

## Infusion Nursing Services Checklist

Agency Name: \_\_\_\_\_

City: \_\_\_\_\_

Date: \_\_\_\_\_



<b>Policies &amp; Procedures</b>	
<b>Infusion Nursing</b>	
	Scope of Services
	Coordination of Services
	Acceptance & Admission
	Initial Assessment
	1 <sup>st</sup> Dose Administration Policy
	Guidelines for Charting and Documentation
	Education Guidelines for Patients
	Sample Formulary of Medications
<b>Pharmacological Policies</b>	
	Pharmacy Contract to include:
	Responsibility and Scope of Services offered by Pharmacy
	Monitoring of Drugs
	Provision of Drugs
	Teaching & Education for Staff
	Teaching & Education for Patients
	Disinfecting & Cleaning of Equipment
<b>Personnel / Staffing</b>	
	Staffing Availability
	Supervision
	Employee Orientation
	Employee Training
	Competency & Skills Validation
	Credentialing of Nursing Service Personnel
<b>Orders</b>	
	Medication & Treatment Orders
	Physician Orders
	General Principles for Writing Orders
	Verbal Orders
<b>Medications</b>	
	Medication Administration Policy
	Nutrition Therapies
	Discarding & Destroying Medications
	Discontinued Medications
	Adverse Consequences and Medication Related Problems
	Controlled Substances
	Calculating Flow Rates/Dosages
	Set up of Administration Set/ Tubing Changes
	Peripheral IV Dressing Change
	PICC Care
	PICC Flushing Protocols
	PICC Dressing Changes
	Accessing Implanted Venous Port
	De-accessing Implanted Venous Port
	Intravenous Catheter Occlusion
	Infiltration Protocols
	Phlebitis

Personnel Record Review: (All personnel records must be complete with the items listed below)

	RN Supervisor	RN	RN/LPN
Employee Name			
Job Title			
Hire Date			
Application/Resume			
Signed Job Description			
License Verification			
Skills Validation			
Blood borne Pathogen Training			
Hepatitis B			
TB			
Orientation			
Reference checks			
SBI Signed Authorization			

Reminders:

1. All Nursing personnel shall be qualified by training, education, experience, and demonstrated abilities to provide nursing care.
2. Registered Nurse shall be on duty at all times to plan, assign, supervise, and evaluate nursing care.
3. Infusion Services shall be provided under the direction of a Registered Nurse who should be qualified in the field of administration and who has the ability to oversee, organize, coordinate, and evaluate the service.