

### Competency Checklist

|                                   |  |
|-----------------------------------|--|
| <b>Date:</b>                      |  |
| <b>Employee Name:</b>             |  |
| <b>Preceptor/Evaluator's Name</b> |  |
| <b>Competency:</b>                | <b>Specimen Collection – Clean Catch</b> |

#### 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<br>1 2 3 | Evaluated by: |
|--|---------|------------------------------|---------------|
| <b>Goal:</b>   |         |                              |               |
| A. Gather Equipment/Supplies:<br>- Sterile Specimen container<br>- Label for container<br>- Clean Gloves<br>- Cleaning swab or bactericidal soap<br>- Soap and water |         |                              |               |
| B. Perform hand hygiene  |         |                              |               |
| C. Identify client by checking two forms of ID   |         |                              |               |
| D. Explain procedure to patient  |         |                              |               |
| E. Don clean gloves and provide perineal care as needed  |         |                              |               |
| F. Instruct client to collect specimen in bathroom or place in bedpan  |         |                              |               |
| G. Instruct client to clean the urinary meatus and obtain urine specimen   |         |                              |               |
| <b>H. For a Male client</b>  |         |                              |               |
| 1. Don clean gloves and open container   |         |                              |               |
| 2. Cleanse end of penis with cleansing swab using circular motion moving from middle towards outside   |         |                              |               |
| 3. Ask client to initiate urine stream   |         |                              |               |
| 4. After single stream achieved, pass specimen container into stream and obtain urine sample. At least 30 mL must be obtained for adequate specimen                  |         |                              |               |
| <b>I. For a Female client</b>  |         |                              |               |
| 1. Don clean gloves and open container   |         |                              |               |
| 2. Spread labia minora with nondominant hand   |         |                              |               |
| 3. Cleanse area with disinfectant swab, beginning above the urethral orifice and moving posteriorly  |         |                              |               |
| 4. Ask client to initiate urine stream, hold labia open throughout the voiding process   |         |                              |               |
| 5. After single stream achieved, pass specimen container into the stream and obtain sample of 50 mL  |         |                              |               |

|   |  |  |  |
|---|--|--|--|
| J. To prevent contamination of specimen with skin flora, instruct the client to remove the container before the flow or urine stops and before releasing the labia or penis |  |  |  |
| K. Instruct the client to completely empty bladder  |  |  |  |
| L. Wipe off outside of container after replacing cap  |  |  |  |
| M. Remove gloves and perform hand hygiene   |  |  |  |
| N. Label the specimen (as appropriate)  |  |  |  |
| O. Take specimen to laboratory within 15 minutes. If not possible, refrigerate specimen   |  |  |  |

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 |  |