



Competency Checklist

Date:	
Employee Name:	
Preceptor/Evaluator's Name	
Competency:	Enema Administration

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:
Goal: The patient expels feces and is free from injury with minimal discomfort.			
A. Gather Equipment/Supplies: - Commercially prepared enema - Water soluble lubricant - Gloves - Bed pan, commode - Bed protector - Skin care items (soap, water, towels)			
B. Verify the order for the enema. Bring necessary equipment to the bedside stand or overbed table.			
C. Perform hand hygiene and put on PPE, if indicated.			
D. Identify the patient.			
E. Close curtains around the bed and close door to room if possible. Explain what you are going to do and why you are going to do it to the patient. Discuss where the patient will defecate. Have a bedpan, commode, or nearby bathroom ready for use.			
F. Warm solution in amount ordered, and checks temperature with a bath thermometer if available. If bath thermometer is not available, warm to room temperature or slightly higher, and test on inner wrist. If tap water is used, adjust temperature as it flows from faucet.			
G. Add enema solution to container. Release clamp and allow fluid to progress through tube before reclamping.			
H. Adjust bed to comfortable working height, usually elbow height of the caregiver (VISN 8, 2009). Position the patient on the left side (Sims' position), as dictated by patient comfort and condition. Fold top linen back just enough to allow access to the patient's rectal area. Place a waterproof pad under the patient's hip.			

I. Put on nonsterile gloves.			
J. Elevate solution so that it is no higher than 18" (45 cm) above level of anus. Plan to give the solution slowly over a period of 5 to 10 minutes. Hang the container on an IV pole or hold it at the proper height.			
K. Generously lubricate end of rectal tube 2" to 3" (5-7 cm). A disposable enema set may have a prelubricated rectal tube.			
L. Lift buttock to expose anus. Slowly and gently insert the enema tube 3" to 4" (7-10 cm) for an adult. Direct it at an angle pointing toward the umbilicus, not bladder. Ask patient to take several deep breaths.			
M. If resistance is met while inserting tube, permit a small amount of solution to enter, withdraw tube slightly, and then continue to insert it. Do not force entry of the tube. Ask patient to take several deep breaths.			
N. Introduce solution slowly over a period of 5 to 10 minutes. Hold tubing all the time that solution is being instilled.			
O. Clamp tubing or lower container if patient has desire to defecate or cramping occurs. Instruct the patient to take small, fast breaths or to pant.			
P. After solution has been given, clamp tubing and remove tube. Have paper towel ready to receive tube as it is withdrawn.			
Q. Return the patient to a comfortable position. Encourage the patient to hold the solution until the urge to defecate is strong, usually in about 5 to 15 minutes. Make sure the linens under the patient are dry. Remove your gloves and ensure that the patient is covered.			
R. Raise side rail. Lower bed height and adjust head of bed to a comfortable position.			
S. Remove additional PPE, if used. Perform hand hygiene.			
T. When patient has a strong urge to defecate, place him or her in a sitting position on a bedpan or assist to commode or bathroom. Offer toilet tissue, if not in patient's reach. Stay with patient or have call bell readily accessible.			
U. Remind patient not to flush commode before nurse inspects results of enema.			
V. Put on gloves and assist patient if necessary with cleaning of anal area. Offer washcloths, soap, and water for handwashing. Remove gloves.			
W. Leave the patient clean and comfortable. Care for equipment properly.			
X. Perform hand hygiene.			
Y. Document care provided			

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	