



Infusion Nursing Services Checklist

Agency Name:	City:	Date:
10A NCAC 13J .1108 Infusion Nursing Services		
Policies & Procedures		Comments
<input type="checkbox"/>	Scope of Service	
<input type="checkbox"/>	Service and Staffing Availability	
<input type="checkbox"/>	Coordination of Services	
<input type="checkbox"/>	Guidelines for Charting and Documentation	
<input type="checkbox"/>	Guidelines for Notifying Physician	
<input type="checkbox"/>	Guidelines for Patient Education	
<input type="checkbox"/>	Guidelines for Physician Orders	
<input type="checkbox"/>	Guidelines for Verbal Orders	
<input type="checkbox"/>	Credentialing of Nursing Personnel	
<input type="checkbox"/>	Competency Verification of Nursing Personnel	
<input type="checkbox"/>	Employee Training & Orientation	
<input type="checkbox"/>	Supervision of Nursing Personnel	
Infection Control		Comments
<input type="checkbox"/>	Hand washing & Hand Hygiene	
<input type="checkbox"/>	Handling of Medical Waste	
<input type="checkbox"/>	Handling and Disposal of Sharps	
<input type="checkbox"/>	Personal Protective Equipment	
<input type="checkbox"/>	General Use of Supplies and Equipment	
<input type="checkbox"/>	Disinfecting and Cleaning Equipment	
Assessment & Plan of Care		Comments
<input type="checkbox"/>	Initial Assessment / Reassessment	
<input type="checkbox"/>	Plan of Care (include development, review frequency, and updates)	
Pharmacological Policies		Comments
<input type="checkbox"/>	Pharmacy Contract	
<input type="checkbox"/>	Sample Formulary of Medications	



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Medication Administration		Comments
	Medication Administration Policy (include PICC, Port, Peripheral IV, CVC)	
	Destroying & Discarding Medications	
	Discontinued Medications	
	Adverse Consequences and Medication Related Problems	
	1 st Dose Administration policy	
	Calculating Flow Rates	
	Set Up of Administration IV Set	
	Tubing Changes	
	Intravenous Catheter Occlusion	
	Infiltration Protocol	
	Phlebitis	
Intravenous Therapy		
	Insertion of Peripheral IV (include site care, and changes)	
	Accessing / De-Accessing Implanted Venous Port	
	Peripheral Inserted Central Catheter (PICC) include care, flushing, dressing changes, removal, complications, and patient education.	
	Central Venous Catheter (include maintenance, cap changes, dressing changes, flushing protocols, complications, and patient education.	

Attention:

- All Nursing personnel shall be qualified by training, education, experience, and demonstrated abilities to provide infusion nursing care.
- A Registered Nurse shall be on duty at all times to plan, assign, supervise, and evaluate nursing care.
- Infusion Nursing Services shall be provided under the direction of a Registered Nurse with training in infusion services or special training in the drugs or nutritional therapies the agency offers. In addition, the RN must be qualified in the field of administration and have the ability to oversee, organize, coordinate, and evaluate the service.



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Personnel Record Review *(submit personnel records with all of the items listed below)*

Required Items	RN Supervisor	RN	RN	RN <i>(Optional)</i>
Employee Name				
Job Title				
Date of Hire				
Application or Resume				
Signed Job Description				
License Verification				
Infusion Therapy Training				
Competency Verification				
Proof of Blood Borne Pathogen Training				
Hepatitis B Immunization or Declination				
TB Skin Test or Chest X-ray				
Proof of Orientation				
Reference Check(s)				
Signed Consent for Criminal Background Check				