Daily Central Line Maintenance Checklist – Template

Patient Name/ID#: ____________________________ Unit: ________ Room/Bed: ________

Date: ____________
Person Completing Form: Name ____________________________

Date of initial line placement: ____________________________
Date implanted port accessed: ____________________________
Date injection caps last changed: _________________________
Date administration set and add-on devices last changed: ____________

Set used for: Continuous Infusion ☐ Intermittent Infusion ☐

Date dressing last changed: ____________________________
Dressing type: Gauze ☐ Clear ☐

Critical Steps

<table>
<thead>
<tr>
<th>Necessity assessed</th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
<th>Notes/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>If no longer necessary, remove, indicating details of removal in the records (including date, location, and signature and name of operator undertaking removal).</td>
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</tbody>
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| Injection sites are covered by caps or valved connectors | | | |
| Caps changed today | | | |
| Implanted ports newly accessed today | | | |
| Accessed with (indicate type and size of needle) | | | |
| Insertion site without evidence of infection | | | |
| Dressing intact and labeled properly | | | |
| Dressing changed today | | | |
| Catheter stabilized/no tension on line | | | |
| Administration set replaced and labeled this time? | | | |

Procedural Reminders

**Suspected Infection**
- If central venous catheter infection is strongly suspected, replace catheter and all intravenous fluids, tubing, and caps.

**Hand Hygiene**
- Clean hands immediately before and after each episode of patient contact using the correct hand hygiene technique. (Use World Health Organization “My 5 Moments for Hand Hygiene”.)

**Cap Changes**
- Sanitize caps with 2% chlorhexidine gluconate in 70% isopropyl alcohol before and after each use (“Scrub the Hub”).
- Change caps when necessary using sterile gloves and mask, that is, after administering blood and if there is visual observation of blood in the caps.
- Change caps no more often than 72 hours (or according to the manufacturer’s recommendations and whenever the administration set is changed).

**Tubing Changes**
- Replace administration sets and add-on devices no more frequently than every 96 hours, and at least every 7 days, after initiation of use, unless contamination occurs.
- Replace set and add-on devices within 24 hours of start of infusion if fluids that enhance microbial growth are infused (for example, fat emulsions combined with amino acids and glucose in three-in-one admixture or blood products infused separately).
- Change needleless components as often as the administration set and no more often than 72 hours.

**Dressing Changes**
- Change gauze dressing every 2 days, clear dressings every 7 days, unless dressing becomes damp, loosened, or visibly soiled then change.
- Use sterile gauze or sterile, transparent, semipermeable dressings.
- Perform catheter site care using 2% chlorhexidine gluconate in 70% isopropyl alcohol to clean the insertion site during dressing changes.