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| Department Name | 　 | Toilet Care Manual | Standard processing time | 　 | Approval  | Creation |  |
| Area of responsibility | 　 | 　 | 　 | 　 | 　 |
| Creation Date | 　 | 　 | 　 | 　 | 　 |
| Step | Item | Contents (easy to understand with diagrams, photos, and videos) | 　 |
| 1 | 　 | Gently talk to the client and obtain his/her consent. Check the client's physical condition and any changes in physical condition. |
| 2 | 　 | Close the curtains and wear plastic gloves (disposable gloves). |
| 3 | 　 | Fold the bedding down to the feet, fold the clothes up, lower the underclothes, and open the diaper to check for stool and urine. |
| 4 | 　 | Wipe clean from front to back with a warm cleaning towel. |
| 5 | 　 | Place the patient in a side lying position, wrap the soiled diaper (urine pad) inside, wipe the buttocks and pubic area, and insert a new diaper. |
| 6 | 　 | Place the patient in the supine position, spread the diaper, and align the top edge with the iliac region. |
| 7 | 　 | Apply a position that does not compress the abdomen and does not constrict the hip joint. |
| 8 | 　 | Take off the plastic gloves. |  |
| 9 | 　 | Raise the undergarment and arrange the garment so that it is wrinkle-free. |
| 10 | 　 | Ventilate the area (open and close windows, spray deodorizer), check for any painful or inconvenient areas, and clean up afterwards. |
| 11 | 　 | Caregivers should wash their hands when finished. |  |
| 　 | 　 | 　 | Response to abnormalities  |
| 　 | 　 | 　 | Immediately report to your supervisor and follow his/her instructions. |
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| revision history | Date | Contents | Approval  | Creation |
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