

# YOUR STEP-BY-STEP SKILLS CHECKLIST

**Directions:** Please use this guide along with your skill kit supplies to practice.

Then share this checklist with your nurse/surgeon. They will add in any comments or special instructions.

Patient/Care Provider Evaluation	Professional Evaluation
1 I can do this on my own	1 Can do independently
2 I need a little help	2 Needs some help
3 I need much help	3 Needs much help and additional review
4 I had no chance to practice	4 No chance to review, home care to follow up

## SKILL—Flush the Central Line/CVAD (booklet page 17)

	Patient/Provider	Professional	Comments/Instructions
1 Clean your work area and gather your supplies.			
2 Wash your hands and put on clean gloves.			
3 Scrub the needleless connector for 15 seconds (alcohol swab or CHG)—do not allow the cap to touch anything after cleaning.			
4 Uncap the saline syringe, and push the air out.			
5 Attach the saline syringe to the needleless connector by twisting.			
6 Unclamp the tubing.			
7 Flush with 10 cc saline and clamp right before completion.			
8 Repeat the process with a heparin syringe (if needed).			
9 Clamp the line when finished.			

## SKILL—Giving Medication/PN (booklet page 21)

	Patient/Provider	Professional	Comments/Instructions
1 Clean your work area and gather your supplies.			
2 Wash your hands and put on clean gloves.			
3 If needed, mix/dilute the antibiotic.			
4 Clamp the IV tubing, and insert the tubing spike into the fluids (do not touch the tip of the spike).			
5 Unclamp the IV tubing, and prime the tubing to remove all air.			
6 Re-clamp the IV tubing after priming is done.			
7 Scrub the needleless connector for 15 seconds (alcohol swab or CHG).			
8 Flush the needleless connector with saline (refer to first skill: Flush the CVAD).			
9 Attach the end of the primed tubing to the needleless connector. Make sure there is no air in the tubing.			
10 Set the fluid drip rate.			
11 When fluids are finished, clamp and remove the tubing. Cap the tubing, and reuse it if you are giving another medication in 24 hours.			
12 Scrub the needleless connector and flush it with saline.			
13 Clamp the CVAD.			

## SKILL—Changing the Needleless Connector (booklet page 26)

	Patient/Provider	Professional	Comments/Instructions
1 Clean your work area and gather your supplies.			
2 Put on a mask.			
3 Wash your hands and put on clean gloves.			
4 Scrub the needleless connector for 15 seconds (alcohol swab or CHG).			
5 Open the new needleless connector, twist on a saline syringe, and flush with saline. Make sure no air is in the syringe.			
6 Clamp the CVAD, and loosen the old needleless connector.			
7 While holding the lumen, use the other hand to remove the old connector. Remove the cover from the new cap, and attach the new needleless connector.			
8 Unclamp and flush the saline through the needleless connector.			
9 Clamp the CVAD, and remove the flush while leaving the new connector in place. Flush with heparin, if needed.			

## SKILL—Changing the Dressing (booklet page 28) For implanted ports, be careful not to pull out the needle

	Patient/Provider	Professional	Comments/Instructions
1 Clean your work area and gather your supplies.			
2 Open the kit (if have one), put on the mask, and wash your hands.			
3 Remove the old dressing.			
4 Check the site for any signs of infection or CVAD movement.			
5 Remove your gloves. Put on sterile gloves.			
6 Clean skin with CHG for 30 seconds, going up and down and extending beyond insertion site about 3 inches. Allow to air dry for 1 minute.			
7 If used, put on antimicrobial sponge (Biopatch).			
8 Cover with the transparent dressing.			
9 Secure the CVAD in place. Coil and tape and/or use securement device.			

## SKILL—Implanted Port: Inserting a Noncoring Needle (booklet page 36)

	Patient/Provider	Professional	Comments/Instructions
1 Clean your work area and gather your supplies.			
2 Put on a mask and wash your hands. Open the sterile gloves. Open all supplies and drop to the middle of sterile glove site.			
3 Put on sterile gloves.			
4 Prepare the tubing. Twist on a saline syringe to the needleless connector. Attach the connector to the end of the noncoring needle tubing, flush, and clamp.			
5 Clean the skin port site. Wipe off any medication gel, if used, with gauze. Scrub skin with CHG for 30 seconds. Allow to air dry.			
6 Place the core needle into the port. Hold the needle by the wings. Remove the needle covering. Hold the outer edges of the port steady with your nondominant hand, and insert the needle firmly until you feel it touch the back of the chamber.			
7 Unclamp and check for blood return, then flush with attached saline.			
8 Secure and cover with a transparent dressing.			
9 Clamp the tubing.			

