



Competency Checklist

Date:	
Employee Name:	
Preceptor/Evaluator's Name	
Competency:	Foley Catheter Insertion and Removal

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"> • Foley insertion tray • Clean gloves • Towels, washcloths • Basin with warm water and soap • Tape 			
Introduce self, identify patient with ID band and explain procedures, check patient's allergies			
Provide privacy for patient			
Follow standard precautions, wash hands according to CDC guidelines			
Provide perineal care if necessary using clean gloves			
Dispose of gloves and wash hands			
Open foley insertion tray maintaining sterile field			
Remove sterile absorbent pad and place it under the patient's buttocks by holding onto the corners of the pad only			
Put on sterile gloves, place container with cotton balls and lubricant towards client, container with catheter and bag towards the foot of the bed (next to first container)			
Pour antiseptic solution over cotton balls or open betadine swab package			
Test balloon by inserting prefilled syringe into catheter side arm to inflate it			
After testing balloon pull back on syringe to remove fluid			
Open lubricant package or uncap lubricant syringe tip of catheter keeping catheter on tray			
Position fenestrated drape over the client to expose genitalia			
Cleanse the client's meatus: Separate labia with your nondominant hand/ hold penis upright, with dominant hand use forceps to pickup cotton balls saturated with antiseptic solution, cleanse meatus with one downward stroke of the forceps for females, circular stroke for males, discard cotton ball, repeat three to four times, discard forceps as appropriate.			
Insert catheter gently into meatus 2-3 inches for females or 8 inches for males or until urine begins to flow			

Guide the catheter gently 1-2 inches beyond the point at which urine begins to flow			
Inflate balloon by injecting content of prefilled syringe into side arm of catheter			
Retract catheter until resistance is felt			
Secure catheter to patient's leg with 1 inch tape			
Attach drainage bag to bed frame, check that all connections are tightly secured			
Cleanse the client's perineum of the antiseptic solution			
Reposition the client for comfort, lower bed, side rails up x 2			
Remove all equipment and discard in the appropriate container			
Wash Hands			
Ensure that sterile field was maintained throughout the procedure			
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	