

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

### 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.