

## SKILLS CHECKLIST: AUTOMATED PERITONEAL DIALYSIS


NAME: \_\_\_\_\_ UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_

1=Cannot Perform Skill Independently 2=Requires Some Assistance to Perform Skill	3=Can Perform Skill Independently N/A=Not Applicable				**Evaluator must initial every line	
	1	2	3	N/A	**EVALUATOR'S INITIALS	COMMENTS
<b>I. Gather and Inspect Supplies</b>						
1. Solution Bags						
2. Drain Option, if needed (drain bag or drain line extension)						
3. Disposable Set						
4. <b>MiniCap</b> Disconnect Cap(s)						
5. Face Mask(s)						
6. Hand Sanitizer						
7. Patient Line Extension, if needed						
<b>II. Check Solution bags for SEAL</b>						
1. Strength						
2. Expiration Date						
3. Amount						
4. Leaks						
5. Additionally, check bags leaks						
<b>III. Prepare for Therapy</b>						
1. Place a single solution bag on the heater pan <ul style="list-style-type: none"> <li>a. Place edge of the solution bag against the bag stops on the right side of the heater pan</li> <li>b. Make sure that the bag completely covers the silver heater sensor button</li> </ul>						
2. Turn on the cyclor <ul style="list-style-type: none"> <li>a. Press the On/Off switch to the ON position</li> <li>b. Listen for the audible beep to ensure the alarm is working</li> <li>c. Observe that all the characters on the display flash for several seconds</li> <li>d. The current mode (<b>STANDARD MODE or LOW FILL MODE</b>) appears for a few seconds</li> <li>e. When the system is ready, the screen displays <b>PRESS GO TO START</b></li> </ul>						
3. Prepare the disposable set <ul style="list-style-type: none"> <li>a. Open the packaging</li> <li>b. Close all clamps on the disposable set</li> <li>c. Check all lines to ensure a cap is in place</li> </ul>						
4. Press GO when you are ready to begin <ul style="list-style-type: none"> <li>• <b>LOAD THE SET</b> appears</li> </ul>						

<p>5. Open the door</p> <ul style="list-style-type: none"> <li>• Push the handle up to unlock and open the door</li> </ul> <p>6. Load the cassette</p> <ol style="list-style-type: none"> <li>a. The cassette only fits one way, with the lines leading to the right of the cyclor</li> <li>b. Close the door and press the handle down to lock the door</li> </ol> <p>7. Place the organizer</p> <ol style="list-style-type: none"> <li>a. Place the long slot of the organizer over the hook at the top of the door</li> <li>b. Snap the lower slot organizer over the post at the front of the door</li> <li>c. Make sure the end of the patient line is correctly positioned in the organizer as shown</li> </ol> <p>8. Attach your drain option</p> <ul style="list-style-type: none"> <li>• <b><u>For Drain Bag:</u></b> Before attaching ensure clamp is closed on the short tube with the blue pull ring to prevent leakage <b><u>OR</u></b></li> <li>• <b><u>For Drain Line Extension:</u></b> Leave the line clamp open and remove tip protectors from both ends of drain</li> <li>• Open all clamps in the drain lines</li> </ul> <p>9. Press GO</p> <ol style="list-style-type: none"> <li>a. SELF TESTING appears on the display screen</li> <li>b. When the self-test is complete, the display screen alternates between <b>CONNECT BAGS</b> and <b>OPEN THE CLAMPS</b></li> </ol> <p>10. Put on face mask and wash and dry your hands thoroughly (OR use hand sanitizer)</p> <p>11. Connect bags</p> <ol style="list-style-type: none"> <li>a. Connect the line with the RED clamp to the heater bag</li> <li>b. Connect the line with the BLUE clamp to the Last Fill bag</li> <li>c. Connect the lines with the WHITE clamps to additional solution bags if needed</li> <li>d. Reak the frangibles for all solution bags (<i>note: Do not stack the bags on top of one another. Place all bags on a flat surface. Leave any unused lines in the organizer with clamps closed</i>).</li> </ol> <p>12. Check connections and open clamps</p> <ol style="list-style-type: none"> <li>a. Open clamps only lines connected to solution bags</li> <li>b. Make sure the patient line is in the left slot of the organizer</li> <li>c. <b>Open the clamp on the patient side</b></li> </ol> <p>13. Press Go button to begin priming</p> <p>14. Priming Complete: Check that the fluid level is at or near the connector on the patient line before connecting.</p>						
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<p>a. The display screen alternates between CONNECT YOURSELF and CHECK PATIENT LINE (Note: If needed, follow the Reprime Patient Line Procedure instruction).</p> <p>15. Get your Transfer set ready</p> <p>a. Make sure your transfer set is available but do not remove the MiniCap disconnect cap until after you have washed your hands.</p> <p>b. Get your exchange area ready</p> <p>16. Put on Face mask and wash and dry your hands thoroughly (or use hand sanitizer)</p> <p>17. Connect the patient</p> <p>a. Remove pull ring from patient line connector</p> <p>b. Remove MiniCap disconnect cap from transfer set, and immediately connect to the patient line connector</p> <p>c. Open the transfer set</p> <p>18. After connecting to the cycler, Press GO button.</p> <p>a. Treatment begins with initial drain</p> <ul style="list-style-type: none"> <li>If you perform a Hi-Dose Therapy, continue with Perform a Hi-Dose Therapy</li> <li>If you are not performing a Hi-Dose therapy, continue End Therapy</li> </ul> <p>19. The HomeChoice Systems will tell you when your therapy is complete.</p> <p>a. <b>END OF THERAPY</b> appears on display.</p>						
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#### IV. End Therapy

<p>1. Press  to view the end of therapy summary information</p> <p>2. Document the following on your treatment record, if required:</p> <p>a. Initial Drain Volume</p> <p>b. Total UF</p> <p>c. Average Dwell Time</p> <p>d. Other data as instructed by your dialysis nurse</p> <p>3. Press GO button</p> <p>a. CLOSE ALL CLAMPS appears on the display screen</p> <p>4. Close all clamps</p> <p>a. Close the transfer set</p> <p>b. Close the clamp on the patient line</p> <p>c. Close all clamps</p> <p>5. Put on face mask and wash and dry your hands thoroughly (OR use hand sanitizer)</p> <p>6. Open a new MiniCap</p> <p>a. Disconnect cap</p> <p>7. Disconnect the transfer set from the patient line</p> <p>8. Connect and tighten a MiniCap disconnect cap to the transfer set</p> <p>9. Press the GO button</p>						
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a. The display alternates between CLOSE ALL CLAMPS and DISCONNECT YOURSELF b. Close all clamps 10. Open the door 11. Remove and discard the disposable set and solution bags 12. Press GO button a. <b>TURN ME OFF</b> appears on the display screen 13. Press the On/Off switch to <b>OFF</b> position						
14. The waste dialysis solution is emptied in to the toilet and flushed.						

#### OVERALL REVIEW

- ☐ Outstanding  
☐ Satisfactory  
☐ Needs Improvement  
☐ Unsatisfactory

#### ACTIONS RECOMMENDED

- ☐ Schedule makeup of procedure  
☐ Review procedure policy before makeup  
☐ further demonstration of skill by supervisor  
☐ In-service/Continued Education required

**Comments:** \_\_\_\_\_

Print Staff Name: \_\_\_\_\_ Print Evaluator's Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Evaluator Signature: \_\_\_\_\_

**Evaluation/Validation Methods:** \_\_\_ Verbal \_\_\_ Demonstration/Observation \_\_\_ Practical Exercise \_\_\_ Interactive Class