



## Competency Checklist

<b>Date:</b>	
<b>Employee Name:</b>	
<b>Preceptor/Evaluator's Name</b>	
<b>Competency:</b>	Accessing and Care of PICC line

### INDICATORS OF PERFORMANCE LEVEL SUMMARY

How Met		Level of Competency	
O	Direct Observation/Return Demonstration	1	Below expected standards
V	Verbalization/Discussion	2	Fully meets standards
T	Test	3	Well above standards. May precept peers
NA	Not applicable		

If overall performance or competency is rated below the minimum competency level of 2, that performance or competency must be reassessed within 30 days of this review.

The employee demonstrates skills and competence in the following:	How Met	Level of Competency 1 2 3	Evaluated by:
<b>Goal: To Maintain Patency and Sterility of PICC Line</b>			
A. Introduces self, identifies client, explains procedure, and provides privacy			
B. Perform hand hygiene			
C. Don clean gloves			
<b>D. PICC line access</b>			
1. Gather supplies:			
<ul style="list-style-type: none"> <li>• 10 mL normal saline flushes</li> <li>• Alcohol pads</li> </ul>			
2. Thoroughly friction swab access site with alcohol for 15 seconds			
3. Allow to air dry			
4. Uses 10 mL or larger syringe for all boluses and flushes			
5. Attach syringe with normal saline into catheter hub and aspirate to check for patency			
6. Flush each port with 10 mL of normal saline solution using push-pause technique to create turbulence for catheter cleansing			
7. Continue to inject flush while closing catheter clamp			
8. <b>Does not use catheter if blood return is absent</b>			
9. <b>For intermittent use:</b>			
<ul style="list-style-type: none"> <li>• Flush catheter with 10 mL normal saline</li> <li>• Administer infusion or medication</li> <li>• Flush catheter with 20 mL normal saline</li> </ul>			
10. Discard used supplies in appropriate receptacle			
11. Perform hand hygiene			
12. Verifies and documents blood return and patency according to policy			
<b>E. Changing the PICC line dressing</b>			
1. Gather supplies:			
<ul style="list-style-type: none"> <li>• Central line dressing tray</li> <li>• Statlock device</li> </ul>			

2. Explain procedure to client			
3. Perform hand hygiene and don clean gloves			
4. Remove old transparent dressing by gently pulling in upward direction			
5. Open plastic wings to separate line from stabilizing device			
6. Saturate stabilizing device wings with alcohol			
7. Remove by pulling gently on edges			
8. Remove chlorexedine patch			
9. Check insertion site for signs of infection or bleeding			
10. Discard old dressing, stabilizing device and gloves, perform hand hygiene			
11. Prepare sterile supplies			
12. Don sterile gloves			
13. Clean exit site and catheter with antimicrobial swabs using back and forth motion			
14. Allow to air dry			
15. Place StatLock pad on client's arm under catheter wings and slide holes of catheter wings into the StatLock post, close hinged clamps over posts to secure PICC			
16. Peel paper liner from device and press StatLock pad onto skin, one side at a time			
17. Apply chlorexedine patch to insertion site			
18. Cover exit site with transparent semipermeable dressing. Avoid stretching the dressing. Press down on dressing to seal catheter site			
<b>F. Drawing Blood from the PICC</b>			
1. Gather supplies:			
<ul style="list-style-type: none"><li>• Alcohol pads</li><li>• Two 10 mL syringes</li><li>• Normal saline flushes</li><li>• Clean gloves</li></ul>			
2. Check physician orders			
3. Identify client using two identifiers			
4. Perform hand hygiene and done gloves			
5. Explain procedure to client			
6. Stop all infusing fluids for at least 1 minute before drawing a specimen			
7. Scrub catheter cap with alcohol and allow to air dry			
8. Use 10 mL syringe and withdraw 5 mL of blood and discard appropriately in biohazard container			
9. Use 10 mL syringe to withdraw required amount of blood for laboratory test.			
10. Change cap after all blood draws and transfusions			
11. Flush with 20 mL saline solution to clear catheter			
12. Discard equipment and gloves; perform hand hygiene			
13. Handle blood sample appropriately, transfer to collection tube			
<b>G. Removing the PICC</b>			
1. Gather supplies:			
<ul style="list-style-type: none"><li>• Gloves</li><li>• Sterile 2 X 2 gauze</li><li>• Tape</li></ul>			
2. Check physician's order			
3. Identify client using two identifiers			
4. Explain procedure to the client. Client may be in bed or sitting in a chair			
5. Perform hand hygiene and don gloves			
6. Flush catheter with 0.9% sodium chloride, using 10 mL syringe			
7. Carefully remove dressing, loosening edges toward insertion site. Remove StatLock			
8. Grasp catheter at insertion site			
9. Gradually pull catheter parallel to skin one inch at a time			
10. Continue inching catheter out, if resistance is felt, stop and reposition arm, wait 15 seconds			

11. After removal, measure length of catheter and compare to documented length on chart			
12. Hold gauze at exit site for hemostasis			
13. Apply tape to gauze securely, leave in place for 24 hours			
14. Dispose of catheter in biohazard container			
15. Discard gloves, perform hand hygiene			
16. Document length of catheter removed			
<b>Only PICC certified RN removes PICC lines</b>			

- Employee is competent to perform the above tasks independently and without supervision
- Employee's level of competence is below 2. Reassess competency on: \_\_\_\_\_

Employee's Signature	
Evaluator's Signature	