**Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Observer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Maintenance Bundle | **PATIENT #1** | **PATIENT #2** | **PATIENT #3** | **PATIENT #4** |
| Type of line (circle) | (PICC, RIJ, LIJ, Rt SVC, Lt SVC, Rt fem, Lt fem, Port, HD catheter) | (PICC, RIJ, LIJ, Rt SVC, Lt SVC, Rt fem, Lt fem, Port, HD catheter) | (PICC, RIJ, LIJ, Rt SVC, Lt SVC, Rt fem, Lt fem, Port, HD catheter) | (PICC, RIJ, LIJ, Rt SVC, Lt SVC, Rt fem, Lt fem, Port, HD catheter) |
| **OBSERVATION: DRESSING** |  |  |  |  |
| Dressing adhesive intact over catheter insertion site and drainage contained | Line 1 □Yes □No  Line 2 □Yes □No | Line 1 □Yes □No  Line 2 □Yes □No | Line 1 □Yes □No  Line 2 □Yes □No | Line 1 □Yes □No  Line 2 □Yes □No |
| Labeled with date/time/initial | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Changed or new in the last 7 days | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| CHG placement is correct | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Catheter is secured to reduce movement or tension | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| **OBSERVATION: ADMINISTRATION SET** |  |  |  |  |
| Date/time sticker present | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Inactive port(s) capped | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Connector, injection port cleaned before accessing catheter (CHG or 70% alcohol) | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| **OBSERVATION: HANDS/PPE** |  |  |  |  |
| Hand hygiene conducted and gloves applied prior to performing procedure or assessment | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| **DOCUMENTATION** |  |  |  |  |
| CHG bathing daily | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Site assessment each shift | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Reason for continuing line is documented & meets criteria | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
|  | # correct practices \_\_\_\_ (yes) | # of observations \_\_\_\_\_ | Adherence % (total # correct practices ÷ total # of observations) | |

|  |  |  |
| --- | --- | --- |
| **Policy for Tubing Change:**   * Standard: No more frequent than q 96 hr or if contaminated * Intermittent: q 24 hours * TPN/Lipids: q 24 hours, Propofol q12 hr | **Policy for Needleless Connector Change:**   * With standard tubing change * When drawing blood cultures * Blood cannot be cleared from connector/damaged | **Policy for Dressing Change:**   * Every 7 days & PRN loose or soiled * Port needle changed q 7 days |

**Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Observer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Insertion Bundle** | **PATIENT #1** | **PATIENT #2** | **PATIENT #3** | **PATIENT #4** |
| Type of line (circle) | (PICC, RIJ, LIJ, Rt SVC, Lt SVC, Rt fem, Lt fem, Port, HD catheter) | (PICC, RIJ, LIJ, Rt SVC, Lt SVC, Rt fem, Lt fem, Port, HD catheter) | (PICC, RIJ, LIJ, Rt SVC, Lt SVC, Rt fem, Lt fem, Port, HD catheter) | (PICC, RIJ, LIJ, Rt SVC, Lt SVC, Rt fem, Lt fem, Port, HD catheter) |
| Perform a time-out using consent form | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Hand hygiene before donning gloves | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Wear caps, masks, sterile gown/gloves, and eye protection if in contact with or crossing the sterile field at any time during the procedure. (All others entering the room wear cap and mask) | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Site prepped with CHG | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Patient draped head-to-toe w/ sterile drape | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Catheter pre-flushed and clamped | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Patient in Trendelenburg position unless contraindicated | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Sterile field maintained | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Guidewire is grasped throughout procedure and removed post procedure | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Blood is aspirated from each lumen; sterile caps are flushed and applied | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Venous placement is ensured (e.g. use of ultrasound) | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Site is cleaned with CHG | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
| Sterile dressing and caps are applied | □Yes □No | □Yes □No | □Yes □No | □Yes □No |
|  | # correct practices \_\_\_\_ (yes) | # of observations \_\_\_\_\_ | Adherence % (total # correct practices ÷ total # of observations) | |

|  |  |  |
| --- | --- | --- |
| **Policy for Tubing Change:**   * Standard: No more frequent than q 96 hr or if contaminated * Intermittent: q 24 hours * TPN/Lipids: q 24 hours, Propofol q12 hr | **Policy for Needleless Connector Change:**   * With standard tubing change * When drawing blood cultures * Blood cannot be cleared from connector/damaged | **Policy for Dressing Change:**   * Every 7 days & PRN loose or soiled * Port needle changed q 7 days |