

Competency Checklist

Date:	
Employee Name:	
Preceptor/Evaluator's Name	
Competency:	IV Therapy 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 access device is inserted on the first attempt, using sterile technique.			
1. Gather Equipment/Supplies: <ul style="list-style-type: none"> • IV Solution • IV Tubing Administration Set • Extension Set (Piggyback) • IV Pump • Alcohol Swabs • Gloves 			
2. Perform hand hygiene and don gloves.			
3. Identify the patient per hospital policy.			
4. Verify the IV solution order on the eMAR with the medical order. Clarify any inconsistencies. Check the patient's chart for allergies.			
5. Remove IV bag from outer wrapper and check expiration dates. Scan bar code on container and label the solution container with the patient's name, solution type, additives, date, and time.			
6. Remove administration set from package. <ul style="list-style-type: none"> • Apply label to tubing reflecting the day/date for next set change. 			
7. Spike the IV solution container: <ul style="list-style-type: none"> • Close the roller clamp or slide clamp on the IV administration set. • Invert the IV solution container and remove the cap on the entry site, taking care to not touch the exposed entry site. • Remove the cap from the spike on the administration set. • Using a twisting and pushing motion, insert the administration set spike into the entry site of the IV container. 			
8. Hang the IV container on the IV pole. Squeeze the drip chamber and fill at least halfway.			
9. Open the IV tubing clamp and allow fluid to move through tubing. <ul style="list-style-type: none"> • Allow fluid to flow until all air bubbles have disappeared and the entire length of the tubing is primed (filled) with IV solution. 			

<ul style="list-style-type: none"> • Close clamp and recap end of tubing. 			
10. Using an antimicrobial swab, cleanse access cap on extension tubing. <ul style="list-style-type: none"> • Remove the end cap from the administration set. • Insert the end of the administration set into the end cap. Loop the administration set tubing near the site of entry, and anchor with tape (nonallergenic) close to site. 			
11. Open the clamp on the administration set. <ul style="list-style-type: none"> • Set the rate of flow and begin the fluid infusion. Adjust until the correct drop rate is achieved. • Assess the flow of the solution and function of the infusion device. 			
12. Inspect the insertion site for signs of infiltration.			
13. Cover the patient and help him or her to a position of comfort.			
14. Remove gloves and perform hand hygiene			
15. Return to check flow rate and observe IV site for infiltration 30 minutes after starting infusion, and at least hourly thereafter. Ask the patient if he or she is experiencing any pain or discomfort related to the IV infusion.			

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	