

**Performance Checklist (PCL)**

**Clinical Skill: Intravenous Therapy**

Circle One:

**Initial Evaluation**

**Re-Evaluation**

Command:

**A. INTRODUCTION**

Upon successful completion of this performance checklist, a Hospital Corpsman (HM) assigned to Budget Submitting Office (BSO) 18 Patient Care Facility or Reserve command will be able to initiate an Intravenous (IV) Therapy on a live and/or simulated patient.

**B. EQUIPMENT LIST:** The primary evaluator is responsible for checking that all of the equipment listed below is available, functional and not expired prior to the evaluation:

1. Live and/or simulated patient
2. 2x2 gauze
3. Non-sterile gloves
4. Chux pads
5. Tape rolls
6. Tegaderm
7. Latex free tourniquets
8. IV tubing
9. 18G IV Catheter
10. Butterfly Needle
11. Normal saline or lactated ringers
12. Alcohol pads
13. Coban rolls

**C. REFERENCES**

1. Infection Control, Centers for Disease Control and Prevention (CDC). (2002). Guideline for hand hygiene in health-care settings
2. IV Therapy, Emergency Care, Limmer/ O'Keefe, 13th Edition
3. Hospital Corpsman Manual, NAVEDTRA 14295 (series)
4. Hospital Corpsman Skills Basic, BUMED INSTRUCTION 1510.23 (series)

**D. SAFETY PRECAUTIONS**

1. Evaluatee may not take equipment out of the lab.
2. Evaluatee will follow universal precautions and wear proper BSI.
3. All blood spills will be reported to the instructor immediately.
4. Dispose of all needles in the sharps container.

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5. Evaluee will not double stick their patient.
6. Do not recap any DIRTY needles.
7. Evaluee will notify an instructor if ANY accidental stick occurs.

E. JOB STEPS

Evaluee Instructions:

1. The purpose of this performance checklist is to evaluate the HM's ability to initiate an Intravenous (IV) Therapy on a live and/or simulated patient.
2. The evaluee must attempt to perform each step and may be required to answer clarification questions from the evaluator.
3. The evaluee is not allowed to use the reference during the evaluation of this performance checklist.

Evaluator Instructions:

1. Evaluate one HM at a time.
2. Study the performance checklist and become proficient in using the rubric.
3. Before starting the evaluation, answer evaluee's questions and make sure they understand what they are supposed to do. Once readiness has been established, evaluate the HM's performance using the rubric and checklist provided below.

F. STANDARD

SATISFACTORY PERFORMANCE: The evaluee must achieve a minimum passing score of 70% (63 points) of all parts, with no critical (\*) items missed.

UNSATISFACTORY PERFORMANCE: Failure to achieve a minimum passing grade of 70% (63 points). Evaluee who demonstrate unsatisfactory performance will be remediated and/or counseled IAW Reference 4.

G. DIRECTIONS FOR SCORING

Evaluators will use the "Maximum Points Performance" description to determine if the evaluee has successfully demonstrated the "Event" listed in the rubric below and should receive 2 points. Evaluees that require prompting may receive a partial point score of 1 point if the event is not a "Critical" event. The "Partial Points" column will be blacked out on the rubric for all "Critical" events, these events are annotated with an asterisk on the checklist. For non-critical events, the evaluee will receive 0 points if they do not successfully complete the event after evaluator prompting.

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Rubric

Event	Max Points	Maximum Points Performance	Partial Points	Partial Points Performance	Failing Points
<b>PERFORM INTRAVENOUS THERAPY PREPARATION</b>					
Verify provider's orders	2	Verify provider's orders	1	Prompt required	0
Gather equipment and check expiration date	2	Gather equipment and check expiration date	1	Prompt required	0
Introduce yourself	2	Introduce yourself to the patient	1	Prompt required	0
Perform patient verification	2	Verify you have the correct patient with two identifiers	1	Prompt required	0
Explain procedure	2	Provide an explanation of the procedure, answer any questions and obtain consent from patient	1	Prompt required	0
Check for allergies	2	Ask the patient if they have any allergies	1	Prompt required	0
Perform hand hygiene and don BSI	2	Perform hand hygiene and take body substance isolation (BSI) precautions		Critical	0
Provide patient privacy	2	Provide patient privacy and position patient for comfort	1	Prompt required	0
<b>PERFORM INTRAVENOUS THERAPY</b>					
1 <sup>st</sup> Check & Six rights	2	Complete first check (Prior to preparation of medication). Verify medication order using the six rights (Right Medication, Dose, Time, Route, Patient, and Documentation)	1	Prompt required	0
Prepare IV solution	2	Prepare the IV solution bag to hang	1	Prompt required	0
Hang bag	2	Hang the bag on an IV pole	1	Prompt required	0
Inspect IV bag	2	Inspect the IV bag for clarity, leaks, particles and the expiration date		Critical	0

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Event	Max Points	Maximum Points Performance	Partial Points	Partial Points Performance	Failing Points
Complete second check	2	Complete second check (Verify after preparation of medication is complete with provider order and six rights)	1	Prompt required	0
Label IV bag	2	Label IV bag with (PINDVR) Patient's name, Identification number, Name of medication, Dose, Vehicle and Route. Time, date and initials of corpsman starting IV fluid	1	Prompt required	0
Prepare administration set	2	Prepare administration set by positioning and closing roller clamp	1	Prompt required	0
Expose spike port	2	Remove the pull tab over the IV bag spike port		Critical	0
Spike the bag	2	Aseptically insert the spike into the IV bag		Critical	0
Squeeze the drip chamber	2	Squeeze the drip chamber 1/3 to 1/2 full		Critical	0
Prime tubing	2	Open roller clamp to prime tubing		Critical	0
Close roller clamp	2	Close roller clamp and ensure tubing is primed and clear of bubbles		Critical	0
Complete third check	2	Complete third check (Prior to administration identify patient using two patient identifiers and six rights)	1	Prompt required	0
Inspect patient's arm	2	Inspect the patient's arm for a good vein	1	Prompt required	0
Position absorbent pad	2	Place absorbent pad under patients arm	1	Prompt required	0
Apply tourniquet	2	Place tourniquet 2-4 inches above the selected IV site	1	Prompt required	0
Ask patient to make a fist	2	Ask patient to make a fist	1	Prompt required	0
Palpate the selected vein	2	Palpate the selected vein, ensure it rebounds. Do <b>NOT</b> use a vein that feels rigid or cordlike or that rolls when palpate	1	Prompt required	0

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Event	Max Points	Maximum Points Performance	Partial Points	Partial Points Performance	Failing Points
Cleanse the site	2	Cleanse the venipuncture site with antiseptic swab		Critical	0
Allow site to dry and do <b>NOT</b> touch the site after cleansing	2	Allow site to dry completely Monitor site and ensure to <b>NOT</b> touch the site after cleansing	1	Prompt required	0
Open IV catheter package aseptically and inspect needle tip	2	Open IV catheter package aseptically, remove needle cover and inspect the tip		Critical	0
Prepare insertion site	2	With non-dominant hand, 1 inch below the site, gently pull and stretch the patient's skin distal to the patient until it is taut and the vein is stabilized	1	Prompt required	0
Insert catheter needle	2	With the dominant hand, insert catheter needle at 15-30 degree angle from the patient's arm with the bevel up	1	Prompt required	0
Observe for blood return	2	Observe for blood return in flashback chamber (Evaluee will verbalize if using simulation arm)	1	Prompt required	0
Lower the angle of the catheter	2	Lower the angle of the catheter until almost flush with the skin	1	Prompt required	0
Advance the catheter	2	Advance catheter needle approximately 1/2 cm to 1 cm farther in the vein	1	Prompt required	0
Thread catheter into vein	2	With non-dominant hand advance the catheter of the needle to thread catheter into vein until hub is almost at insertion site	1	Prompt required	0
Release tourniquet	2	Release tourniquet	1	Prompt required	0
Occlude vein	2	Occlude vein, stabilize catheter and remove needle	1	Prompt required	0

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Event	Max Points	Maximum Points Performance	Partial Points	Partial Points Performance	Failing Points
Discard needle	2	Discard needle in biohazard sharps container		Critical	0
Remove protective cap	2	Remove protective cap on the IV tubing and quickly connect to catheter	1	Prompt required	0
Open roller clamp	2	Open roller clamp to begin infusion	1	Prompt required	0
Secure infusion site	2	Secure infusion site with tape or transparent dressing	1	Prompt required	0
Secure tubing	2	Secure tubing to hand and arm with tape	1	Prompt required	0
Doff BSI and perform hand hygiene	2	Doff BSI and perform hand hygiene		Critical	0
Verbalize reassessment	2	Verbalize "I will reassess response of the IV site within 15 minutes for infiltration and phlebitis"	1	Prompt required	0
Document encounter	2	Document encounter and medication administration in the patient's record	1	Prompt required	0

**PERFORMANCE CHECK LIST (PCL)  
INTRAVENOUS THERAPY**

Evaluee: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Actual Time Started: \_\_\_\_\_

Possible  
Points      Points  
Awarded

<b>PERFORM INTRAVENOUS THERAPY PREPARATION</b>		
Verify provider's orders	2	
Gather equipment and check expiration dates	2	
Introduce yourself to the patient	2	
Verify you have the correct patient with two identifiers	2	
Explain the procedure, answer any questions and obtain consent from patient	2	
Check for allergies	2	
* Perform hand hygiene and take body substance isolation precautions	2	
Provide patient privacy and position patient for comfort	2	
<b>SUBTOTAL</b>	<b>16</b>	
<b>PERFORM INTRAVENOUS THERAPY</b>		
Complete first check (Prior to preparation of medication). Verify medication order using the six rights (Right Medication, Dose, Time, Route, Patient, and Documentation)	2	
Prepare IV bag	2	
Hang the bag on an IV pole	2	
*Inspect the IV bag for clarity, leaks, particles and the expiration date	2	
Complete second check (Verify after preparation of medication is complete with provider order and six rights)	2	
Label IV bag with (PINDVR) patient's name, identification number, name of medication, dose, vehicle and route, time, date and initials of corpsman starting IV fluid	2	
Prepare administration set by positioning and closing roller clamp	2	
*Remove the pull tab over the IV bag spike port	2	
*Aseptically insert the spike into the IV bag	2	
*Squeeze the drip chamber 1/3 to 1/2 full	2	
*Open roller clamp to prime tubing	2	
*Close roller clamp and ensure tubing is primed and clear of bubbles	2	
Complete third check (Prior to administration identify patient using two patient identifiers and six rights)	2	
Inspect arm for a good vein	2	
Place absorbent pad under patients arm	2	
Place tourniquet 2-4 inches above the selected IV site	2	
Ask the patient to make a fist	2	
Palpate the selected vein, ensure it rebounds. Do NOT use a vein that feels rigid or cordlike or that rolls when palpated	2	
*Cleanse the venipuncture site with antiseptic swab	2	
Allow site to dry and do NOT touch the site after cleansing	2	

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*Open IV catheter package aseptically, remove needle cover and inspect the tip	2	
With the non-dominant hand, 1 inch below the site, gently pull and stretch the patient's skin distal to the patient until it is taut and the vein is stabilized	2	
With the dominant hand, insert catheter needle at 15-30 degree angle from the patient's arm with the bevel up	2	
Observe for blood return in flashback chamber (Evaluee will verbalize if using simulation arm)	2	
Lower the angle of the catheter until almost flush with the skin	2	
Advance catheter needle approximately 1/2 cm to 1 cm farther in the vein	2	
With non-dominant hand advance the catheter of the needle to thread catheter into vein until hub is almost at insertion site	2	
Release tourniquet	2	
Occlude vein, stabilize catheter and remove needle	2	
*Discard needle in biohazard sharps container	2	
Remove protective cap on the IV tubing and quickly connect to catheter	2	
Open roller clamp to begin infusion	2	
Secure infusion site with tape or transparent dressing	2	
Secure tubing to hand and arm with tape	2	
*Doff BSI and perform hand hygiene	2	
Verbalize "I will reassess response of the IV site within 15 minutes for infiltration and phlebitis"	2	
Document encounter and medication administration in the patient's record	2	
<b>SUBTOTAL</b>	<b>74</b>	

<b>PERFORMANCE CHECKLIST TOTAL SCORE</b>	Possible Points	Points Awarded
<b>PERFORM INTRAVENOUS THERAPY PREPARATION</b>	16	
<b>PERFORM INTRAVENOUS THERAPY</b>	74	
<b>SUBTOTAL</b>	<b>90</b>	
TOTAL POINTS SCORED BY EVALUEE		

Evaluator signature: \_\_\_\_\_ Date: \_\_\_\_\_ PASS / FAIL