

Pulmonary Lab Care Skills

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

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Skill/Learning Not all skills are applicable to all Nursing areas – if not applicable mark as N/A	Completed Online Module	Date Completed (or N/A)	Verifier Initials
Adult Respiratory Assessment Skills Checklist #DAHS-NSCARA14			
ASEPT Tunneled Pleural/Peritoneal Drainage/Dressing Change Procedure Skills Checklist #DAHS-NSCASEPT15			
Blood Draws Skills Checklist #DAHS-NSCBD14			
Bronchoscopy Assistance and Bronchoscope Disinfection Skills Checklist #DAHS-NSCBABD14			
Cardiac Pain Assessment & Management Skills Checklist #DAHS-NSCCPAM14			
Chest Tube Skills #DAHS-NSCCT13: Performs per policy 17002 Chest Tube Management			
End-tidal carbon dioxide monitoring Skills Checklist #DAHS-NSCECCM14 (<i>Elsevier Skills for reference only and may be listed in Policy</i>)			
Endotracheal Intubation & Mechanical Ventilation Skills Checklist #DAHS-NSCEIMV14			
Laryngectomy Care Skills Checklist #DAHS-NSCLC15 (<i>Elsevier Skills for reference only and may be listed in Policy</i>)			
MDI with Spacer Skills Checklist #DAHS-NSCMDIS14			
Metabolic Measurements - Resting Energy Expenditure/Vd/Vt Skills Checklist #DAHS-NSCMMREEVDVT14			
Obtaining a 12-Lead ECG Skills Checklist #DAHS-NSCOLE14			
Pulmonary Function Testing Skills Checklist #DAHS-NSCPFT14			
Tracheostomy Care Skills Checklist #DAHS-NSCTC15 (<i>Elsevier Skills for reference only and may be listed in Policy</i>)			
Transtracheal Oxygen (TTO2) Catheter Change Skills Checklist #DAHS-NSCTTO2CC14			
Use of Lasers During Bronchoscopy Skills Checklist #DAHS-NSCULDBS14			

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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

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Adult Respiratory Assessment Skills Checklist #DAHS-NSCARA14

<u>References:</u>		
Note type of oxygen delivery system, method of airway management and/or mode of ventilation.		
Make general observation of patient's overall status.		
Observe for rate, depth, pattern, symmetry, and effort of respirations. Observe for use of accessory muscles.		
Observe for color and pallor of skin and mucous membranes.		
Observe for color, quantity, odor and consistency of secretions.		
Observe position of trachea.		
Auscultate in an orderly manner all lung fields and describe lung sounds appropriately.		
Palpate neck, chest, and shoulders to assess for the presence of subcutaneous air.		
Monitor and document oxygen saturations and End Tidal CO2 levels when appropriate.		
Describe/demonstrate method for contacting respiratory therapy.		
Have available in the patient's room, and know how to use, necessary respiratory equipment.		
Locate/describe emergency respiratory equipment.		
Document all pertinent information in the appropriate locations.		

ASEPT Tunneled Pleural/Peritoneal Drainage/Dressing Change Procedure Skills Checklist # DAHS- NSCASEPT15

<u>References:</u>		
Gathers required components for ASEPT pleural or peritoneal drainage procedure and dressing kit.		
Demonstrate proper connection of drainage line to drainage bottle, connection to patient catheter, and drainage procedure.		
Explain when to stop drainage and how to document output, and tolerance of drainage procedure.		
Demonstrate proper site care and dressing application to patient catheter site.		
Explain when to notify implanting physician regarding catheter related complications.		

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Blood Draws Skills Checklist #DAHS-NSCBD14

References:		
1. UC Davis Health Policy 13027 : Blood Draw from Central Venous Catheters		
2. UC Davis Health Policy 13029 : Venipuncture Verification and Blood Withdrawal		
3. NCCLS (CLSI) clinical laboratory guideline		
4. UCDHS Laboratory Users Guide		
State the importance of correct serum lab specimen collection.		
Select appropriate blood specimen tubes, obtain correct labels.		
Choose method of blood draw: venipuncture, arterial puncture, central or arterial line draw.		
Verify identity of patient.		
Explain the procedure to the patient.		
Obtain specimen per policy. Observe standard precautions and use appropriate safety devices.		
Handle specimen appropriately.		
Compare lab results to normal values and the patient's previous results.		
Documentation on electronic record flowsheet.		

Bronchoscopy Assistance and Bronchoscope Disinfection Skills Checklist #DAHS-NSCBABD14

References:		
1. UC Davis Health Pulmonary Services Laboratory Policy and Procedure IV-2 : Standard Bronchoscopy Assistance Procedure and IV-3 Bronchoscope Cleaning and Liquid Disinfection		
2. Olympus and Pentax Bronchoscope user's guidebook		
Verify physician order, gather and assemble appropriate equipment required for the procedure.		
Identify patient and explain procedure as required.		
Follow standard precautions.		
Demonstrate appropriate monitoring and assessment of patient pre, during and post procedure.		
Assist with patient preparation.		
Demonstrate administration of medications for moderate sedation (RN's only)		
Process, clean and disinfect bronchoscope according to department policies and procedures.		
Complete procedure documentation accurately and route appropriately.		
Work as a team member in procedure planning, implementation and follow-up.		

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Cardiac Pain Assessment & Management Skills Checklist #DAHS-NSCCPAM14

References:		
<ol style="list-style-type: none"> Advanced Cardiac Life Support (ACLS) Provider Manual, 2010 Edition Frishman, William H., & Sica, Domenic A., Cardiovascular Pharmacotherapeutics. 3rd Edition, Cardiotext Publishing, May, 2011 Davis, L. 2004. Cardiovascular Nursing Secrets. Elsevier JCAHO Core Measures 2011 UC Davis Health Standardized Procedure II-22: Nursing Intervention in the Event of Certain Medical Emergencies in Adult Patients 		
Assess the chest pain to determine if it is cardiac ischemic in origin. Utilize the 0-10 pain scale and the PQRST scale.		
Diagnostics and Interventions: <ul style="list-style-type: none"> Place patient on cardiac, pulse oximetry and automatic BP monitor. Obtain/review 12-lead ECG during chest pain episode. Assess for signs of hypoxemia; administer oxygen therapy as indicated. Establish IV and draw and review cardiac labs. 		
Administer medications as MD ordered: Nitroglycerin sublingual or spray; IV Nitroglycerin infusion; Morphine Sulfate IV, ASA, and beta-blockers, if stable. State the rationale of the above treatment and the patient monitoring requirements.		
Provide continuous ECG monitoring to evaluate ST, T-wave changes and detect dysrhythmia development.		
State the overall goals of treatment in the management of pain related to myocardial ischemia.		
Assess level of anxiety and indicate means to alleviate it.		
Reassess patient after each intervention. Alert MD if no improvement.		
Anticipate other medications and interventions that might be indicated.		
Document all assessments, interventions, medications and responses.		

End-Tidal Carbon Dioxide Monitoring Skills Checklist #DAHS-NSCECCM14

References:		
<ol style="list-style-type: none"> Elsevier Skills <ul style="list-style-type: none"> Capnometry and Capnography End-Tidal Carbon Dioxide Measurement: Continuous Monitoring 		
If the patient was not intubated, applied the ETCO2-nasal cannula and connected it to the capnograph.		
If the patient is intubated, assembled the airway adapter, and connected it to the patient circuit as close as possible to the patient's ventilator connection.		
Observed waveform for quality.		

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Endotracheal Intubation & Mechanical Ventilation Skills Checklist #DAHS-NSCEIMV14

<u>References</u>		
Completed Endotracheal Intubation and Mechanical Ventilation Online Module		
Identify indications for endotracheal intubation and mechanical ventilation.		
Assemble the necessary equipment for the insertion of the ETT.		
State nursing responsibilities during intubation.		
Confirm ETT placement		
Assess proper cuff inflation.		
Describe various modes/methods of ventilation.		
Perform ventilator checks every two hours and document appropriately.		
Perform alarm checks for all ventilation parameters.		
Auscultate breath sounds and vital signs every two hours.		
Suction patient as needed.		
Monitor for changes in oxygenation saturations.		
Properly and safely stabilize airway.		
Administer paralytics and sedatives as ordered.		
State conditions to be reported to physician.		
Describe screening criteria for SBT.		
Monitor patient carefully during SBT.		
Assemble equipment necessary for extubation.		
Perform extubation.		
Assess the patient after extubation and initiate post-extubation care.		
Document all pertinent data.		

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Laryngectomy Care Skills Checklist #DAHS-NSCLC15

References:		
State components of patient assessment		
Demonstrate laryngectomy care and state frequency it should be done		
Describe anatomy of a laryngectomy and differences from normal anatomy and tracheostomy anatomy		
Identify differences in care of new laryngectomy versus established laryngectomy		
Name mandatory bedside equipment for laryngectomy patients and rationale		
Verbalize emergency complication interventions for laryngectomy		
Verbalize Heat Moisture Exchange (HME) maintenance and monitoring		

MDI with Spacer Skills Checklist #DAHS-NSCMDIS14

References:		
UC Davis Health Policy 17020 : Inhaled Pulmonary Drug Administration (Excluding Pentamidine/Ribavirin/Surfactant)		
Demonstrate knowledge of how the Pharmacy is notified for MDI.		
Verbalize how to administer MDI with Spacer correctly.		
Prior to and immediately after use of inhaled bronchodilators, antibiotics and steroids, the patient's pulse, respiratory rate and breath sounds are assessed. Also, any cough or mucous production may be noted.		
Verbalize when to notify Respiratory Therapy or Pharmacy.		
Demonstrate documentation of teaching.		

Metabolic Measurements - Resting Energy Expenditure/Vd/Vt Skills Checklist #DAHS-NSCMMREEVDVT14

References:		
<ol style="list-style-type: none"> 1. UC Davis Health Pulmonary Services Laboratory Policy and Procedure VIII-1: Metabolic Measurements (REE) 2. Sensormedics Deltratrac Metabolic Monitor Manual 1992 edition 3. UC Davis Health Policy 2001: Blood-Borne Pathogen Exposure Control Plan 4. UC Davis Health Policy 2002: Aerosol Transmissible Diseases Control Plan 		
Verify physician order available and identify patient. Explain testing to patient as required. Obtain baseline vital signs.		
Coordinate with patient's nurse for optimal testing environment (as required).		
Gather and assemble required equipment and supplies.		
Obtain accurate patient demographics.		
Accurately and safely apply collection circuit or hood.		

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Metabolic Measurements - Resting Energy Expenditure/Vd/Vt Skills Checklist #DAHS-NSCMMREEVDVT14 (Continued)		
Collect data accurately for required time period. Obtain ABG sample (as required).		
Continuously monitor patient during testing.		
Document procedure and process reports completely.		
Clean equipment according to manufacturer's instructions.		

Obtaining a 12-Lead ECG Skills Checklist #DAHS-NSCOLE14		
References:		
1. Structure Standards: Critical Care , Telemetry, Maternal Child Health		
2. GE Marquette Resting ECG Analysis System Operator's Manual		
Demonstrate use of 12-lead ECG available in area.		
Place patient supine and provide for patient privacy.		
Enter patient data prior to obtaining 12-lead ECG.		
Cleanse the skin areas to be used, if needed.		
Correctly place leads, ensure that there is no tension on the cable.		
Obtain 12-lead reading, trouble-shooting artifact.		
Recognize proper 12-lead tracings.		
Disconnect equipment and clean as necessary.		
Document all pertinent data, and notify appropriate staff of results		

Pulmonary Function Testing Skills Checklist #DAHS-NSCPFT14		
References:		
1. Pulmonary Clinical Function Testing, 2nd edition Intermountain Thoracic Society.		
2. UC Davis Health Pulmonary Services Laboratory Policy and Procedure III-1 : Pulmonary Function Testing.		
3. UC Davis Health Policy 2001 : Blood-Borne Pathogen Exposure Control Plan		
4. UC Davis Health Policy 2002 : Airborne Pathogen Exposure Control Plan		
5. American Thoracic Society Pulmonary Function Lab Management and Procedure Manual 2000, 4, pp 3-6.		
Complete equipment calibration sequences as required and document on appropriate Daily Maintenance Log.		
Verify physician order and select appropriate testing equipment for patient diagnosis and ability.		
Assemble breathing circuit including bacteria filter.		
Perform Pulmonary Function Test utilizing ATS/ITS guidelines and UCDH Pulmonary Laboratory procedures.		

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Pulmonary Function Testing Skills Checklist #DAHS-NSCPFT14 (Continued)

Ensure data obtained is reliable and accurate.		
Triage complications appropriately, should any occur.		
Generate and route result reports appropriately.		
Complete Corrective Maintenance Log if indicated.		

Tracheostomy Care Skills Checklist #DAHS-NSCTC15

References:		
1. Tracheostomy Home Care for Adult and Children teaching guide		
State what a tracheostomy and a Laryngectomy stoma is and the indications for a tracheostomy tube, or a Laryngectomy stoma.		
Describe the different types of tracheostomy tubes.		
Assess patient with a tracheostomy tube, or Laryngectomy stoma.		
Assemble necessary equipment and demonstrate suctioning and normal saline instillation when needed.		
Assemble necessary equipment and demonstrate tracheostomy/laryngectomy site care.		
Obtain equipment that must be at patient's bedside.		
Document all pertinent information on EMR and MPEP.		
Describe the different types of tracheostomy cuffs.		

Transtracheal Oxygen (TTO2) Catheter Change Skills Checklist #DAHS-NSCTTO2CC14

References:		
1. Transtracheal Oxygen Therapy Clinician Guide (1990 Transtracheal Systems) located in Pulmonary Services Laboratory		
2. Scoop Procedure Guidebook		
Read Transtracheal Oxygen Therapy Clinician Guide		
Read the Scoop Procedure Guidebook.		
View Scoop Program of Care for Physicians, Respiratory Therapists and Nurses videotape.		
View the Scoop Oxygen Program for Patients videotape.		
Describe the procedure of changing a TTO ₂ catheter.		
Describe a mature (well healed) tract.		
Identify three signs and symptoms of an infected tract.		
Verbalize patient instructions for catheter care.		

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Transtracheal Oxygen (TTO2) Catheter Change Skills Checklist #DAHS-NSCTTO2CC14 (Continued)

Define intervention if unable to replace TTO ₂ catheter.		
Describe charting requirements for TTO ₂ change.		
Observe TTO ₂ change with guidewire.		
Perform two observed TTO ₂ catheter changes.		

Use of Lasers During Bronchoscopy Skills Checklist #DAHS-NSCULDBS14

References:		
1. UC Davis Health Pulmonary Services Laboratory Policy and Procedure V-3 : Argon Plasma Coagulation (APC) Procedure		
2. UC Davis Health Pulmonary Services Laboratory Policy & Procedure V-2 : Laser Bronchoscopy Procedure		
3. Medical Laser Safety Manual (Aug 2006)		
4. Lumenis Powersuite Nd-Yag/Holium Laser Operators Manual		
Gather and assemble needed equipment and supplies for Nd-Yag/Holium laser per physician request and procedure application.		
Identifies Laser Safety Officer (LSO) for procedure.		
Place laser warning signs on all access doors. Covers all windows and metal surfaces as required.		
Demonstrate ability to set proper modality and energy adjustments per physician direction.		
Ensure all staff and patients have proper laser safety eye protection on during laser operation.		
Ensure smoke evacuation systems are operating adequately during laser operation. Ensure all staff has proper laser masks on during laser operation.		
Ensures two sterile normal saline in 10 ml syringes ready. Ensures lowest oxygen level delivered to support patient during laser operation.		
Verbalizes actions needed during airway fire.		
Demonstrate process for maintaining laser fiber in standby mode when not in firing position.		
Demonstrate proper cutting and stripping of laser tip when required.		
Demonstrate removal and inspection of laser blast shield. Verbalizes steps if blast shield is damaged.		
Demonstrate proper disposal of fiber, equipment cleaning, and proper equipment storage.		
Demonstrate proper disposal of fiber, equipment cleaning, and proper equipment storage for all related equipment.		