



Competency Checklist

Date:	
Employee Name:	
Preceptor/Evaluator's Name	
Competency:	Access and Care of a Port-A-Cath

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:
Gather all necessary supplies including <ul style="list-style-type: none"> • Huber needle • Ultra site valve • CVP line dressing kit • Gloves • Saline flush 			
Introduce self, identify patient with ID band and explain procedure, check patient's allergies.			
Follows standard precautions, washes hands according to CDC guidelines.			
Performs skin assessment to identify port insertion site			
Palpates port to locate center for needle insertion			
Open CVP dressing kit and maintains sterile field			
Wears sterile gloves			
Wears mask and instructs patient to turn face away from port			
Identifies disinfecting solutions from dressing kit			
Disinfects skin with iodine (not to be used should patient be allergic to iodine) or chloraprep solution from center of port working outward, using circular motion			
Allow site to air dry			
Open Huber needle packet, attach ultrasite valve to it and prime tubing, leave syringe attached			
Stabilizes port with free hand			
Insert needle into port at 90° angle until it reaches bottom of port chamber			
Check for correct placement by aspirating for blood return, flush line if blood return is obtained			
Close clamp of needle extension tubing			
Removes plastic handle from Huber needle			
Applies Chlorhexedine patch at insertion site			
Applies skin prep to dressing area			

Allows air to dry skin prep solution			
Applies transparent sterile dressing to insertion site			
Ensure dressing edges are tightly secure to skin			
Remove all equipment and discard in the appropriate container			
Document findings			

- 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	