

eviQ Education

Competency assessment tool

De-accessing an implanted venous port

Version 2.0 | 1 April 2018



**cancer
institute
NSW**



Contents

1. Information for the participant	3
2. Record of supervised clinical practice	4
3. Record of competency assessment	5
4. Competency assessment tool	6

© Not to be used or modified for any purposes other than the Cancer Institute NSW eviQ Education program.

Disclaimer: *This document reflects what is currently regarded as safe practice. While every effort has been made to ensure the accuracy of the contents at the time of publication, the Cancer Institute, NSW does not accept any liability, with respect to loss, damage, injury or expense arising from any such errors or omission in the contents of this work. Any reference throughout the document to specific pharmaceuticals and/or medical products as examples does not imply endorsement of any of these products.*

Central Venous Access Devices

De-accessing an Implanted Venous Port (IVP)

Supervised clinical practice and competency assessment tool

This competency assessment tool provides the following information:

1. Information for participants
2. Record of supervised clinical practice
3. Record of competency assessment
4. Competency assessment tool

1. Information for the participant

The purpose of supervised clinical practice is for the participant to develop competency in de-accessing an IVP.

Supervised clinical practice & competency assessment

- (a) Following completion of the eLearning guide and eQuiz, it is recommended that supervised clinical practice is commenced to develop clinical skill.
- (b) The times for supervised clinical practice are to be negotiated with your facilitator and practice may continue until such time as competency is attained.
- (c) The *supervised clinical practice* needs to be in accordance with all local policies and guidelines and can be recorded on this form.
- (d) The record of competency assessment is to be recorded on page 5 of this document and allows a Certificate to be printed which is then validated by your facilitator.
- (e) In assessing competency, combinations of assessment methods are used including clinical questioning, interviews and observation. Together such methods provide the evidence needed for a judgment of competency.
- (f) The *competency assessment* needs to be in accordance with any local policies and guidelines.
- (g) The length of time for the assessment will vary and following the assessment your facilitator will provide feedback
- (h) Re-assessment of competency may need to occur if the context of practice changes.
- (i) If procedures change, you will have access to further education and associated competency assessment.
- (j) Where patients are involved, consent is to be attained prior to the supervised clinical practice and competency assessment.
- (k) Participants are required to be assessed as competent for each criterion
- (l) All performance criteria focus on beginner level competence.

2. Record of supervised clinical practice

Each participant is to undertake supervised clinical practice procedures in order to develop competency prior to assessment. For this reason, a participant has unlimited practice sessions. You can print another copy of this page if you require more sessions.

Date	Facilitator's initial	Skill safely performed Yes/No (circle one)	Comment
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	
		Yes / No	

3. Record of competency assessment

Definition of competency

Competency may be defined as the "combination of skills, knowledge, attitudes, values and abilities that underpin effective and/or superior performance in a profession/occupational area"¹

Record of competency assessment			
De-accessing an IVP			
Participant's name		Date of assessment	
Facilitator's name:		Facility	
Ward/unit:			
The participant is considered: Competent / Not yet competent * (circle one)			
<i>*This competency assessment identifies the participant successfully meeting all performance criteria, complying with all policies and procedures as identified by the recorded date.</i>			
Facilitator's comments:			
Signature of facilitator:		Date:	
I agree with assessment findings. Y / N	Signature of participant:		

¹ Nursing and Midwifery Board of Australia National competency standards for the registered nurse.
<http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/Professional-standards.aspx>.

4. Competency assessment tool

Note: If there is a safety risk the facilitator is to **immediately stop the procedure** and clearly explain the rationale for stopping to the participant. Following this develop a learning plan to address the identified issues.

Performance criteria	Competent	Not yet competent	Comments
› Practices within professional boundaries, organisational role descriptions and standards of care and seeks advice when necessary			
› Adheres to relevant local policies and guidelines			
› Discusses the risks involved in the procedure and the precautions required			
› Performs appropriate hand hygiene, identifies appropriate PPE and provides rationale for use			
› Provides appropriate education to patient / carer / family member			
› Identifies patient using appropriate identifiers			
› Ensure patient, parent / carer or family member has provided consent			
› Gathers equipment and prepares set up area			
› Demonstrates effective communication with patient throughout procedure			
› Assesses the patient, IVP site, skin and associated areas			
› Demonstrates correct technique when de-accessing an IVP			
› Correctly disposes of all equipment			
› Documents assessment, provision of education and procedure in medical records as required by local policies and guidelines			