

# Competency checklist: NIKI T34™, T34™ and BodyGuard™ T syringe pumps

## Part A

Review the Practical handbook for health professionals: *How to safely set up, commence and provide necessary documentation for NIKI T34™, T34™ and BodyGuard™ T syringe pump infusions.* Y  N

Review local policy and procedures on the use of these syringe pumps Y  N

Complete the relevant online education module (provide certificate to assessor) Y  N

## Part B

| Practical Demonstration  | Assessment      |                       |
|--|-----------------|-----------------------|
|  | A<br>(achieved) | N/A<br>(not achieved) |
| <p><b>Performance criteria achievement through:</b></p> <ul style="list-style-type: none"> <li>• candidate demonstration</li> <li>• facilitator observation and/or</li> <li>• questioning.</li> </ul> <p><i>The candidate achieved these outcomes because she/he completed the following:</i></p>  |                 |                       |
| <b>1. Washing hands and/or using personal protective equipment (PPE) as per local procedures</b>   |                 |                       |
| <b>2. Reviewing equipment</b>  |                 |                       |
| <p>Ensure that all equipment is available and serviceable and check that:</p> <ul style="list-style-type: none"> <li>• The device is clean and visually intact</li> <li>• The device is appropriate for the intended use</li> <li>• The syringe and extension set are appropriate and compatible for the device and the medicine delivery</li> <li>• The appropriate battery for the syringe pump type has been selected, it has sufficient charge and is fitted correctly.</li> </ul> |                 |                       |
| <b>3. Completing a 'Medicines added' label</b>   |                 |                       |
| <ul style="list-style-type: none"> <li>• Patient name</li> <li>• Date of birth</li> <li>• ID number</li> <li>• Medicine(s) name(s)</li> <li>• Dose of each medicine</li> <li>• Diluent name</li> <li>• Total volume in mL</li> <li>• Date and time prepared</li> <li>• Initials of the individuals checking and preparing the syringe.</li> </ul>  |                 |                       |
| <b>4. Preparing the syringe for loading</b>  |                 |                       |
| <ul style="list-style-type: none"> <li>• Draw up medicine using a 30 mL Luer lock syringe, as prescribed</li> <li>• Fill the 30 mL syringe with 20 mL combined volume of diluent and medicine</li> <li>• Place 'Medicines added' label on syringe, ensuring it does not interfere with the barrel clamp or obscure the measurement gradient.</li> </ul>  |                 |                       |
| <b>5. Turning on the syringe pump</b>  |                 |                       |
| <ul style="list-style-type: none"> <li>• Hold down ON/OFF key</li> <li>• Allow pre-loading actuator movement to complete before loading syringe.</li> </ul>  |                 |                       |

|   |   |             |
|---|---|-------------|
| <b>6. Loading the syringe</b>   |   |             |
| <ul style="list-style-type: none"> <li>Lift the barrel clamp arm and load the syringe into the pump ensuring that it is sitting in the three sensors</li> <li>Select the correct syringe brand and confirm.</li> </ul>  |   |             |
| <b>7. Reviewing infusion settings</b>   |   |             |
| <ul style="list-style-type: none"> <li>Review data on screen (Volume, Duration and Rate)</li> <li>Confirm infusion settings.</li> </ul>   |   |             |
| <b>8. Priming the extension set tubing</b>  |   |             |
| <ul style="list-style-type: none"> <li>Prime extension set tubing using the Purge function</li> <li>Explain that this function is only required for day 1 of an infusion.</li> </ul>  |   |             |
| <b>9. Confirming infusion data after priming</b>  |   |             |
| <ul style="list-style-type: none"> <li>Review data on screen (Volume, Duration and Rate)</li> <li>Confirm infusion settings.</li> </ul>   |   |             |
| <b>10. Washing hands and/or using PPE as per local procedures</b>   |   |             |
| <b>11. Starting infusion</b>  |   |             |
| <ul style="list-style-type: none"> <li>Connect extension set to patient</li> <li>Start infusion.</li> </ul>   |   |             |
| <b>12. Monitoring syringe pump delivery</b>   |   |             |
| <ul style="list-style-type: none"> <li>Correctly access/explain the INFO KEY in relation to the current infusion: <ul style="list-style-type: none"> <li>Single press to view volume</li> <li>Double press to view battery status</li> </ul> </li> <li>Explain the need to monitor at least every four hours (inpatient facility) or every 24 hours (community).</li> </ul> |   |             |
| <b>13. Activating the keypad lock</b>   |   |             |
| <b>14. Placing the syringe pump in the lockbox and locking with the key</b>   |   |             |
| <b>15. Completing documentation as per local policy and procedures</b>  |   |             |
| <ul style="list-style-type: none"> <li>Explain local organisation policy and procedures for documenting <ul style="list-style-type: none"> <li>Commencing:</li> <li>Monitoring:</li> <li>Concluding:</li> </ul> </li> </ul>   |   |             |
| <b>16. Cleaning and storing the syringe pump</b>  |   |             |
| <ul style="list-style-type: none"> <li>Remove syringe from device and return barrel clamp to down position</li> <li>Correctly remove the battery ready for storage</li> <li>Clean/store the device as per local policy and procedures</li> </ul>  |   |             |
| <b>Assessment Result</b>  | <b>Competent</b>                                      | <b>Date</b> |
| <b>Candidate name</b>   | Y <input type="checkbox"/> N <input type="checkbox"/> |             |
| <b>Candidate signature</b>  |   |             |
| <b>Assessor name</b>  |   |             |
| <b>Assessor signature</b>   |   |             |