

South Dakota Board of Nursing Diabetes Aide Competency Checklist

The RN instructor completes this checklist during the 5-hour clinical/skills lab to determine competence for all currently applicable procedures* and on an annual basis re-validates competence. RN instructor to student ratio should be 1:1.
*If the diabetes care plan changes and a task that was not demonstrated is later required, provide education and validate competency for that skill.

1. Demonstration of Blood Glucose Monitoring:	Pass	Fail	Date Retraining Completed	Pass	Fail
1. Identifies appropriate location to perform blood glucose monitoring					
2. Washes hands					
3. Gathers, assembles supplies: meter, test strips, lancing device & lancet, gloves, cotton balls, and alcohol wipes					
4. Verifies test strip expiration date					
5. Puts gloves on					
6. Prepares lancing device					
7. Inserts test strip/turns meter on, checks test strip code as needed					
8. Cleanses skin appropriately with alcohol wipe or ensures that person with diabetes washes hands with soap and water					
9. Lances finger or selected area appropriately					
10. Obtains appropriate blood sample size necessary for test strip					
11. Places blood onto test strip correctly					
12. Places cotton ball or tissue over lanced area					
13. Reads result on meter					
14. Records glucose result appropriately					
15. Turns meter off/removes test strip					
16. Disposes of strip, gloves, other supplies and cleans area appropriately					
17. Washes hands					

2. Demonstration of Carbohydrate (Carb) Counting & Identifies Insulin Dose:	Pass	Fail	Date Retraining Completed	Pass	Fail
1. Reviews patient/student information: a. Specific insulin to carb ratio order from physician b. Specific instructions on MAR or Diabetes Medical Management Plan (DMMP) c. Patient/student ability to participate in procedure					
2. Gathers supplies: nutrition label or carb reference (e.g. Calorie King book), pencil/pen, paper, and calculator, insulin dose					
3. Identifies time when insulin should be administered					
4. Verifies patient/student insulin to carb ratio per physician order/DMMP					
5. Correctly counts number of grams/servings of carb intake for 3 different meals (15 gm = 1 carb serving)					
6. Correctly uses insulin dose worksheet to determine insulin dose.					

3. Demonstration of Insulin Administration with Vial and Syringe:	<i>This task will not be delegated and was not demonstrated.</i> <input type="checkbox"/>		Pass	Fail	Date Retraining Completed	Pass	Fail
1. Identifies appropriate location to perform procedure							
2. Washes hands							
3. Gathers supplies: gloves, insulin bottle, syringe, alcohol wipes, cotton ball, and sharps container							
4. Verifies expiration date and discard date (based on date vials opened) on bottle							
5. Verifies right patient/student							
6. Verifies insulin dose							
7. Puts gloves on							
8. Wipes top of insulin bottle with alcohol wipe and lets dry for a few seconds							
9. Pulls syringe plunger down to let appropriate units of air into syringe equal to amount of insulin to be drawn up							
10. Pushes needle through center of rubber top on insulin bottle							
11. Pushes air into bottle and leaves needle in bottle							
12. Turns insulin bottle and syringe upside down							
13. Slowly pulls syringe plunger down to correct number of units							
14. Looks for air bubbles, taps syringe to raise bubbles to top, pushes bubbles back in bottle then slowly pulls plunger down to correct number of units							

15. Checks for correct number of units are in syringe, removes needle from bottle					
16. Assists patient/student to select appropriate injection site					
17. Cleanses skin appropriately with alcohol wipe					
18. Inserts needle into skin appropriately					
19. Pushes plunger in to administer insulin, counts to 10, removes needle from skin and applies gentle pressure with cotton ball as needed.					
20. Disposes of syringe, without recapping, into sharps container					
21. Documents dose and administration site appropriately					

4. Demonstration of Insulin Administration with Pen Device:	<i>This task will not be delegated and was not demonstrated.</i> <input type="checkbox"/>	Pass	Fail	Date Retraining Completed	Pass	Fail
1. Identifies appropriate location to perform procedure						
2. Washes hands						
3. Gathers supplies: gloves, insulin pen, insulin cartridge (if needs to be changed), pen needle, safety pen needle, alcohol wipes, cotton ball, sharps container <i>A safety pen needle should be used at all times, unless the patient/student removes the used needle from the pen device.</i>						
4. Verifies expiration date and discard date of insulin (based on date pen opened)						
5. Verifies right patient/student						
6. Verifies insulin dose						
7. Puts gloves on						
8. If using cloudy insulin, rolls pen 10 times and rotates pen 10 times						
9. Loads insulin cartridge (if needed), wipes insulin pen top with alcohol wipe						
10. Attaches needle onto end of insulin pen. Removes caps, sets outer cap on flat surface						
11. Primes the needle by dialing pen to 2 units						
12. Pushes the plunger until a small drop or stream of insulin is seen, and repeats as needed						
13. Turns the dose knob to the dose ordered						
14. Assists patient/student to select appropriate injection site						
15. Cleanses skin appropriately with alcohol wipe						
16. Inserts needle into skin appropriately						
17. Pushes injection button down completely to administer insulin, counts to 10, removes needle from skin and applies gentle pressure with cotton ball as needed.						
18. Assistant or patient/student carefully removes and disposes of pen needle in sharps container						
19. Documents dose and administration site appropriately						

5. Demonstration of Insulin Administration with Pump Device:	<i>This task will not be delegated and was not demonstrated.</i> <input type="checkbox"/>	Pass	Fail	Date Retraining Completed	Pass	Fail
1. Identifies appropriate location to perform procedure						
2. Washes hands						
3. Verifies right patient/student						
4. Checks insulin pump infusion site to ensure site is intact						
5. Obtains pre-meal blood glucose test result						
6. Determines total carbohydrate grams from meal						
7. Appropriately follows pump steps to enter glucose value and carbohydrate grams value into pump						
8. Double checks correct glucose value and carbohydrate grams were entered into pump						
9. Appropriately delivers meal insulin bolus						
10. Verifies bolus is being delivered						
11. Documents dose, blood glucose and carbohydrate grams appropriately						
12. Demonstrates how to suspend insulin delivery and disconnect pump as appropriate						

6. Demonstration of Glucagon Administration:	Pass	Fail	Date Retraining Completed	Pass	Fail
1. Identifies the following emergency steps for severe hypoglycemia : a. Signs and symptoms of hypoglycemia b. Sends someone to call EMS/911 and to notify RN and spouse/guardian/parent c. Maintains open airway d. Gives glucose gel in buccal pouch, if ordered e. Gives glucose tablet or food when patient/student is awake and able to swallow f. Remains with patient/student until EMS arrives					

2. Washes hands					
3. Gathers supplies: glucagon kit, gloves, alcohol wipes, cotton ball					
4. Verifies expiration date of glucagon kit					
5. Verifies right patient/student and that he/she is unable to safely take oral carbohydrate					
6. Verifies glucagon dose					
7. Puts gloves on					
8. Removes flip-off seal from vial of glucagon					
9. Removes needle cover from syringe					
10. Injects entire contents of syringe into vial of glucagon powder (held upright)					
11. Swirls vial gently until dissolved/clear					
12. Holds vial upside down, withdraws all solution from the vial into syringe					
13. Withdraws needle from vial, hold syringe upright, and remove air/bubbles from syringe					
14. Slowly pushes syringe plunger to correct glucagon dose					
15. Exposes injection site (upper, outer area of thigh or arm); cleanses skin appropriately					
16. Administers intramuscular (IM) injection: inserts needle to appropriate depth/angle into tissue of injection site and injects glucagon					
17. Withdraws needle and presses gently with alcohol wipe or cotton ball					
18. Turns patient/student onto abdomen or side position					
19. Remains with patient/student to monitor closely until emergency personnel arrive					
20. Disposes of used syringe and vial into sharps container					
21. Documents appropriately					

Demonstrated the following:	Pass	Fail	Date Retraining Completed	Pass	Fail
• Handled patient/student carefully and respectfully when performing tasks					
• Recorded the right documentation per agency policy (i.e. date, time, drug name, dosage, route, application site, name, initials)					
• Reported and recorded observations/concerns appropriately					
• Consistently adhered to universal precautions					

RN's Name: _____ **Date:** _____
 (Print)

Diabetes Aide Name: _____ **Date:** _____
 (Print)