

Standard Operating Procedure (SOP)

Patient Gowning and Removal of Personal Items

This SOP outlines the procedure for **patient gowning and removal of personal items** to ensure patient comfort, privacy, and infection control. It includes preparing the patient for medical examinations or treatments by appropriately removing personal belongings and assisting with the donning and doffing of gowns in a safe and respectful manner. The process promotes effective clinical workflow while maintaining patient dignity and minimizing the risk of contamination.

1. Purpose

To provide a standardized protocol for the removal of personal items and assistance with gowning, ensuring patient safety, dignity, and infection prevention.

2. Scope

This SOP applies to all clinical staff involved in patient care where gowning and removal of personal items is required prior to medical exams or treatments.

3. Responsibilities

- Nursing staff and medical assistants: Assist and supervise the process.
- All clinical staff: Adhere to privacy and infection control protocols.

4. Procedure

1. Preparation

- Greet the patient and explain the gowning procedure, addressing any patient questions or concerns.
- Ensure the environment is private and comfortable (e.g., close curtains or doors).
- Perform hand hygiene and wear appropriate personal protective equipment (PPE) if required.

2. Removal of Personal Items

- Request that the patient remove jewelry, eyeglasses, watches, hearing aids, dentures, and other removable personal items.
- Provide a secure container or bag for the patient's belongings and label it appropriately.
- Ensure valuables are accounted for and, if necessary, documented per facility policy.

3. Assisting with Gowning

- Provide a clean gown, ensuring it is the correct size for the patient and free from damage.
- Explain how to put on the gown, demonstrating if needed (open at the back unless specified otherwise).
- Offer assistance as necessary, maintaining patient modesty and privacy throughout the process.
- Ensure the patient is appropriately covered and comfortable before leaving them alone or beginning the exam.

4. Post-Gowning

- Store the patient's personal items in a secure location and return valuables as soon as possible following the procedure.
- Dispose of used gowns according to infection control guidelines, if removal is required post-examination.

5. Documentation

- Document the removal and return of valuables according to facility policy.
- Record any patient refusals, concerns, or relevant incidents in the patient's medical record.

6. Infection Control

- Perform hand hygiene before and after contact with the patient and their belongings.
- Follow standard precautions and wear appropriate PPE as indicated.

7. References

- Facility Infection Control Policy
- Patient Privacy and Dignity Guidelines

8. Review and Revision

This SOP should be reviewed annually or as procedures, policies, or regulations change.

