Competency Checklist

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

INDICATORS OF PERFORMANCE LEVEL SUMMARY

<table>
<thead>
<tr>
<th>How Met</th>
<th>Level of Competency</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>Direct Observation/Return Demonstration</td>
</tr>
<tr>
<td>V</td>
<td>Verbalization/Discussion</td>
</tr>
<tr>
<td>T</td>
<td>Test</td>
</tr>
<tr>
<td>NA</td>
<td>Not applicable</td>
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</tbody>
</table>

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:

- Gather all necessary supplies including
  - 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 Chlorhexidine patch at insertion site
- Applies skin prep to dressing area

Evaluated by:
<table>
<thead>
<tr>
<th>Allows air to dry skin prep solution</th>
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<tbody>
<tr>
<td>Applies transparent sterile dressing to insertion site</td>
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<tr>
<td>Ensure dressing edges are tightly secure to skin</td>
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<tr>
<td>Remove all equipment and discard in the appropriate container</td>
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</tbody>
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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: ______________________________________

<table>
<thead>
<tr>
<th>Employee’s Signature</th>
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<tbody>
<tr>
<td>Evaluator’s Signature</td>
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