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|  RESIDENT’S PERSONAL EFFECTS INVENTORY | NO.  |
| **Protective Equipment Instructions**:Tasks relating to this procedure have been classified as Category III. Tasks do not involve exposure to blood or body fluids. No protective equipment is necessary. However, should it become necessary to handle blood or body fluids, or articles contaminated with blood or body fluids while performing this procedure, appropriate protective equipment must be worn (i.e. gloves, gowns, etc.). If necessary, contact your supervisor for further instructions. Should you be exposed to blood or body fluids, report the incident to your supervisor.**Purpose**:1. To establish a method of identifying resident clothing upon admission.
2. To assure that the resident’s clothing is returned to the resident upon discharge.

**Key Procedural Points**1. Inventory personal effects (in the presence of a member of the resident’s family, if possible).
2. Date and sign completed inventory records.
3. Give charge nurse completed inventory records.
4. Place resident’s name neatly in clothing.
5. Report repairs needed to the family.
6. Add additional inventory to the resident’s inventory record.
7. Delegate any items the resident no longer retains in the facility.

**Steps in the Procedure:**1. Admission Coordinator shall notify the laundry department of residents being admitted or discharged.
2. When the resident is admitted, an inventory of the resident’s personal clothing, bedspreads, etc. shall be completed by the laundry department.
3. The person making the inventory shall itemize garments and indicate the number of each.
4. The resident’s name shall be placed on their clothing.
5. The laundry mark shall be in indelible ink and shall be placed in the collar or tail of shirts, robes, etc. and the waistband of trousers, underwear, etc.
6. Names shall be legible and neatly placed on resident clothing.
7. Additional items brought into the facility after admission shall be added to the resident’s Personal Effects Inventory Record.
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|  RESIDENT’S PERSONAL EFFECTS INVENTORY | NO.  |
| 1. Items taken home by the family, after the inventory has been made, shall be removed from the inventory listing. A corrected copy will be made and signed by family before placing in the medical chart.
2. Previous inventory records will be forwarded to the business office and filed in the resident’s medical record.
3. Completed records shall be signed by the person taking the inventory and the resident (or a member of the family).
4. The original inventory listing, plus additions, shall be placed in the resident’s medical chart.
5. When a resident is discharged, clothing shall be returned to the resident. Nursing service will notify the laundry department when a discharge occurs.
6. A copy of the resident’s Personal Effects Inventory Record is located in this manual.
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