silverware, plates and bowls *first*. Save pots and pans for last.
- Air dry dishes on a rack. Air drying is more sanitary than using a towel to dry.
- Wash with a clean sponge that has a scouring pad on one side. Sponges are more sanitary than dishcloths and do a better cleaning job.
    - After using the sponge, wring out all of the water and lean it on its side (or place in a drying dish) to allow it to dry completely.
    - At least once a week, wet the sponge and "cook" it in the microwave for two minutes to eliminate germs.
    - Replace sour smelling sponges right away. The sour smell tells you germs are present!

USING THE DISHWASHER

If the home has a dishwasher, it's important to learn how to use it correctly. Some dishwashers require all food to be scraped off all dishes while others do not. Some machines need a washing detergent as well as a rinsing aid. Ask your client or the family about these things before using the dishwasher.

- Load glasses and cups, bottoms up, on the top rack. Evenly space plates, bowels and other large items on the bottom rack. Place silverware in the basket.
- Do not overfill the dishwasher or the items will not come clean.
- Only use a proper dishwashing detergent in the dishwasher. The regular soap that is used for hand-washing dishes will foam up and run out of the dishwasher all over the floor!

WIPING DOWN COUNTERS AND SURFACES

The countertops, table and stove should be wiped down after each use.

- Use a pre-moistened disposable wipe like a Clorox Wipes® or use an all purpose cleaner and a paper towel to wipe down surfaces in the kitchen.
    - Never use a sponge or dishrag. This transfers germs all over the kitchen!

CLEANING OUT THE REFRIGERATOR

The fridge should be cleaned out at least once a week. It won't be a huge chore if you do it this often.

- Dispose of any food that is past its expiration. Toss any leftovers that haven't been eaten after 3 days in the refrigerator.
- Wash shelves and trays in warm soapy water.
- To remove odors, wipe down the walls of the fridge with a mixture of 2 tablespoons of baking soda in a quart of warm water.
- If it's an older fridge, the freezer may not be self-defrosting. If this is the case, defrost the freezer whenever there is more than one-half inch of frost.

To defrost a freezer:

1. Turn the freezer off. Controls may be inside the refrigerator.
2. Remove all food from the freezer and store in an ice chest while you are defrosting.
3. Place a pan of hot water in the freezer compartment and close the door. Check for melting ice and reheat the water every 10 to 15 minutes.
4. Wipe up ice and water as it melts.
5. Use 2 tablespoons of baking soda mixed in warm water to wipe out the compartment once all the ice has melted.
6. Turn the freezer back on, close the door and let run for 10 to 15 minutes before returning food to the freezer.

CLEANING IN THE KITCHEN—CONTINUED

CARING FOR KITCHEN FLOORS

Gather your supplies! You'll need a broom, dustpan, bucket, floor cleaner and a mop. For tile or linoleum floors, a sponge mop is best. If the floor is hardwood, ask your client or the family what products and equipment are best to use.

1. **Sweep!** Move small items like chairs and trashcans out of the way. Sweep the entire floor, including the areas under the lower cabinets. Any dirt or dust left on the floor will turn into mud and can possibly scratch the floor once you start to mop.
2. **Get ready to mop!** Fill the bucket halfway with warm water. Add the floor cleaner to the water per the instructions on the bottle.
3. **Mop!** Starting in the corner *farthest* from your exit begin to mop your way out of the room. Dip the mop in the bucket and wring out the excess water. Picture the floor broken into sections about 2 feet by 2 feet, and mop the floor, one section at a time. Each time you complete a section return the mop to the bucket, swish it around, and wring thoroughly.
4. **Close it!** When you are done, prevent slips and falls by closing off the area until the floor is completely dry.

CLEANING AND ORGANIZING KITCHEN CUPBOARDS

Cabinets or pantries that store food items need to be checked, organized and cleaned at least once a month.

- Discard items that are expired. Check open items like cereal, crackers, flour and sugar for pests, like ants, particularly in spring and summer seasons.
- Store less used products like flour and sugar in zip top bags or in a plastic container with a lid to keep it fresh and pest-free.
- Organize "like items" together. For example, put all canned goods on one shelf, separating them into categories, like beans, vegetables and soups. Then place the boxed items on another shelf with groupings of cereals, pastas, crackers and snack items.

- Arrange items so that all of the labels face forward. This will be useful when it's time to write a grocery list. You will be able to easily see what you have and what you need.
- Do not move or rearrange things to another place in the kitchen without speaking to your client or the family first.
- Once a month (or as needed) go drawer-by-drawer and cabinet-by-cabinet removing all the items and wiping down the surfaces.

THE NEXT STEP!

HANDLING PESTS IN THE KITCHEN

The kitchen is a common room to find pests. After all, it's a great place for them to find water and food!

If you see any pests or notice pest droppings, report the problem to your supervisor right away so an exterminator can be contacted.

Common kitchen pests include ants, cockroaches, and mice.

To reduce the likelihood of having pests in the home:

- Limit eating to the kitchen or one other room that will also be cleaned daily.
- Wipe up spills as soon as they happen.
- Rinse and/or wash dishes right after eating.
- Take out any trash that contains food right away.

IN THE BATHROOM . . .

No one likes to clean the bathroom! But if you keep on top of things, this duty won't become a pain in the booty!

1. **Clear the surfaces and floors.** Remove all items from the vanity, sides of the tub and the floor. Toothbrushes, hairbrushes and makeup can be placed somewhere where they will be kept clean. Other items like the wastebasket, laundry basket and shampoo bottles can be placed just outside the bathroom door.

2. **Scrub the sink.** Clear all items from the vanity and wipe the sink, the vanity top and the faucet with a disinfectant and the bathroom sponge.

3. **Shine the mirror.** Use glass cleaner and a piece of balled up newspaper to clean the mirror.

4. **Clean the tub and shower.** Spray walls, tub and faucet fixtures with a disinfectant cleaner. Scrub from top to bottom with a sponge that is dedicated to cleaning the bathroom only. Be sure to rinse all of the cleaner off the walls and tub with clean water.

5. **Disinfect the toilet.** Spray the inside of the toilet with an approved toilet bowl cleaning product. Scrub the inside of the bowl and under the rim with a toilet brush. Wash the seat, lid and outer surface of the toilet with a *separate* sponge that is used for the toilet only.

> ***Note:*** *If your client's home has a septic system, ask your client or the family what products are safe to use. Some cleaning products can upset the microbial balance in the septic tank and cause problems.*

6. **Sweep and mop the floor.** Using the same method described in the "Cleaning the Kitchen" section of this inservice, mop yourself out of the bathroom!

7. **Clean the wastebasket.** Empty the wastebasket. Spray both the inside and the outside of the wastebasket with a disinfectant cleaner, and wipe it down. Use a trash can liner to make disposal easier. If no liners are available, the plastic bags that come from the grocery store are usually a perfect fit for a small bathroom waste basket.

TIME TO LAUGH!

THE 5 BEST (AND FUNNIEST) EXCUSES FOR A MESSY HOME!

1. Vacuuming too often weakens the carpet fibers.

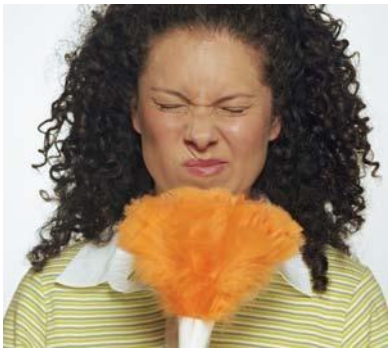
2. Layers of dirty film on windows and screens provide a helpful filter against harmful and aging rays from the sun.

3. Cobwebs artfully draped over lampshades reduces the glare from the bulb, thereby creating a romantic atmosphere.

4. The mound of pet hair brushed up against the doorway is being saved to stuff hand-sewn play animals for children.

And finally. . .

5. Dust bunnies can evolve into dust rhinos when disturbed!



CONNECT IT!

ALLERGIES AND DUST

House dust is one of the most common allergy triggers in any home.

If your client suffers from allergies, frequent dusting is one of the most important things you can do to help.

Dusting tips that work:

- Dust when your client is NOT in the room.
- If your client must be in the room, place a mask over his mouth and nose to avoid exposure.
- Use a cloth sprayed with furniture polish when dusting. The dust will stick to the moistened cloth and not spread all around the room.
- Avoid using feather dusters, they just swish the dust around!
- Keep windows and doors closed, especially if the home is situated near a busy road.
- Use vacuum attachments to vacuum furniture and drapes once a week.

IN THE LIVING ROOM . . .

If your client spends the bulk of his or her day in the living room, then it must be tended to every day.

EVERY DAY

- Clear up clutter and put things where they belong.
- Straighten items on the coffee table.
- Discard (or recycle) old newspapers and magazines.
- Toss out any food items left from the day such as crumbs, dishes or food wrappers.
- Wipe any tabletops that are visibly soiled, especially with food spills or rings from drinking glasses.
- Fluff the cushions on the sofas and chairs. Fold any throw blankets that are not in use.
- If your client is a smoker, empty ashtrays.

ORGANIZING TIP: *Create a "command central" for your client! Place a small table, shelf or organizer near the chair that is used most often. Use it to organize frequently needed items, such as eyeglasses, tissues, the telephone, books, magazine and newspapers and a wastebasket.*

EVERY WEEK

- Dust all surfaces including tabletops, the television, shelves, books and picture frames.
- Remove cobwebs from the ceiling and corners with a broom.
- Sweep any hardwood or vinyl floors.
- Wipe the switch plates and doorknobs.
- Wipe and disinfect the telephone.
- Always vacuum last! Dusting, sweeping and straightening up will knock dirt and dust to the floor. If you vacuum last, you'll be sure to suck up all those bits that fell.

Vacuum tips:

- Before you start, check the bag or canister. If the vacuum is bagless, you can *see* how much dirt is in the canister. If it is at or near the "fill line," empty it before vacuuming. If the vacuum has a bag, check to see how full it is. A full bag can break or pop off, leaving a huge mess to clean!
- Start by the door (or area with most heavy foot traffic) and work your way across the room, going back and forth. Overlap each strip a little because vacuums don't always clean up to the edge of the machine.

IN THE BEDROOM . . .

Some clients may not use the living room at all. If your client spends most of the day in bed (or in the bedroom), then follow all the guidelines on page 7 and tend to the bedroom as if it were the client's "living room."

- Tidy up each day, remove trash and food items, and empty ashtrays and wastebaskets.
- Once a week, vacuum, dust, remove cobwebs and disinfect doorknobs, switch plates and the telephone.

THE BED LINENS

In addition to routine cleaning activities, it's important to keep the bed linens clean, dry and wrinkle-free.

Always change the pillowcases, top sheet, bottom sheet, and the mattress pad. Blankets, comforters and duvets can be changed when visibly soiled or once a month (whichever comes first).

- For clients who bathe or get washed every day, wear clean pajamas, and use the bed only for sleeping, the linens can be changed ***once a week***.
- For the client who spends most of the day in bed, the linens should be changed when ***wet or soiled*** or ***every three days*** (whichever comes first).

  Note: *Wet, soiled or wrinkled linens are not only uncomfortable, they can be dangerous. Soiled linens can become infested with pests, like ants or fleas. They can also harbor bacteria that can cause an infection. Wrinkled bed linens can lead to pressure ulcers.*

MAKING AN UNOCCUPIED BED

1. Gather clean linens and place them on a clean, dry surface near the bed.
2. Apply gloves.
3. Remove and fold blanket and/or bedspread and place it on clean surface.
4. Remove soiled pillowcases by grasping the closed end with one hand and slipping the pillow out with the other. Place the soiled cases *on top of* the soiled sheet and place the pillows on a clean surface.
5. To remove soiled linens: Free the bottom sheet and mattress pad at each corner and roll the soiled linens to the middle of the bed. Grab it in one ball and place in linen bag or hamper, keeping soiled linens away from your clothes or uniform.
6. Check the mattress. If the mattress is soiled, spot clean it with a disinfectant and leave it to air dry before placing clean linens on the bed.
7. Gently unfold a clean mattress pad on the mattress and secure elastic corners.
8. Next, add bottom fitted sheet onto the mattress.
9. Place the top sheet on the bed, even with the top of the mattress at the head of the bed. Pull the remaining length toward the bottom of the bed. Tuck and miter the bottom corners.
10. Replace blankets or bedspread.
11. Place a clean pillowcase on each pillow. To avoid shaking and hugging pillows: grasp the closed end of the pillowcase; then gather case and turn it *inside out* over your hand. With same hand, grasp the middle of one end of the pillow, with the other hand, pull the case over the length of the pillow.

12. Place pillows at the head of the bed.
13. Remove gloves and wash hands.

If your client is unable to get out of bed while you change the linens, ask your supervisor for training and a demonstration on making an occupied bed. This task can be dangerous for you and the client if the bed does not raise up and/or have side rails.

FIVE KEY POINTS!

REVIEW WHAT YOU LEARNED!

1. Light housekeeping duties include all those things you probably already do in your own home such as vacuuming, dusting and clearing clutter.
2. Keeping the kitchen clean may be the most important housekeeping duty you perform.
3. No one likes to clean the bathroom! But if you keep on top of things, this duty won't become a pain in the booty!
4. Depending on the client, bed linens will need to be changed anywhere from every three days to at least once a week.
5. Your primary responsibility is to your client and the housekeeping duties you perform are for the benefit of the client.

DOING THE LAUNDRY

With today's durable fabrics and all purpose detergents, laundry should be a snap! Here are a few guidelines to get you started:

1. **Check the labels.** This will give you any specific instructions for washing the item. If it says "dry clean only," ask the family to take the item to the dry cleaners! Washing an item that is "dry clean only" will ruin it!
2. **Sort.** Give whites, lights and darks each their own pile. Separate towels from clothing. Keep sweaters separate and wash them on the delicate cycle.
    - **Choose the settings.** Most washing machines have descriptions of settings under the lid. Depending on the machine, you may have to set:
      The ***size*** of the load.
    - The type of ***cycle*** (regular, permanent press, delicates).
    - The ***temperature*** of the water.
        - Most items can be washed in cold water. If clothing is soiled with stool, vomit or other bodily fluid, set the machine to *wash* with hot water and *rinse* with cold.
        - If you client has an infectious illness, such as MRSA or norovirus wash on *the hottest setting possible*.
        - Wash all bed linens and towels at the highest temperature, to sanitize.
4. **Add detergent.** Before loading the clothes into the machine, add the appropriate amount of detergent and turn the machine on to start filling it with water.
5. **Remove "unwashables."** Check pockets for tissues, paper, money and anything else that shouldn't be washed. Remove belts and jewelry.
6. **Load items one at a time.** Place clothing items neatly and evenly into the machine. Do not overfill or place items in a wad. This could cause an off-balance spin cycle, which can damage the machine.
7. **After the cycle.** Remove wet laundry from washer right away to prevent mildew and odors.
8. **Dry time!** Hang items to air dry or place in dryer, if available. Hang or fold each piece as it comes out of the dryer to prevent wrinkling.

FINAL HOUSEKEEPING TIPS

When the client has an infectious disease . . .

Always follow Standard Precautions with every client. And if your client has been diagnosed with an infectious disease such as the flu, Hepatitis (A, B or C), MRSA, HIV/AIDS, C-diff or Norovirus, take these ***extra precautions***:

- Use a disinfectant to clean all hard surfaces in the kitchen and bathroom every day. Disinfect doorknobs, switch plates and telephones every day.
- Wash dishes and utensils in the dishwasher on the "sanitize" cycle. If no dishwasher is available, wash in hot soapy water and rinse in boiling water. Allow to air dry.
- Wash all clothing and bed linens on the "hot" setting.

When there are pets in the home . . .

Pets can make wonderful companions and have even been shown to promote healing, but pets can be a lot of work. If your client has a pet, you may be asked to help with feeding and cleaning up "accidents."

- **Accidents on hard surfaces:** Wipe or pick up messes from hard surfaces with a paper towel and then disinfect the area.
- **Accidents of carpet or furniture:** Remove stool with a paper towel. Blot urine with paper towels. Use warm soapy water to wipe the carpet or furniture clean. Rinse and let dry completely. Mix equal parts water and white vinegar to form a natural deodorizer. Test the solution on a hidden spot of the carpet or furniture to make sure it won't discolor the fabric.

Encourage your client to participate in feeding, walking or cleaning up after the pet—as much as possible.

Please Note: If you feel that you and your client cannot properly care for the pet in the current situation, talk to your supervisor. There may be a family member that can help or a pet sitting service may need to be hired.

Setting clear boundaries . . .

There is no shortage of "horror stories" about Aides who get roped into doing much more than their assignment calls for. When this happens, the Aide can be left feeling used, tricked and resentful. Don't let this happen to you. Follow your plan of care and set clear boundaries with your clients and their family members.

Be sure to outline exactly what you *have been ordered to do*. Be prepared to offer recommendations for maid service, yard care teams, pet sitters and handymen if needs arise that are outside the scope of your contract.

Remember, your primary responsibility is to your client and the housekeeping duties you perform are for the benefit of the client.

WHAT I KNOW NOW!

Now that you've read this inservice on housekeeping, jot down a couple of things you learned that you didn't know before.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

EMPLOYEE NAME
(Please print):

_____

DATE: _____

- ***I understand the information presented in this inservice.***
- ***I have completed this inservice and answered at least eight of the test questions correctly.***

EMPLOYEE SIGNATURE:

_____

SUPERVISOR SIGNATURE:

_____

Inservice Credit:	
☐ Self Study	1 hour
☐ Group Study	1 hour

File completed test in employee's personnel file.

IN THE KNOW

Developing Top-Notch CNAs, One Inservice at a Time

A Home Care Module:

Housekeeping Basics

Are you "In the Know" about housekeeping basics? <u>Circle the best choice or fill in your answer. Then check your answers with your supervisor!</u>

1. Mixing this with water is a substitute for glass cleaner.

A. White wine.
B. White grape juice.
C. White vinegar.
D. Club soda.

2. Carpet should be vacuumed at least:

A. Once a day.
B. Once a week.
C. Twice a week.
D. Once a month.

3. Your client has been diagnosed with MRSA, a serious bacterial infection that is difficult to treat. You should:

A. Use a disinfectant on all surfaces in the kitchen and bathroom.
B. Wash her dishes in hot waster or sterilize them in the dishwasher.
C. Machine wash all of her clothing and bed linens on the hottest setting.
D. All of the above.

4. You should dust on this schedule (unless the client has allergies):

A. Once a day
B. Once a week.
C. Once a month.
D. Once each season.

5. True or False

The best tool for washing dishes is a dishrag.

6. True or False

A home is not clean unless it smells like cleaning products (pine, lemon, orange).

7. True or False

When cleaning an entire room, it's best to always vacuum first.

8. True or False

If you notice mice in your client's kitchen, you should set out mouse traps.

9. True or False

The best way to defrost a freezer is by chipping away at the ice with a knife.

10. True or False

If your client asks you to do her husband's laundry, remind her politely that you are required to follow the assigned tasks on your plan of care.