

# Job Sheet

## Admissions Clerk

**The primary function of the Admissions Clerk** is to greet and prepare a visitor for our “tent” / service operation area (mindful of who was next in line (queue) for foot care) and to assist the nurse with preliminary set up and preparation.

1. Set visitor up at a chair station. Welcome him/ her to MAPHN!
2. Ask him/her to remove socks and roll up pants. Assist with this if necessary. Personal belongings can be stored next to / under the chair depending on tent / location space. Large duffle bags can be left in the discharge area if their size interferes with traffic of the foot care area.

\*\*\*\*\* Inform the circulating nurse that the visitor just sat down.\*\*\*\*\*

3. *Obtain a basin from the sanitized area and fill with no more than 2-3 inches (or less) with warm (not hot) water and add a squirt of liquid soap.*

4. *Have visitor test the water temperature to their satisfaction (too hot, too cold, and just right).*

5. *Instruct the visitor to put his/her feet in the basin for washing. Let him/her know a nurse will be with them shortly.*

We all need to be mindful that **the foot bath has to be just for a minute!** Just enough to warm their feet up, provide a pleasant washing and long enough to be effective in cleaning and removing / softening any dirt under the nail beds for cuticle stick cleaning.)

Left and Right: keep the traffic to the left or the right depending on your operation area.

**THE VA IS COLLECTING INFORMATION ON EACH VETERAN THIS YEAR. WE WILL GET OUR OWN COPY, BUT WE NEED TO COMPLETE THEIR CARDS TOO!**

## **Job Sheet**

### **Circulating Assistant**

**Primary function is to provide supply support** for foot care nurses for their needs. The circulating assistant insures that:

1. Nurses have the supplies that they require for personal safety. (gloves, mask, lap pad). Gloves changed between visitors. Mask changed as needed.
2. Nurses have the supplies that they require to provide care, or you can get for them if they need during the care routine.
3. After nurse is seated, each nurse should be handed a disposable lap pad, disposable towels for drying feet, pre-packed bag of foot care items [nail file, cuticle stick, lotion], a pair of socks (can be draped over his/her shoulder).
4. All instruments (metal files, etc) are taken out of circulation and brought to sanitation area for chemical cleansing between tent visitors.

# Job Sheet

## Foot Care Nurse

1. Circulating nurse will direct you to your next visitor or seat a visitor at your station.
2. Introduce yourself to the visitor. First names are fine.
3. Dialogue among the veterans is open, heartfelt, and informal. The use of the word “Sir” or “Ma’am” is also common.
4. Be aware of health issues that the visitor raises. Encourage use of referral to the Medical Tent as needed.
5. Put on PPE prior to foot care provisions. (masks, gloves, lap pad)
6. Provide foot care: Examine feet for open wounds, calluses, nail length and condition. Clean feet and nails. You may cut nails if you have experience or education (BSN qualifies). See BORN advisory 12/2014
7. Allow visitor to place feet in warm soapy water for their foot bathing. Moisturizing lotion may be applied to legs. **Dry feet thoroughly**. Apply clean white socks. Some veterans like a dusting of gold bond in addition to lotion. Be careful not to put “too much junk” on their feet.
8. Discard disposable waste in the proper receptacles.
9. Give basin, SS tools and other non-disposable supplies to the Sanitation Clerk.

# Job Sheet

## Sanitation Clerk

1. Empty used foot care water (“grey water”) in designated location/barrel.
2. Rinse basin with clean water. (The foot care is not sterile, but it IS clean and must be sanitary!).
3. Dry basin or let air dry (sunshine is great!)
4. Spray fungicide (barbisol) spray in basin. Let stand for the required time (10 minutes)
5. Prepare basin for next use by pumping/squirting liquid soap into basin. That tells the admissions clerk that the basin is ready use and for the next visitor (and only needs water added)
6. All ss instruments used must be cleansed and sanitized between visitors. Rinse in basin or soapy water, and place in kidney basin of sanitizer, let air dry. A nail brush may be used to remove debris. Keep sanitized instruments separate from “dirty” instruments. **When in doubt, sanitize.**
7. ***Anything that is not disposable MUST BE SANITIZED BETWEEN USE.***
  - Fungicide spray/ Sanitizing spray must be applied to all basins after they are emptied of the grey water in the grey water station. Barbicide solution will be diluted to the proper strength for the appropriate soak time.
  - Alcohol is used (or other sanitizing/disinfecting solution) for all SS instruments.
  - Foot care implements are single use and can be given to tent visitor (file, nail brush, cuticle stick, emery board)

## **Job Sheet**

**Sundry / Socks Clerk** (If we have donations of items also include shaver, toothbrush, toothpaste, and female vets should be provided feminine products.)

1. Make up Comfort Care Kit baggies as needed (if we have the donations).
2. Assist veteran out of the operations area if needed.
3. Provide bag of toiletries, socks (“Pairs & Spares” or “Pairs and Packages”), and their foot care items.
4. Thank them!
5. Assist the Admissions Clerk or Circulating Nurse as needed.