







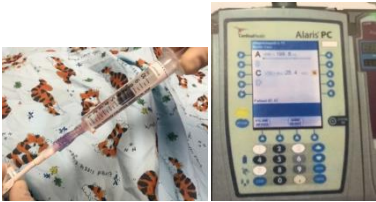




Job Instruction Sheet Central Venous Catheter: Line Entry/Accessing a Line			Approval Date	
	Job Sequence	Key Point	Photo	Initial
1	Gather supplies. <ul style="list-style-type: none"> • Saline syringe or medication connected to primed tubing • Alcohol prep pads • Non-sterile gloves • Mask 	Gathering correct supplies minimizes additional line entry, potential error or contamination.		
2	Perform hand hygiene.	Use alcohol based hand sanitizer or wash hands with soap and water if visibly soiled or hand sanitizer contraindicated.		
3	Apply mask.			
4	Apply non-sterile gloves.	New clean gloves should be applied as contamination may occur from prior exposure to organisms. Clean gloves are used because the hub of the CVL is not being exposed.		
5	Clamp line. Pause and disconnect IV fluids if infusing, placing a dark blue cap at the end of line	Placing a blue cap at the end of the IV tubing prevents contamination of your tubing.		
6	Pick up catheter with non-dominant hand	Continuous control of the catheter and site cap assures that the cleanliness of the cap is maintained throughout the procedure.		
7	Scrub site cap with alcohol prep pad OR remove disinfectant cap. WATCH THE CLOCK	Scrub the top and sides of the needleless site cap for 10 seconds. Properly cleaning the threads of the site cap decrease the likelihood of organism migration.		
8	Allow site cap to dry. WATCH THE CLOCK	Allow the site cap to dry for 10 seconds. If removing a disinfectant cap, allow the site cap to dry for 10 seconds.		

9	Connect syringe/tubing to site cap.	Assure tip of syringe or tubing does not touch anything		
10	Unclamp line			
11	Collect waste volume according to policy / Or check for blood return. Detach syringe and cleanse access valve for 10 seconds with alcohol wipe.	Waste volume assures sample is not diluted. Blood return assures CVAD in good placement.		
12	If collecting labs, attached syringe and collect blood sample. If administering medication attach, flush with appropriate solution and administer medication.			
13	Cleanse with alcohol wipe for 10 seconds. Attach flush syringe	Assure tip of syringe or tubing does not touch anything. Between each syringe or tubing connection a 10 second scrub is performed to prevent contamination of the line.		
14	Use alcohol wipe to cleanse the access valve for 10 seconds.	This decreases the likelihood of organism migration.		
15	Reconnect and restart IV fluids or place a blue cap on the access valve.			
16	Remove gloves			
17	Perform hand hygiene.	Prevents cross contamination that can occur from contact with contaminated surfaces.	