Central Line Insertion Care Team Checklist

Date ________________ Time ________________

**Type of Line Placed ____________________**  
REWIRE □  LOCATION OF LINE ____________________  
# OF LUMENS ___________

**Critical Steps**

Directions: The Assistant completes this checklist by indicating with a checkmark in the appropriate column when the task is performed. If the task is not performed, a comment must be added. The Supervisor may also function as the Assistant who completes this form.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Perform a time out using the informed consent form.</td>
</tr>
<tr>
<td>2.</td>
<td>Clean hands</td>
</tr>
</tbody>
</table>
| 3.   | Wear cap, mask, sterile gown/gloves, and eye protection if in contact with or crossing the sterile field *at any time during the procedure.  
   a. All others entering the room during the procedure must wear cap and mask. |
| 4.   | Prep site with chlorhexidine and let air dry. (*See instructions) |
| 5.   | Drape patient from head to toe using sterile technique. |
| 6.   | Prepare catheter by pre-flushing and clamping all lumens not in use during procedure. |
| 7.   | Place patient in trendelenburg position unless contraindicated (e.g., increased ICP) or if femoral/ PICC (place supine and flat). |
| 8.   | Maintain sterile field. |
| 9.   | Ensure grasp on guide wire is maintained throughout procedure and removed post procedure. |
| 10.  | Aspirate blood from all lumens, flush, and apply sterile caps. |
| 11.  | Ensure venous placement. (*See instructions) |
| 12.  | Clean site with chlorhexidine, apply sterile dressing, and apply sterile caps on all hubs. |

*Checklist instructions located on back of form

Operator _____________________  Supervisor _____________________  Assistant _____________________

Comments: 
Central Line Insertion Care Team Checklist Instructions

Roles:
• **Supervisor Role:** 2nd year resident and above (approved for line placement; may also serve as the Assistant and assure that checklist is completed, in the absence of the assistant)
• **Assistant Role:** RN, ClinTech, MD, NP, PA (responsible for completing checklist)
• **Operator Role:** Person inserting line

Operator Requirements:
• A minimum of 5 supervised successful procedures in both the chest and femoral sites is required for independent placement (10 total). If a clinician successfully performs the 5 supervised lines in one site, they are independent for that site only. Please note that in the absence of contraindications a chest site is preferred over the femoral due to a lower incidence of mechanical and infectious complications.
• A total of 3 supervised re-wires is required prior to performing a rewire independently
• Obtain qualified second operator after 3 unsuccessful sticks (except if emergent)

Sterile Field Includes: Patient full body drape, sterile tray, ultrasound probe and all equipment for the procedure.

Prep Procedure: Scrub back and forth with Chlorhexidine with friction for 30 seconds, allow to air dry completely before puncturing site. Do not wipe, fan or blot. (groin prep: scrub 2 minutes and allow to dry for 2 minutes to prevent infection).

Deviations: If there is a deviation in any of the critical steps, the Supervisor or Assistant must **immediately notify the operator and stop the procedure until corrected.** Uncorrected deviations and complications of line placement are to be reported in PSN. Contact the Attending/ICU medical director if any item on the checklist is not performed correctly or with any concerns.

Ensuring venous placement: **Utilize one of the options below:**
• Assess for appropriate fluid column response (the fluid and blood column should fall if venous, rise if arterial)
• Transduce CVP
• Obtain a blood gas
• Fluoroscopy

Note: For non-emergent large-bore (> 8 French) intravenous catheter placements, to prevent arterial placement, assure venous placement using one of the methods recommended above.

Other:
• Note: Do not cut the guidewire/catheter due to the increased risk of losing the guidewire/catheter in the patient.

**Place completed checklist in the Medical Record:**
“Operative/Invasive Procedures” Tab