

Clinical  
Procedural  
Skills  
CHECKLISTS  
2024-2025

## 12 Lead Placement

1. Washed hands.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 2-3 can be done in any order</b>			
2. Placed V1 electrode – fourth intercostal space at the right sternal border, not over bone.	<input type="checkbox"/> Done <b>Correctly</b>	<input type="checkbox"/> Done <b>Incorrectly</b>	<input type="checkbox"/> Not Done
3. Placed V2 electrode – fourth intercostal space at the left sternal border, not over bone.	<input type="checkbox"/> Done <b>Correctly</b>	<input type="checkbox"/> Done <b>Incorrectly</b>	<input type="checkbox"/> Not Done
<b>Items 4-7 can be done in any order</b>			
4. Placed V4 electrode – fifth intercostal space on the midclavicular line, left chest, not over bone (must be performed before placing V3 electrode).	<input type="checkbox"/> Done <b>Correctly</b>	<input type="checkbox"/> Done <b>Incorrectly</b>	<input type="checkbox"/> Not Done
<b>Items 5-7 can be done in any order</b>			
5. Placed V3 electrode – midway between locations V2 and V4, left chest.	<input type="checkbox"/> Done <b>Correctly</b>	<input type="checkbox"/> Done <b>Incorrectly</b>	<input type="checkbox"/> Not Done
6. Placed V5 electrode – anterior axillary line on the same horizontal level as V4, left chest.	<input type="checkbox"/> Done <b>Correctly</b>	<input type="checkbox"/> Done <b>Incorrectly</b>	<input type="checkbox"/> Not Done
7. Placed V6 electrode – mid axillary line on the same horizontal level as V4 and V5, left chest.	<input type="checkbox"/> Done <b>Correctly</b>	<input type="checkbox"/> Done <b>Incorrectly</b>	<input type="checkbox"/> Not Done
<b>Limb electrodes may be placed before chest electrodes (#2)</b>			
<b>Items 8-11 can be done in any order</b>			
8. Placed left arm electrode – left deltoid or wrist, fleshy area (not on bone).	<input type="checkbox"/> Done <b>Correctly</b>	<input type="checkbox"/> Done <b>Incorrectly</b>	<input type="checkbox"/> Not Done
9. Placed right arm electrode – right deltoid or wrist, fleshy area (not on bone).	<input type="checkbox"/> Done <b>Correctly</b>	<input type="checkbox"/> Done <b>Incorrectly</b>	<input type="checkbox"/> Not Done
10. Placed left leg electrode – left inner thigh or above ankle, fleshy area (not on bone).	<input type="checkbox"/> Done <b>Correctly</b>	<input type="checkbox"/> Done <b>Incorrectly</b>	<input type="checkbox"/> Not Done
11. Placed right leg electrode – right inner thigh or above ankle, fleshy area (not on bone).	<input type="checkbox"/> Done <b>Correctly</b>	<input type="checkbox"/> Done <b>Incorrectly</b>	<input type="checkbox"/> Not Done

<b>Items 12-13 can be done in any order</b>			
12. Electrodes applied in correct direction. Electrodes above the waist should have tabs pointing down. Electrodes below the waist should have tabs pointing up.	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
13. EKG machine placed in a convenient location with ample room to apply wires.		<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>
14. Lead wires properly placed on the correct corresponding electrode.	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
15. Advised patient to lie still during test.		<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>
16. Correctly ran 12L and identified if printout was acceptable.		<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>

## Arterial Blood Gas

1. Washed hands.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 2-4 can be done in any order</b>			
2. Checked that all necessary equipment was available and ready to use.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
3. Student stated: <i>"I am confirming the patient with at least two identifiers and performing a timeout."</i>	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
4. Put on examination gloves.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
5. Identified location of radial artery (palpated pulse lateral to flexor carpi radialis tendon; thumb may not be used for palpation).	<input type="checkbox"/> Done <input type="checkbox"/> Correctly	<input type="checkbox"/> Done <input type="checkbox"/> Incorrectly	<input type="checkbox"/> Not Done
Assessor prompt: <b>"Describe and demonstrate the steps in the Allen test."</b> May use instructor's hand or task trainer. Student verbalized following steps in noted order.			
6. Held patient's hand up and had patient clench and unclench hand several times to drain blood from the hand.	<input type="checkbox"/> Done <input type="checkbox"/> Correctly	<input type="checkbox"/> Done <input type="checkbox"/> Incorrectly	<input type="checkbox"/> Not Done
7. Compressed the radial and ulnar arteries while patient was clenching the hand.	<input type="checkbox"/> Done <input type="checkbox"/> Correctly	<input type="checkbox"/> Done <input type="checkbox"/> Incorrectly	<input type="checkbox"/> Not Done
8. Lowered patient's arm and had them relax and open their hand. (This action alleviates tension which can cause inaccurate results.)	<input type="checkbox"/> Done <input type="checkbox"/> Correctly	<input type="checkbox"/> Done <input type="checkbox"/> Incorrectly	<input type="checkbox"/> Not Done
9. Released pressure on the ulnar artery and observed for brisk return of color to hand.	<input type="checkbox"/> Done <input type="checkbox"/> Correctly	<input type="checkbox"/> Done <input type="checkbox"/> Incorrectly	<input type="checkbox"/> Not Done
10. Assessor prompt: <b>"Describe potential results."</b> Student response need not be verbatim: <i>"Positive result: if color returns to hand in 14 seconds or less then procedure can be done. Negative result: if color returns to hand in 15 seconds or greater then procedure must be aborted. The other hand should then be assessed."</i>		<input type="checkbox"/> Correct Response	<input type="checkbox"/> Incorrect Response
<b>Items 11-13 can be done in any order</b>			
11. Prepared area with one CHG (chlorhexidine gluconate) in a back/forth and up/down motion until area was completely wet. Alternatively, an iodophor swab can be used in concentric circles moving outward. <i>Student stated: "Solution stays on site until dry before puncturing the skin."</i>	<input type="checkbox"/> Done <input type="checkbox"/> Correctly	<input type="checkbox"/> Done <input type="checkbox"/> Incorrectly	<input type="checkbox"/> Not Done
12. Using a "Heparinized" syringe, removed residual air from syringe (if a cap was present, it was removed prior to removing air) and attached needle to syringe if it was not pre-attached.	<input type="checkbox"/> Done <input type="checkbox"/> Correctly	<input type="checkbox"/> Done <input type="checkbox"/> Incorrectly	<input type="checkbox"/> Not Done
13. Slightly adducted arm and dorsiflexed the wrist approximately 30 degrees. May prompt: <b>"How would you position the arm?"</b>	<input type="checkbox"/> Done <input type="checkbox"/> Correctly	<input type="checkbox"/> Done <input type="checkbox"/> Incorrectly	<input type="checkbox"/> Not Done

14. Palpated artery with index finger off non-dominant hand (without contaminating) proximal to planned puncture site.	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
15. Inserted needle bevel side up at a 30-60 degree angle to the skin and advanced into artery.	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
16. Assessed for flashback of blood into the syringe, then allowed syringe to fill. (About 1cc. <b>Assessor should tell examinee that a smaller amount is sufficient for the purpose of the exam.</b> Assessor may prompt for aspiration.)	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
17. Placed 2x2 gauze pad over puncture site, withdrew needle, and engaged needle safety device (if present).	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
18. Removed needle from syringe and disposed of it appropriately. Placed cap on syringe.	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
19. Assessor asks: " <b>How long should pressure be applied to puncture site?</b> " Student response: " <i>At least five minutes.</i> "		<input type="checkbox"/> <b>Correct Response</b>	<input type="checkbox"/> <b>Incorrect Response</b>
20. Slowly inverted the syringe 10 times and then rolled between palms to mix.	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
<b>Items 21-26 can be done in any order</b>			
21. Disposed of used supplies in appropriate containers.		<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>
22. Placed Band-Aid on puncture site.		<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>
23. In the patient's presence, labeled the syringe and placed in a biohazard bag. Bag should not contain ice.	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
24. Assessor asks: " <b>What must you do once the procedure is completed?</b> " Student response: " <i>Document in the patient chart including location of puncture site, results of Allen test, and any complications.</i> "		<input type="checkbox"/> <b>Correct Response</b>	<input type="checkbox"/> <b>Incorrect Response</b>
25. Patient comfort was a priority.		<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
26. Maintained cleanliness of site throughout the procedure.		<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>

## Escalation of Airway Support: Oxygen Administration

<b>NASAL CANNULA</b>			
<b>Items 1-2 can be done in any order</b>			
1. Connected end of tubing to oxygen regulator.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
2. Turned on oxygen from 2-6 liters (Student stated range).	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
3. Placed nasal cannula on patient with prongs correctly placed in nares and tubing gently looped over ears.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
<b>SIMPLE MASK</b>			
<b>Items 4-5 can be done in any order</b>			
4. Connected end of tubing to oxygen regulator.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
5. Turned on oxygen from 6-12 liters (Student stated range).	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
6. Placed mask over patient's face and gently placed elastic strap around the back of the head.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
<b>NON-REBREATHER MASK</b>			
<b>Items 7-8 can be done in any order</b>			
7. Connected end of tubing to oxygen regulator.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
8. Turned oxygen to 12-15 liters (Student stated range).	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
9. Placed finger over vent until reservoir bag was full.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
10. Placed mask over patient's face and gently placed elastic strap around the back of the head.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
<b>**NEBULIZER- This skill is being taught for educational purposes. It will not be tested on the GCE**</b>			
1. Instilled medication into medication cup.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
2. Attached mouthpiece or mask to medication cup.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
3. Attached corrugated extension tubing (not needed for mask).	<input type="checkbox"/> Done	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
4. Connected one end of O <sub>2</sub> tubing to medication cup and the other to O <sub>2</sub> regulator.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
5. Turned oxygen to 6-8 liters (Student stated range). Student verbalized: <i>"The medication should be misting."</i>	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
6. Placed mask over patient face and gently placed elastic strap around head OR placed mouthpiece in mouth.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done

## Escalation of Airway Support: BVM Ventilations

1. Assessor prompt: <b>"What equipment should be set out and checked for bag-mask ventilation?"</b> Correct response: <i>"Oxygen, ambu bag, oral &amp; nasal airways, suction, and stethoscope."</i>	( ) Correct Response	( ) Incorrect Response
2. Washed hands.	( ) Done	( ) Not Done
<b>Items 3-5 can be done in any order</b>		
3. Put on gloves (verbalized if still wearing gloves from last skill).	( ) Done	( ) Not Done
4. Chose appropriately sized mask (fits from chin to bridge of nose) and attached to ambu bag.	( ) Done Correctly	( ) Done Incorrectly
5. Checked patient's mouth for foreign material and/or small or ill-fitting dental devices. (Note: Good-fitting full dentures may be left in place to get a better seal.)	( ) Done	( ) Not Done
<b>Items 6-9 can be done in any order</b>		
6. Oral airway (corner of mouth to angle of jaw) and nasal airway (opening of nares to tragus of ear) properly measured.	( ) Done Correctly	( ) Done Incorrectly
7. Assessor states; <b>"Your patient has a gag reflex."</b> Selected and inserted appropriate adjunct: nasal pharyngeal airway, lubricated generously and inserted with bevel toward the septum with final placement following airway anatomy.	( ) Done Correctly	( ) Done Incorrectly
8. Assessor states; <b>"Patient has no gag reflex."</b> Selected and inserted appropriate adjunct: oral pharyngeal airway, curved up towards hard palate first then rotated 180 degrees at soft palate OR used tongue blade to depress tongue and inserted directly.	( ) Done Correctly	( ) Done Incorrectly
9. Attached oxygen with tubing and adjusted regulator to at least 15 liters per minute.	( ) Done Correctly	( ) Done Incorrectly
<b>Items 10-12 can be done in any order</b>		
10. Head-tilt, chin-lift performed.	( ) Done Correctly	( ) Done Incorrectly
11. Performed one-handed technique: thumb & index finger on body of mask, 3rd & 4th digits on jawbone, 5th digits at the angle of the jaw. Little or NO pressure to the sub-mandibular soft tissue.	( ) Done Correctly	( ) Done Incorrectly
12. Performed two-handed technique: (Assessor should squeeze the bag for the student.) Both thumbs & index fingers on body of mask, 3rd & 4th digits on jawbone, 5th digits at the angle of the jaw. Little or NO pressure to the sub-mandibular soft tissue.	( ) Done Correctly	( ) Done Incorrectly
<b>Items 13-14 can be done in any order</b>		
13. Assessor prompt, <b>"What needs to be checked now?"</b> Student response: <i>"Auscultation of chest by another person."</i>	( ) Correct Response	( ) Incorrect Response
14. Assessor prompt, <b>"What must you do once the procedure is completed?"</b> Student response: <i>"Document in the patient chart."</i>	( ) Correct Response	( ) Incorrect Response

## Foley Catheterization

Items 1-3 can be done in any order			
1. Washed hands.		() Done	() Not Done
2. Opened all equipment in a sterile manner and prepared for use.	() Done Correctly	() Done Incorrectly	() Not Done
3. Student stated: <i>“I am confirming the patient with at least two identifiers and performing a timeout.”</i>		() Done	() Not Done
4. Put on sterile gloves.	() Done Correctly	() Done Incorrectly	() Not Done
5. Placed first drape at buttocks carefully to maintain sterility (replaced sterile gloves if compromised).	() Done Correctly	() Done Incorrectly	() Not Done
Items 6-9 can be done in any order			
6. Draped the genital area with a fenestrated drape.	() Done Correctly	() Done Incorrectly	() Not Done
7. Attached syringe filled with sterile water to fill port. ( <b>DO NOT TEST FILL BALLOON.</b> Note: the practice of testing the balloon by inflating and deflating it has been found to cause microscopic ridges in the silicone. This causes irritation and patient discomfort as well as increases the chances of a UTI.)	() Done Correctly	() Done Incorrectly	() Not Done
8. Lubricated the distal portion of the Foley catheter, including the balloon portion.		() Done	() Not Done
9. Ensured catheter was attached to drainage system (Student must verbalize).		() Done	() Not Done
10. Maintained a sterile (dominant) hand and a contaminated (non-dominant) hand throughout the remaining steps.		() Done	() Not Done
11. Cleansed site using all cotton swabs in kit. <b>FEMALE</b> <ol style="list-style-type: none"> <li>1. Held labia open with non-dominant hand.</li> <li>2. Cleansed vulva using antiseptic soaked swabstick (or cotton balls/sponges held with forceps) in dominant hand.</li> <li>3. Prepped the vulva from front to back.</li> </ol> <b>MALE</b> <ol style="list-style-type: none"> <li>1. Retracted foreskin and held shaft of penis, near the base, with non-dominant hand.</li> <li>2. Cleansed using antiseptic soaked swabsticks (or cotton balls/sponges held with forceps) in dominant hand.</li> <li>3. Started at urinary meatus and worked outward.</li> </ol>	() Done Correctly	() Done Incorrectly	() Not Done
12. Inserted lubricated catheter into the urinary meatus with dominant hand. In MALE, gently stretched the penis to straighten the urethra lifting it up and away from the body.	() Done Correctly	() Done Incorrectly	() Not Done



13. Advanced the catheter. (Overcoming slight resistance indicates passage past the urinary sphincter.) In FEMALE, inserted approximately 4 inches. In MALE, inserted to the balloon's sidearm.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
14. Confirmed position of the catheter tip by noting urine return. Assessor prompt: <b>"You see a brisk return of urine in the system."</b>	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
15. Without releasing catheter, inflated balloon with 10cc of sterile water and removed the syringe from the fill port.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
16. Gently withdrew catheter (resistance signifies the balloon resting on the bladder neck). In MALE, gently returned foreskin to original position.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
17. Student verbalized securing tubing to medial thigh with appropriate device, such as a stat-lock.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
<b>Items 18-21 can be done in any order</b>			
18. Disposed of supplies appropriately.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
19. Assessor prompt: <b>"What would you do next, after you finished the procedure?"</b> Student response: <i>"Document the procedure in the patient chart."</i>		<input type="checkbox"/> Correct Response	<input type="checkbox"/> Incorrect Response
20. Patient comfort was a priority.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
21. Maintained sterility appropriately throughout the procedure.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done

## Injections: Intradermal

1. Washed hands.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
2. Identified patient using at least two identifiers.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 3-5 can be done in any order</b>			
3. Prepared all equipment.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
4. Put on gloves. (If student completed any of the other injection types and was wearing gloves, they may continue wearing the original pair.)	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
5. Stated needle length and gauge ranges for intradermal injections (3/8" to 5/8" length 25-27 gauge needle).	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 6-7 can be done in any order</b>			
6. Found and cleaned an appropriate injection site with one alcohol wipe in a concentric circular motion, moving outwards. Allowed alcohol to dry.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
7. Opened vial and cleaned with an alcohol pad.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 8-11 can be done in any order</b>			
8. Withdrew correct volume of medication (0.1cc) and removed air from syringe. (It is helpful to first inject 0.1cc air into the vial, then draw up the medication.)	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
9. Inserted needle superficially with bevel side up at a 15 degree angle.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
10. Entered just under epidermis and injected 0.1cc of fluid to form a "bubble" under the skin. (Note: depending on condition of task trainer, a bubble may or may not form.)	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
11. Removed needle using a 2x2 gauze pad without applying pressure.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
<b>Items 12-14 can be done in any order</b>			
12. Disposed of supplies safely and appropriately.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
13. Student stated the patient should return in 48-72 hours later to have the test read. (ID injections are most often used for a TB test.)	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
14. Student stated: " <i>I would now document on patient chart: date, time, needle gauge, location of injection, complications, and instructions given.</i> "	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done

### Instructor notes:

- Student may leave the same pair of gloves on throughout all three injections.
- If student has already washed hands and put on gloves they do not need to rewash – only verbalize.
- Injections may be completed in any order but must be entered in Learning Space in numerical order.

### Injections: Subcutaneous

15. Washed hands.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
16. Identified patient using at least two identifiers.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 17-19 can be done in any order</b>			
17. Prepared all equipment.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
18. Put on gloves. (If student completed any of the other injection types and was wearing gloves, they may continue wearing the original pair.)	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
19. Stated needle length and gauge ranges for subcutaneous injections (1/2" to 1" length 22-24 gauge needle).	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 20-21 can be done in any order</b>			
20. Found and cleaned an appropriate injection site with one alcohol wipe in a concentric circular motion moving outwards. Allowed alcohol to dry.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
21. Opened vial and cleaned with an alcohol pad.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 22-25 can be done in any order</b>			
22. Withdrw correct volume of medication (0.3cc) and removed air from syringe. (It is helpful to first inject 0.3cc air into the vial, then draw up the medication.)	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
23. Held tissue gently between thumb and forefinger to raise subcutaneous tissue above the muscle.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
24. Inserted needle at a 45 degree angle and injected fluid (0.3cc).	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
25. Removed needle using a 2x2 gauze pad with slight pressure.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
<b>Items 26-29 can be done in any order</b>			
26. Disposed of supplies safely and appropriately.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
27. Place Band-Aid on site.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
28. Gave patient instructions to check for signs of infection.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
29. Student stated: <i>"I would now document on patient chart: date, time, needle gauge, location of injection, complications, and instructions given."</i>	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done

**Instructor notes:**

- Student may leave the same pair of gloves on throughout all three injections.
- If student has already washed hands and put on gloves they do not need to rewash – only verbalize.
- Injections may be completed in any order but must be entered in Learning Space in numerical order.

## Injections: Intramuscular

30. Washed hands.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
31. Identified patient using at least two identifiers.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 32-34 can be done in any order</b>			
32. Prepared all equipment.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
33. Put on gloves. (If student completed any of the other injection types and was wearing gloves, they may continue wearing the original pair.)	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
34. Stated needle length and gauge ranges for intramuscular injections (1" or larger with at least a 20 gauge needle). (Note: a 22 gauge needle may be used for testing to preserve the life of the task trainer.)	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 35-36 can be done in any order</b>			
35. Found and cleaned an appropriate injection site with one alcohol wipe in a concentric circular motion moving outwards. Allowed alcohol to dry.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
36. Opened vial and cleaned with an alcohol pad.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 37-41 can be done in any order</b>			
37. Withdrew correct volume of medication (0.5cc) and removed air from syringe. (It is helpful to first inject 0.5cc air into the vial, then draw up the medication.)	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
38. Held skin taut with thumb and forefinger to compress subcutaneous tissue and ensured needle entered muscle.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
39. Inserted needle at a 90 degree angle.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
40. Drew back slightly on plunger to ensure needle was not in a blood vessel, then injected fluid (0.5cc).	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
41. Removed needle using a 2x2 gauze and applied slight pressure.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
<b>Items 42-45 can be done in any order</b>			
42. Disposed of supplies safely and appropriately.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
43. Place Band-Aid on site.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
44. Gave patient instructions to check for signs of infection.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
45. Student stated: " <i>I would now document on patient chart: date, time, needle gauge, location of injection, complications, and instructions given.</i> "	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done

### Instructor notes:

- Student may leave the same pair of gloves on throughout all three injections.
- If student has already washed hands and put on gloves they do not need to rewash – only verbalize.
- Injections may be completed in any order but must be entered in Learning Space in numerical order.

## IV Insertion and Removal

1. Washed hands.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 2-4 can be done in any order</b>			
2. Checked that all necessary equipment was available and prepared to use. (Student may create label at this point and prepare tape.)	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
3. Student stated: <i>“I am confirming the patient with at least two identifiers and performing a timeout.”</i>	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
4. Put on exam gloves.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 5-6 can be done in any order</b>			
5. Applied tourniquet.	<input type="checkbox"/> Done	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
6. Cleaned insertion site. Chlorhexidine is preferred, but an alcohol prep is an acceptable alternative: <b>Chlorhexidine-</b> Used up/down and side/side motion for 30 seconds. <b>Alcohol pad-</b> Scrubbing motion in concentric circles outward for at least 30 seconds. <i>Student verbalized that chlorhexidine or alcohol must be allowed to dry for at least 30 seconds.</i>	<input type="checkbox"/> Done	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
7. Inserted needle superficially with bevel side up. Advanced needle until a flashback of blood was obtained. If unsuccessful, removed needle and started procedure over in a different vein or proximal to initial site with a new needle (return to step #5).	<input type="checkbox"/> Done	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
8. Advanced catheter over needle up to hub. Applied pressure proximal to catheter using one finger to occlude blood flow. Removed the needle and activated needle safety device if present. It is acceptable to place the sharp in the sharps container if possible.	<input type="checkbox"/> Done	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
9. Removed tourniquet.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
10. Attached IV tubing to hub of catheter.	<input type="checkbox"/> Done	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
<b>Items 11-12 can be done in any order</b>			
11. Opened IV line to ensure proper flow of fluids, which indicates line is patent.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
12. Thoroughly secured cannula and tubing with Tegaderm and tape in an acceptable manner. <u>At least two pieces of tape must be used.</u>	<input type="checkbox"/> Done	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done

<b>Items 13-16 can be done in any order</b>			
13. Placed pre-made label (MD/RN initials, date, and size of needle) near insertion site.	<input type="checkbox"/> Done	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
14. Disposed of trash. Placed biohazard materials in proper receptacle. Place sharp in sharps container if not already done.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
15. Patient comfort was a priority.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
16. Cleanliness of insertion site was maintained throughout.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
<b>Item 17</b>			
17. Assessor prompt: <b>"What must you do once the procedure is completed?"</b> Student response: <i>"Document in the patient chart."</i>		<input type="checkbox"/> Correct Response	<input type="checkbox"/> Incorrect Response
<b>Items 18-19 can be done in any order</b>			
Assessor prompt: <b>"Now remove the IV."</b>			
18. Clamped IV fluids.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
19. Removed Tegaderm and tape.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
<b>Item 20</b>			
20. Applied gauze pad with pressure at removal point and removed IV cannula.	<input type="checkbox"/> Done	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
<b>Items 21-22 can be done in any order</b>			
21. Applied Band-Aid.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
22. Placed biohazard materials in proper containers.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done

## Lumbar Puncture

<p><b>Assessor Prompt: “You will be performing a lumbar puncture. You are permitted to re-adjust by retracting the needle to the subcutaneous tissue. If no CSF is obtained after the second attempt, you will proceed with needle removal and continue with the checklist after verbalizing that you will elicit the help of a more experienced provider.”</b></p>			
1. Washed hands.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
<b>Items 2-8 can be done in any order</b>			
2. Put on exam gloves.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
3. Checked that all necessary equipment was available and ready to use.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
4. Student stated: <i>“I am confirming the patient with at least two identifiers and performing a timeout.”</i>		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
5. Put on mask.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
6. Identified correct puncture site (midline at L4-L5-S1). Note: L4 is located at the level of the iliac crest.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
7. Opened LP kit carefully to maintain sterility.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
8. Opened sterile glove package away from the LP kit.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
9. Put on sterile gloves, maintaining sterile environment.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
10. Prepped insertion point, using 3 iodine swabs in concentric circles moving outwards. (Note: cannot use chlorhexidine.)	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
11. Placed sterile drapes, maintaining sterility.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
12. Properly administered local anesthetic along the planned tract of the spinal needle. <ul style="list-style-type: none"> <li>1. Using smaller needle, made a superficial wheal (ID injection).</li> <li>2. Using same smaller needle, injected anesthetic at two progressively deeper levels through wheal.</li> <li>3. Using a larger needle, injected anesthetic at two additional deeper levels. (ALWAYS drew back on syringe before injecting anesthetic into deep tissues.)</li> </ul>	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
13. Verified proper fit of the stylet in the spinal needle by removing completely and reinserting.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
14. Inserted the spinal needle with stylet into the puncture site with bevel up and at a 10-degree angle toward the umbilicus.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done

15. Advanced the needle into the subarachnoid space. Assessor prompt: <b>"If boney tissue is felt, what would you do?"</b> Student response: <i>"Back needle out to the subcutaneous tissue, change the angle, and re-advance."</i>	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 16-17 can be done in any order</b>			
16. Tested for presence of spinal fluid by removing the stylet. Assessor prompt: <b>"How much fluid is collected?"</b> Student response: <i>"3-4ml."</i>	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
17. Assessor prompt: <b>"If no fluid was seen, what would you do?"</b> Student response: <i>"I would re-insert the stylet, back the needle out to the subcutaneous tissue, change the angle, and re-advance the needle."</i>  (If this was their second attempt with no success, the student response should be: <i>"I will continue with removal of the needle and go find a more experienced provider to assist me in my next attempt."</i> Student should then proceed to step 18.)	<input type="checkbox"/> Correct Response	<input type="checkbox"/> Incorrect Response	
18. Stylet placed into needle. Placed gauze over puncture site and removed needle. Note: stylet MUST be reinserted into needle before removal.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
19. Applied Band-Aid to puncture site.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 20-21 can be done in any order</b>			
20. Disposed of needle in sharps container.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
21. Disposed of biohazardous materials in appropriate receptacle.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	
<b>Items 22-24 can be done in any order</b>			
22. Assessor prompt: <b>"What must you do once the procedure is completed?"</b> Student response: <i>"Document in the patient chart."</i>	<input type="checkbox"/> Correct Response	<input type="checkbox"/> Incorrect Response	
23. Patient comfort was a priority.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
24. Maintained sterility throughout the procedure.	<input type="checkbox"/> Done	<input type="checkbox"/> Not Done	



## Nasogastric Tube

1. Washed hands.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
<b>Items 2-4 can be done in any order</b>			
2. Prepared all equipment.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
3. Student stated: <i>“I am confirming the patient with at least two identifiers and performing a timeout.”</i>		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
4. Student donned full protective equipment: face mask, eye protection, gown, and non-sterile gloves.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
5. Had the patient breathe in through each nostril to assess which side was more patent. <b>Assessor will prompt which nostril to use.</b>	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
<b>Items 6-8 can be done in any order</b>			
6. Pre-medicated the nasal cavity with a vasoconstricting spray, such as phenylephrine or oxymetazoline.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
7. Anesthetized the nasal cavity with a topical anesthetic, such as 4% lidocaine or topical lidocaine jelly.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
8. Anesthetized the posterior oropharynx with topical anesthetic, such as lidocaine spray or benzocaine spray.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
9. Approximated the proper depth of tube insertion by measuring the distance from the xiphoid process to the angle of the mandible and then to the nostril. Student verbally noted depth measurement.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
<b>Items 10-11 can be done in any order</b>			
10. Lubricated the distal tip of the nasogastric tube using surgical jelly or viscous lidocaine.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
11. Positioned the patient sitting upright with neck slightly flexed.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
12. Inserted and continued to pass the tip of the nasogastric tube into the nasal cavity and slowly advanced it posteriorly, parallel to the floor of the nasal canal.  (Note: the tube should not be directed upward. When the tube is passed parallel to the nasal floor, it will reach the posterior nasopharynx without difficulty.)	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done

Assessor prompt: <b>“The patient is coughing and gagging.”</b>			
13. Temporarily halted the advancement of the tube and asked the patient to begin swallowing sips of water through a straw. Coordinated advancement of the tube with the swallowing mechanism to facilitate advancement of the tube into the esophagus and to prevent entry into the trachea.	<b>( ) Done Correctly</b>	<b>( ) Done Incorrectly</b>	<b>( ) Not Done</b>
14. Checked the black markings on the tube to confirm proper depth of insertion.		<b>( ) Done</b>	<b>( ) Not Done</b>
15. Assessor prompt: <b>“What would you do if the patient was unable to speak, was in respiratory distress, or if you could hear respirations through the tube?”</b>  Student response: <i>“I would remove the tube immediately as tracheal intubation has likely occurred.”</i>		<b>( ) Correct Response</b>	<b>( ) Incorrect Response</b>
16. Attached the catheter-tip syringe to the main port of the nasogastric tube and insufflated 30cc of air while auscultating over the epigastrium.  If done correctly, Assessor prompts: <b>“A gurgling noise is clearly audible.”</b>	<b>( ) Done Correctly</b>	<b>( ) Done Incorrectly</b>	<b>( ) Not Done</b>
17. Using the same syringe, aspirated the nasogastric tube and ensured that it filled with gastric contents. Assessor prompt: <b>“Gastric contents are noted.”</b>	<b>( ) Done Correctly</b>	<b>( ) Done Incorrectly</b>	<b>( ) Not Done</b>
18. Secured the tube to the patient. Using a 5-7cm strip of adhesive tape, tore it vertically for one half of its length. Placed the wide section across the patient's nose and wrapped the two tails in opposite directions around the nasogastric tube.	<b>( ) Done Correctly</b>	<b>( ) Done Incorrectly</b>	<b>( ) Not Done</b>
19. Student verbalized: <i>“I will order a chest x-ray to confirm placement of tube below the diaphragm.”</i>		<b>( ) Done</b>	<b>( ) Not Done</b>
<b>Items 20-21 can be in any order</b>			
20. Connected the nasogastric tube to suction tubing.		<b>( ) Done</b>	<b>( ) Not Done</b>
21. Student verbalized: <i>“I would now turn on the suction and adjust the vacuum force as desired.”</i>		<b>( ) Done</b>	<b>( ) Not Done</b>
<b>Items 22-23 can be done in any order</b>			
22. Assessor prompt: <b>“What must you do once the procedure is completed?”</b> Student response: <i>“Document in the patient chart.”</i>		<b>( ) Correct Response</b>	<b>( ) Incorrect Response</b>
23. Patient comfort was a priority throughout the procedure.		<b>( ) Yes</b>	<b>( ) No</b>

## Phlebotomy

1. Washed hands.	() Done	() Not Done	
<b>Items 2-4 can be done in any order</b>			
2. Checked that all necessary equipment was available and ready to use. (This includes attaching needle to vacutainer holder, if necessary.)	() Done	() Not Done	
3. Student stated: <i>“I am confirming the patient with at least two identifiers and performing a timeout.”</i>	() Done	() Not Done	
4. Put on exam gloves.	() Done	() Not Done	
<b>Items 5-6 can be done in any order</b>			
5. Applied tourniquet.	() Done Correctly	() Done Incorrectly	() Not done
6. Cleaned insertion site. Chlorhexidine is preferred, but an alcohol prep is an acceptable alternative: <b>Chlorhexidine-</b> Use up/down and side/side motion for 30 seconds. <b>Alcohol pad-</b> Scrubbing motion in concentric circles outward for at least 30 seconds. <i>Student verbalized that chlorhexidine or alcohol must be allowed to dry for at least 30 seconds.</i>	() Done Correctly	() Done Incorrectly	() Not done
7. Held needle securely. (Note: for credit, must not let go, though may switch hands.)	() Done Correctly	() Done Incorrectly	() Not done
8. Inserted needle bevel up at an angle approximately 30 degrees to skin surface.	() Done Correctly	() Done Incorrectly	() Not done
9. Pressed the evacuated glass tube onto the piercing needle inside holder and collected sample. If there is no blood return in tube, examinee removed and inserted a new needle, in a new site, using a new tube (return to step 5).	() Done Correctly	() Done Incorrectly	() Not done
<b>Items 10-11 can be done in any order</b>			
10. Removed tourniquet.	() Done	() Not Done	
11. Tube was removed from tube holder <b>BEFORE</b> needle was removed from patient.	() Done Correctly	() Done Incorrectly	() Not done
12. Inverted tubes 6-8 times.	() Done	() Not Done	
13. Placed 2x2 gauze over puncture site, withdrew needle, activated needle safety device (if applicable), and then applied pressure.	() Done Correctly	() Done Incorrectly	() Not done

<b>Items 14-17 can be done in any order</b>			
14. Assessor prompt: <b>“How long would you tell the patient to apply pressure?”</b> Student response: <i>“Two minutes.”</i>		<b>( ) Correct Response</b>	<b>( ) Incorrect Response</b>
15. Placed a Band-Aid over puncture site.		<b>( ) Done</b>	<b>( ) Not Done</b>
16. Placed needle in sharps container.		<b>( ) Done</b>	<b>( ) Not Done</b>
17. Disposed of all soiled supplies into proper containers (“bloodied” supplies into biohazard).		<b>( ) Done</b>	<b>( ) Not Done</b>
<b>Items 18-19 can be done in any order</b>			
18. In the patient’s presence, labeled tube with ID stickers (MD/RN initials and time drawn).	<b>( ) Done Correctly</b>	<b>( ) Done Incorrectly</b>	<b>( ) Not done</b>
19. Assessor prompt: <b>“What must you do once the procedure is completed?”</b> Student response: <i>“Document in the patient chart including the site, needle size, time, tests sent, and any complications.”</i>		<b>( ) Correct Response</b>	<b>( ) Incorrect Response</b>

## Simple Interrupted Sutures

<b>Items 1-3 can be done in any order</b>			
1. Washed hands.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
2. Checked that all necessary equipment was available and ready to use.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
3. Student stated: <i>"I am confirming the patient with at least two identifiers and performing a timeout."</i>		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
4. Put on <u>non-sterile</u> exam gloves.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
5. Anesthetized wound area appropriately.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
<b>Items 6-7 can be done in any order</b>			
6. Irrigated wound.		<input type="checkbox"/> Done	<input type="checkbox"/> Not Done
7. Opened suture kit in a sterile manner. Opened sutures and dropped into sterile field.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
8. In a sterile manner, put on <u>sterile</u> gloves. Draped wound area with sterile drape(s).	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
9. Held the needle with a hemostat approximately 2/3 of distance from the needle tip. Needle and hemostat were at right angle in relation to each other.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
10. Grasped edge of wound with forceps near planned suture insertion site.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
11. Placed the needle in the skin at a 90 degree angle then pressed forward with slight turn of the wrist through the skin. (Note: either single flap or double flap technique can be performed.)	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
12. Grasped the contra-lateral edge, pressed the skin over the needle, and moved it forward with slight turn of wrist through skin. Note: credit is given if double flap technique was performed in step 11.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
13. Released needle end and re-grasped the needle tip. Pulled suture through skin, leaving approximately 2 cm as a tail to make a knot. Released needle.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done
14. Knot: two forward rolls over needle driver. Grasped the tail of the suture. Pulled tail end through, bringing knot down squared. Pulled tissues together and turned thread 90 degrees to lock in place. Released tail.	<input type="checkbox"/> Done Correctly	<input type="checkbox"/> Done Incorrectly	<input type="checkbox"/> Not Done

15. One backward roll over needle driver and grasped tail end, then pulled tail end through to place second knot. Released tail.	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
16. One forward roll over needle driver and grasped tail end, then pulled tail end through to place third knot. Suture was cut when completed. (Note: three throws are needed when using silk sutures, but this varies for other materials.)	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
17. Two interrupted stitches were placed with the distance between stitches equal to the width of each stitch.	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
<b>Items 18-20 can be done in any order</b>			
18. Stitches were properly sized: about 1/4 inch on either side of wound.	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
19. Stitches were perpendicular to wound and properly aligned with all knots on one side of wound.	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
20. Stitches were acceptably taut: wound edges were touching each other but not buckled or overlapping.	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
<b>Items 21-23 can be done in any order</b>			
21. Patient comfort was a priority.		<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
22. Assessor prompt: <b>“What would you do once you finished the procedure?”</b> Student response: <i>“Document the procedure in the patient chart, including the number of stitches and the material used.”</i>		<input type="checkbox"/> <b>Correct Response</b>	<input type="checkbox"/> <b>Incorrect Response</b>
23. Maintained sterility throughout the procedure.		<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>
<b>Stitches will be assessed prior to removal.</b>			
24. Instructor prompt: <b>“Now remove the sutures.”</b> Grasped suture by knot, lifting it slightly off the skin.	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>
25. Cut stitch under knot on the side closest to skin without allowing contaminated suture to go through tissue. Did not cut through knot.	<input type="checkbox"/> <b>Done Correctly</b>	<input type="checkbox"/> <b>Done Incorrectly</b>	<input type="checkbox"/> <b>Not Done</b>

## Time Out

<b>Note: student need not list items verbatim, but should not attempt to perform the timeout as a narrative.</b>		
<b>Items 1-7 can be done in any order</b>		
1. Obtained written consent from patient or surrogate.	<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>
2. All team members participated in time out. (Verbalized if specific procedure involved more than one caregiver.)	<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>
3. Patient identity confirmed with minimum of two identifiers.	<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>
4. Procedure to be performed confirmed.	<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>
5. Patient positioning verified.	<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>
6. Procedure location (as in right arm, left wrist, etc.), including correct site/side being used, was verbalized.	<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>
7. Applicable pre-procedure medications, equipment, and imaging was set and confirmed.	<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>
<b>Items 8-10 can be done in any order</b>		
8. Timeout documented.	<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>
9. If the procedure to be done was changed, a new separate timeout was performed.	<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>
10. If protocol was abbreviated or bypassed for an emergent situation due to patient condition, appropriate documentation of these circumstances was made in patient's chart.	<input type="checkbox"/> <b>Done</b>	<input type="checkbox"/> <b>Not Done</b>