

**Adult Infusion Skills Packet**

Page 1 of 6

<b>Name:</b>		<b>Employee ID #:</b>	
<b>Unit:</b>		<b>Title:</b>	
<b>Due Date:</b>	<b>New hire:</b> prior to end of unit orientation period: ____ / ____ / ____.		
	<b>Current Staff:</b>		

**These skills will be considered complete when all below performance criteria are completed and pages 1 and 2 have been scanned and emailed to: [hs-cppn@ucdavis.edu](mailto:hs-cppn@ucdavis.edu)**

<b>Skill/Learning</b> Not all skills are applicable to all Nursing areas – if not applicable mark as N/A	<b>Completed Online Module</b>	<b>Date Completed (or N/A)</b>	<b>Verifier Initials</b>
Blood Withdraw from Central Venous Catheters and PIV Skills Checklist #DAHS-NSCBWFCVCPIV			
Implanted Venous Port Care and Maintenance Skills Checklist #DAHS-NSCIVPCM			
Intravesicular Chemotherapy Skills Checklist #DAHS-NSCIC			
PICC Care and Maintenance/Blood Draw Skills Checklist #DAHS-NSCPICCCMBD			
Safe Handling Hazardous Drugs/Chemotherapeutic Agents Skills Checklist #DAHS-NSCSHHDC			

<b>Adult Infusion Skills Packet</b>		
Page 2 of 6		
Name:		Employee ID #:
Unit:		Title:
Due Date:	New hire: prior to end of unit orientation period: ____ / ____ / ____. Current Staff:	
These skills will be considered complete when all below performance criteria are completed and pages 1 and 2 have been scanned and emailed to: <a href="mailto:hs-cppn@ucdavis.edu">hs-cppn@ucdavis.edu</a>		

**SIGNATURE PAGE:**

Signature and Printed Name of Verifier (preceptor or other verified personnel) who have initialed on this form:		
Initial:	Print Name:	Signature:

**PRECEPTEE STATEMENT AND SIGNATURE:**

I have read and understand the appropriate UC Davis Health Policies and Procedures and/or equipment operations manual, I have demonstrated the ability to perform the verified skills as noted, and I have the knowledge of the resources available to answer questions.

Printed Name	Signature
--------------	-----------

**Adult Infusion Skills Packet**

Page 3 of 6

<b>Name:</b>	<b>Employee ID #:</b>
<b>Unit:</b>	<b>Title:</b>

PERFORMANCE CRITERIA - Unless otherwise specified all skills will be demonstrated in accordance with the appropriate UCDH Policy and Procedure.

**These skills will be considered complete when all below performance criteria are completed and pages 1 and 2 have been scanned and emailed to: [hs-cppn@ucdavis.edu](mailto:hs-cppn@ucdavis.edu)**

	Date	Verifier Initials
--	------	-------------------

**Blood Withdraw from Central Venous Catheters and PIV #DAHS-NSCBWFCVPIV**

<b>References:</b>		
UC Davis Health Policy <a href="#">13027</a> Blood Draw from Central Venous Catheters		
Follows UC Davis Health Policy <a href="#">13027</a> Blood Draw from Central Venous Catheters		
Completed clinical skill testing for PICC and PAC care and maintenance		
Blood withdrawal certificate current		
States the importance of correct order for serum lab specimen collection		
Selects appropriate blood specimen tubes, obtains correct labels		
Chooses method of blood draw: venipuncture, PIV, or central line draw		
Selects appropriate supplies		
Verifies identity of patient.		
Explains the procedure to the patient.		
Obtains specimen per policy. Observe standard precautions and use appropriate safety devices		
Handles specimen appropriately.		
Compares lab results to normal values and the patient's previous results.		
Documents on electronic record flowsheet.		

**Implanted Venous Port Care and Maintenance #DAHS-NSCIVPCM**

<b>References:</b>		
UC Davis Health Policy <a href="#">13003</a> Implanted Venous Port Care and Maintenance		
Follows UC Davis Health Policy <a href="#">13003</a> Implanted Venous Port Care and Maintenance		
Verifies placement before use.		
Verifies order from provider to use port		
Considers use of topical anesthetics		
Verifies identity of the patient and known allergies		
Explains the procedure to the patient		
Collects appropriate equipment and size of non-coring needle and sterile central line dressing kit or equivalent products).		
Places mask on self, patient, assistants, visitors and performs hand hygiene		
Assesses venous port; palpates for septum, examines skin notifies provider of any complications and documents.		

**Adult Infusion Skills Packet**

Page 4 of 6

Name:	Employee ID #:
-------	----------------

Unit:	Title:
-------	--------

PERFORMANCE CRITERIA - Unless otherwise specified all skills will be demonstrated in accordance with the appropriate UCDH Policy and Procedure.

These skills will be considered complete when all below performance criteria are completed and pages 1 and 2 have been scanned and emailed to: [hs-cppn@ucdavis.edu](mailto:hs-cppn@ucdavis.edu)

	Date	Verifier Initials
--	------	-------------------

***Implanted Venous Port Care and Maintenance #DAHS-NSCIVPCM (Continued)***

Positions patient with head away from port site and palpated port septum for location		
Cleanses site with appropriate agents per protocol		
Prepares and primes non-coring needle and tubing per policy		
Uses sterile technique for insertion of non-coring needle and for dressing change		
Applies chlorhexidine sponge disk as appropriate (considers allergies)		
Applies appropriate dressing and labels		
Flushes line with 10ml normal saline and verifies patency with brisk blood return		
Uses line for infusions as appropriate for agent (LVN normal saline and heparin flush only)		
Follows blood withdrawal protocol		
Flushes and locks implanted venous access line with appropriate solution prior to removal		
Uses clean gloves to remove dressing and non-coring needle		
Documents date and time of needle removal, site condition, dressing applied, patency prior to removal, interventions and medications in the EMR		
Notifies provider if line complications (sluggish flushing or blood return) and considers administration of alteplase (RN only) (UC Davis Health Policy <a href="#">13041</a> Declotting Central Venous Catheters Using Alteplase)		
Verbalizes general cares: Sterile and Aseptic technique Never apply excessive pressure to/on syringe to prevent catheter damage (i.e. rupture or breakage)		

***Intravesicular Chemotherapy #DAHS-NSCIC***

<b>References:</b>		
UC Davis Health Policy <a href="#">10003</a> Intravesicular and Topical Upper Tract Therapy with Chemotherapeutic/Biologic Agents		
Follows UC Davis Health Policy <a href="#">10003</a> Intravesicular and Topical Upper Tract Therapy with Chemotherapeutic/Biologic Agents		
Assesses patient for side effects or problems from previous catheterizations including trauma and hematuria, and lab work		
Documents and notifies provider		
Provides patient teaching and education, assesses understanding		
Reviews policy for staff and medication precautions		
Demonstrates understanding of safe handling for BCG		
Wears PPE		
Gathers equipment for intravesicular instillation		

**Adult Infusion Skills Packet**

Page 5 of 6

<b>Name:</b>	<b>Employee ID #:</b>
<b>Unit:</b>	<b>Title:</b>

PERFORMANCE CRITERIA - Unless otherwise specified all skills will be demonstrated in accordance with the appropriate UCDH Policy and Procedure.

**These skills will be considered complete when all below performance criteria are completed and pages 1 and 2 have been scanned and emailed to: [hs-cppn@ucdavis.edu](mailto:hs-cppn@ucdavis.edu)**

	Date	Verifier Initials
--	------	-------------------

***Intravesicular Chemotherapy #DAHS-NSCIC (Continued)***

Verifies patient identification		
Performs chemotherapeutic/biologic agent double check		
Follows protocol per policy for preparing care environment		
Inserts urethral catheter per UC Davis Health Policy 9010		
View <a href="#">"Clean. Clear. Clean" video</a>		
Demonstrates 1 urethral catheter insertion with patient with preceptor		
Verbalizes urethral catheter insertion criteria for intravesical administration		
Verbalizes and documents urethral catheter insertion		
Follows protocol for instillation times and patient positions		
Follows safe handling with voiding and discontinuing catheter		
Provides discharge instructions for waste management at home		

**PICC care and maintenance/blood draw #DAHS-NSCPICCCMBD**

**References:**

UC Davis Health Policy <a href="#">13005</a> Peripherally Inserted Central Catheter (PICC) Care and Maintenance		
Follows UC Davis Health Policy <a href="#">13005</a> Peripherally Inserted Central Catheter (PICC) Care and Maintenance		
Verifies placement before use.		
Verifies order from provider to use PICC line.		
Observes brisk blood return prior to use		
Verifies identity of the patient and known allergies		
Explains the procedure to the patient		
Collects appropriate equipment (PICC/CVC securement dressing package and sterile central line dressing kit or equivalent products).		
Places mask on self, patient, assistants, visitors		
Performs hand hygiene		
Removes dressing; assesses PICC and documents findings		
Checks integrity of the catheter, insertion site and hub		
Notifies provider of any complications		

**Adult Infusion Skills Packet**

Page 6 of 6

<b>Name:</b>	<b>Employee ID #:</b>
<b>Unit:</b>	<b>Title:</b>
PERFORMANCE CRITERIA - Unless otherwise specified all skills will be demonstrated in accordance with the appropriate UCDH Policy and Procedure.	
<b>These skills will be considered complete when all below performance criteria are completed and pages 1 and 2 have been scanned and emailed to: <a href="mailto:hs-cppn@ucdavis.edu">hs-cppn@ucdavis.edu</a></b>	
	<b>Date</b>
	<b>Verifier Initials</b>

<b>PICC care and maintenance/blood draw #DAHS-NSCPICCCMBD (Continued)</b>		
Cleanses site with appropriate agents per protocol		
Applies chlorhexidine sponge disk (consider allergies)		
Applies securement device		
Stabilizes disk and line		
Measures and documents external length		
Applies appropriate dressing		
Labels dressing		
Measures and documents MAC in centimeters (cm)		
Applies tubular gauze as desired		
Verbalizes general cares: No blood pressure on extremity with PICC Uses syringe >/=10ml syringe to prevent catheter damage (i.e. rupture or breakage)		
<b>Safe Handling Hazardous Drugs/Chemotherapeutic Agents #DAHS-NSCSHHDCA</b>		
<b>References:</b>		
UC Davis Health Policy <a href="#">10001</a> Hazardous Drugs (HD) (Chemo): Safe Handling/Preparation/Administration/Disposal of Waste/Spill Procedures		
Follows UC Davis Health Policy <a href="#">10001</a> Hazardous Drugs (HD) (Chemo): Safe Handling/Preparation/Administration/Disposal of Waste/Spill Procedures		
Completed Safe Handling of Hazardous Medications (Oncology) DAHS-NGNSHOHM-ECS		
Completed Management of Chemotherapy Spills (Oncology) DAHS-NGNSHOCS-ECS		
Verbalizes types of hazardous drugs in infusion center		
Identifies bulk chemo waste and trace chemo waste in infusion center		
Demonstrates knowledge of appropriate glove types and usages		
Demonstrates correct use of PPE including gowns, respirators, eye and face protection		
Demonstrates knowledge of waste container types and uses		
Demonstrates how to emergently respond to a chemotherapy spill		
Verbalizes location of spill kits		
Demonstrates use of spill kit		
Verbalizes communications regarding a spill		
Verbalizes follow up documentation and incident report processes		