



Competency Checklist

Date:	
Employee Name:	
Preceptor/Evaluator's Name	
Competency:	Specimen Collection Urinary Catheter

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:			
A. Gather Equipment/Supplies: - Catheter tubing clamp or rubber band - 12ml syringe - Gloves - Sterile specimen container - Biohazard bag - Antimicrobial swab			
B. Identify the patient.			
C. Explain the procedure and rationale to the client			
D. Clamp catheter drainage tubing a few inches distal to sample access port (approximately 15 minutes to allow urine to collect in tube)			
E. Perform hand hygiene and don gloves			
F. Wipe the sample access port of the drainage tubing with the antimicrobial swab			
G. Insert needle into port			
H. Aspirate urine sample (at least 2 ml) by gently pulling back on syringe plunger, then remove syringe			
I. Transfer urine sample into specimen container and apply client label			
J. Remove drainage tubing clamp			
K. Remove gloves and perform hand hygiene			
L. Send specimen container in biohazard bag to laboratory as soon as possible, or place in unit refrigerator.			
M. Document accordingly			

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	