

Staff member's name:

Assessor's Name:

Date:



Guide for Completing Evidence Assessment

The purpose of this assessment is for the staff member to demonstrate competency when changing a urinary catheter, whilst working within organisational guidelines, policies and procedures.

The assessment combines information that is gained from theoretical and practical training. Resources in addition to the corresponding ACC course may be required to demonstrate this knowledge.

The assessment should be conducted by an assessor who is competent in changing a suprapubic, female urethral and male urethral catheter.



Skills Audit

The purpose of this skills audit is for the staff member to demonstrate safe and competent practice when changing a urinary catheter, whilst working within organisational guidelines, policies and procedures.

Suprapubic Catheterisation

This skills audit is designed to be utilised when a staff member is being assessed demonstrating safe and competent practice when changing a suprapubic catheter.

Procedure	Action performed correctly (Y/N)	Comments
Prepares the person: <ul style="list-style-type: none"> • Maintains dignity e.g. closes door, do not enter sign • Checks documentation for catheter size and specific precautions • Explains the procedure to the person • Gains informed consent • Checks if the person would like a chaperone • Performs hand hygiene, dons PPE • Empties the catheter bag • Removes PPE and performs hand hygiene • Documents the volume of urine, noting amount, colour, smell and any abnormalities, such as blood • Ensures the person is comfortable and positioned lying flat on the bed • Performs hand hygiene 		
Prepares the equipment: <ul style="list-style-type: none"> • Performs hand hygiene • Wipes down the trolley with an antiseptic wipe/spray • Prepares required equipment, checking all expiry dates: <ul style="list-style-type: none"> ○ PPE (apron, goggles, two pairs of sterile gloves) ○ Kidney shaped receiving dish ○ New catheter ○ Spare catheter in smaller size ○ Catheter drainage bag ○ Catheterisation or dressing pack ○ Adhesive waste bag 		
Prepares the aseptic field: <ul style="list-style-type: none"> • Clamps the drainage bag tubing before removing the catheter 		

<ul style="list-style-type: none"> • Places kidney shaped receiving dish close to the person • Performs hand hygiene • Puts on apron and goggles • Opens outer packaging of catheterisation pack, without touching anything within the aseptic field • Opens the outer packaging of the catheter, adding the catheter to the aseptic field • Sets up additional sterile equipment onto the aseptic field • Performs hand hygiene • Dons both pairs of sterile gloves • Sets up catheterisation pack items onto the aseptic field • Draws up sterile water into 10ml syringe • Pours cleaning solution into tray • Opens outer package of sterile lubricating gel • Exposes the top third of the new catheter from its inner wrapper and lubricates the tip 		
<p>Removes and inserts catheter:</p> <ul style="list-style-type: none"> • Cleans the SPC site • Disposes of swabs/forceps in the waste bag • Deflates the retention balloon of the existing catheter • Takes off first pair of sterile gloves and discards • Places drape over person's abdomen • Using the non-dominant hand, removes the old catheter, noting the depth • Using the dominant hand, immediately inserts new catheter at the same depth, until urine flows freely • Advances a further 3-5cm, to ensure the catheter balloon clears the balloon wall • Inflates the balloon with the syringe filled with sterile water via the inflation valve • Attaches the drainage bag to the catheter • Attached catheter to the abdomen with a securement device • Ensures bag is below the level of the bladder • Disposes of the equipment • Removes PPE • Performs hand hygiene • Documents procedure • Ensures person is comfortable and free from pain 		

Assessment completed satisfactorily:

Yes

No

Comments/ action required:

Staff member's signature:	
Date:	
Assessor's signature:	
Date:	

Female Urethral Catheterisation

This skills audit is designed to be utilised when a staff member is being assessed demonstrating safe and competent practice when changing a female urethral catheter.

Procedure	Action performed correctly (Y/N)	Comments
Prepares the person: <ul style="list-style-type: none"> • Maintains dignity e.g. closes door, do not enter sign • Checks documentation for catheter size and specific precautions • Explains the procedure to the person • Gains informed consent • Checks if the person would like a chaperone • Performs hand hygiene, dons PPE • Empties the catheter bag • Removes PPE and performs hand hygiene • Documents the volume of urine, noting amount, colour, smell and any abnormalities, such as blood • Ensures the person is comfortable and positioned lying flat on the bed • Performs hand hygiene 		
Prepares the equipment: <ul style="list-style-type: none"> • Performs hand hygiene • Wipes down the trolley with an antiseptic wipe/spray • Prepares required equipment, checking all expiry dates: <ul style="list-style-type: none"> ○ PPE (apron, goggles, pair of sterile gloves) ○ Kidney shaped receiving dish ○ New catheter 		

<ul style="list-style-type: none"> ○ Anesthetic lubricating gel (if using) ○ Catheter drainage bag ○ Catheterisation or dressing pack ○ Adhesive waste bag 		
<p>Removes the catheter:</p> <ul style="list-style-type: none"> ● Sets up the required equipment: <ul style="list-style-type: none"> ○ Goggles ○ Non-sterile gloves ○ Apron ○ 10ml syringe ○ Kidney shaped receiving dish ○ Adhesive waste bag ● Performs hand hygiene ● Puts on apron, goggles and non-sterile gloves ● Places waterproof sheet underneath the person's buttocks ● Ensures person is lying flat, with knees bent up and relaxed out to the side ● Places receiving dish between the person's legs ● Deflates the retention balloon of the existing catheter ● Removes the catheter ● Disposes of the equipment ● Performs hand hygiene ● Documents procedure 		
<p>Prepares the aseptic field:</p> <ul style="list-style-type: none"> ● Performs hand hygiene ● Opens outer packaging of catheterisation pack, without touching anything within the aseptic field ● Opens the outer packaging of the catheter, adding the catheter to the aseptic field ● Sets up additional sterile equipment onto the aseptic field ● Performs hand hygiene ● Dons sterile gloves ● Sets up catheterisation pack items onto the aseptic field ● Draws up sterile water into 10ml syringe ● Pours cleaning solution into tray ● Opens outer package of sterile lubricating gel ● Exposes the top third of the new catheter from its inner wrapper and lubricates the tip 		
<p>Inserts the catheter:</p> <ul style="list-style-type: none"> ● Positions the person with their knees bent, hips flexed and feet resting shoulder-width apart ● Places drape over urethral opening ● Using the non-dominant hand, separates labia minora to expose urethral meatus ● Cleans the labial folds and urethral meatus using a downwards motion ● Disposes of swabs/forceps in the waste bag ● Using the dominant hand, inserts new 		

<ul style="list-style-type: none"> • catheter, until urine flows freely • Advances a further 2cm • Inflates the balloon with the syringe filled with sterile water via the inflation valve • Gently withdraws the catheter until resistance is felt • Attaches the drainage bag to the catheter • Attached catheter to the leg with a securement device • Ensures bag is below the level of the bladder • Disposes of the equipment • Removes PPE • Performs hand hygiene • Documents procedure • Ensures person is comfortable and free from pain 		
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Assessment completed satisfactorily:

- Yes
 No

Comments/ action required:

Staff member's signature:	
Date:	
Assessor's signature:	
Date:	

Male Urethral Catheterisation

This skills audit is designed to be utilised when a staff member is being assessed demonstrating safe and competent practice when changing a male urethral catheter.

Procedure	Action performed correctly (Y/N)	Comments
<p>Prepares the person:</p> <ul style="list-style-type: none"> • Maintains dignity e.g. closes door, do not enter sign • Checks documentation for catheter size and specific precautions • Explains the procedure to the person • Gains informed consent • Checks if the person would like a chaperone • Performs hand hygiene, dons PPE 		

<ul style="list-style-type: none"> • Empties the catheter bag • Removes PPE and performs hand hygiene • Documents the volume of urine, noting amount, colour, smell and any abnormalities, such as blood • Ensures the person is comfortable and positioned lying flat on the bed • Performs hand hygiene 		
<p>Prepares the equipment:</p> <ul style="list-style-type: none"> • Performs hand hygiene • Wipes down the trolley with an antiseptic wipe/spray • Prepares required equipment, checking all expiry dates: <ul style="list-style-type: none"> ○ PPE (apron, goggles, pair of sterile gloves) ○ Kidney shaped receiving dish ○ New catheter ○ Anesthetic lubricating gel ○ Catheter drainage bag ○ Catheterisation or dressing pack ○ Adhesive waste bag 		
<p>Removes the catheter:</p> <ul style="list-style-type: none"> • Sets up the required equipment: <ul style="list-style-type: none"> ○ Goggles ○ Non-sterile gloves ○ Apron ○ 10ml syringe ○ Kidney shaped receiving dish ○ Adhesive waste bag • Performs hand hygiene • Puts on apron, goggles and non-sterile gloves • Places waterproof sheet underneath the person's buttocks • Ensures person is lying flat • Places receiving dish between the person's legs • Deflates the retention balloon of the existing catheter • Removes the catheter • Disposes of the equipment • Performs hand hygiene • Documents procedure 		
<p>Prepares the aseptic field:</p> <ul style="list-style-type: none"> • Performs hand hygiene • Opens outer packaging of catheterisation pack, without touching anything within the aseptic field • Opens the outer packaging of the catheter, adding the catheter to the aseptic field • Sets up additional sterile equipment onto the aseptic field • Performs hand hygiene • Dons sterile gloves • Sets up catheterisation pack items onto the 		

<p>aseptic field</p> <ul style="list-style-type: none"> • Draws up sterile water into 10ml syringe • Pours cleaning solution into tray • Opens outer package of sterile lubricating gel • Exposes the top third of the new catheter from its inner wrapper and lubricates the tip 		
<p>Inserts the catheter:</p> <ul style="list-style-type: none"> • Positions the person flat on their back • Places drape over the lap to expose the penis • Using the non-dominant hand, lifts the penis with sterile gauze • If the person is uncircumcised, pulls back the foreskin to clean • Using the dominant hand, cleans the meatus using a circular motion • Disposes of swabs/forceps in the waste bag • Inserts the syringe into the urethra and slowly injects anaesthetic lubricating gel • Holds the urethra closed by gently pinching the glans for 5 minutes • Holds the penis upward at a 90 degree angle • Using the dominant hand, inserts new catheter, until urine flows freely • If resistance is felt, asks person to cough or bear down • Inserts catheter up to the bifurcation of the catheter • Inflates the balloon with the syringe filled with sterile water via the inflation valve • Gently withdraws the catheter until resistance is felt • Attaches the drainage bag to the catheter • Attached catheter to the leg with a securement device • Ensures bag is below the level of the bladder • Disposes of the equipment • Removes PPE • Performs hand hygiene • Documents procedure • Ensures person is comfortable and free from pain 		

Assessment completed satisfactorily:

- Yes
 No

Comments/ action required:

Staff member's signature:	
Date:	
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Date:	

DISCLAIMER:

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