

Competency Evaluation Tool for Gastronomy (G) or Jejunostomy (J) Tube Medication Administration – Part 1

Staff Name: _____ Date: _____

Name of Recipient: _____

	Pass Fail or N/A	Assessed By: (RN,ARPN name)	GENERAL KNOWLEDGE
1.			Knows that only licensed personnel (nurses), and validated unlicensed care providers who have successfully completed Specialized G or J-tube medication administration training may administer medications through the G or J-tube.
2.			Knows that another revalidation will need to be completed if an unlicensed certified care provider who has successfully completed specialized training in G or J tube medication administration does not administer medications via G/J tube to an recipient for a period of time exceeding six months.
3.			Knows that Medication Administration Rule guidelines must be followed when administering medication via G or J tube.
4.			Knows what gastrostomy and jejunostomy tubes are and why this recipient has one.
5.			Knows a brand of formula should never be changed without a doctor's order.
6.			Is aware that there are 3 different methods of tube feedings. (Bolus, Continuous, and Intermittent).
7.			Knows that a method of tube feeding, rate and time may not be changed without a doctor's order.
8.			Knows that recipients with tube feedings need to be weighed as directed by RN, ARNP, or Physician.
9.			Knows why water flushes are needed.
10.			Knows that good hand washing and cleanliness of G/J-tube equipment is essential in safe administration of tube feedings and medications.
11.			Knows the importance of elevated position of recipient during feedings, flushes, and medication administration.
12.			States what s/he would do if the feeding tube became dislodged or appears to have moved in or out within the first 8 weeks of original placement of the tube. (When tract is well established).
13.			States what s/he would do if the feeding tube became dislodged or appears to have moved in or out after the first 8 weeks of original placement of the tube. (When tract is well established).
14.			Knows the importance of preventing the tube from being pulled.
15.			States what s/he would do if the recipient vomits while feeding is being administered.
16.			States what s/he would do if the recipient has breathing difficulty.
17.			States what s/he would do if the recipient had diarrhea.
18.			Able to identify some of the causes of vomiting and diarrhea.
19.			States what s/he would do if stoma site had redness, swelling or purulent drainage.
20.			States what s/he would do and look for if pump alarm says the tube is blocked or that there is an occlusion.

Competency Evaluation Tool for Gastronomy (G) or Jejunostomy (J) Tube Medication Administration – Part 2

	Pass Fail or N/A	Assessed By: (RN/ ARNP name)	PROCEDURE FOR MEDICATION ADMINISTRATION
1.			Follows all procedures for preparation of medications for administration according to Medication Administration Rule requirements and policies.
2.			Assembles necessary equipment and enough water for pre and post medication flushes.
3.			Prepares medications according to Medication Administration Rule requirements and policies. Shakes suspensions vigorously before pouring, and crushes pills finely before mixing with water or other liquid.
4.			Informs recipient what is being done.
5.			Checks G/J tube placement if part of recipient G/J tube protocol.
6.			Positions recipient in the correct position.
7.			Clamps/pinches G/J tube before unplugging or disconnecting feeding.
8.			Places plug or hang feeding bag tubing so that they remain free from contamination.
9.			Inserts the tip of syringe barrel which has been separated from plunger) into the tube, while continuing to pinch off the tube.
10.			Pour s 20 cc or ordered amount of water into syringe and allows it to flow into stomach/intestines. (For j-tube may have to replace plunger back into barrel and push in gently for each water flush and medication).
11.			Pinches off tube just prior to syringe being completely emptied.
12.			Pours medications into barrel of syringe with 5cc to 10 cc of water in between each type of medication.
13.			Ends medication administration with 20cc (or instructed amount) of water flush.
14.			Reinsert plug or resumes feeding.
15.			Documents administration according to Medication Administration Rule requirements and policy.

Based on this Competency Evaluation Tool, I _____
Name of RN/ARNP

have determined that _____
Name of Unlicensed Care Provider

is competent to administer medications via G/J tube to _____
Name of Recipient

Signature of RN/ARNP *Date* *Phone Number*

Unlicensed Care Provider Signature *Date*

Competency Evaluation Tool for Gastronomy (G) or Jejunostomy (J) Tube Continuous Feeding and Discontinuation of Feeding – Part 1

Staff Name: _____ Date: _____

Name of Recipient: _____

	Pass Fail or N/A	Assessed By: (RN/ARNP name)	PROCEDURE FOR CONTINUOUS FEEDING
1.			Checks Physican's orders.
2.			Gathers equipment and water for flush (20cc of H2O if not otherwise specifically prescribed).
3.			Informs recipient of what is being done.
4.			Positions recipient in correct position.
5.			Washes hands.
6.			Marks bag or bottle with current date and time.
7.			Fills feeding bag with no more than 4 hours worth of formula unless otherwise directed by RN, NP, or Physician.
8.			Primes tubing before connecting bag to pump.
9.			Clamps feeding bag tubing (of both old and new feeding bags) prior to removing old feeding bag from pump.
10.			Connects new feeding bag tubing to pump and sets desired rate on pump.
11.			Separates barrel from plunger of syringe.
12.			Clamps/pinches G/J-tube before unplugging or disconnecting tubing.
13.			While G/J tube is still clamped or pinched, places tip of syringe into G/J tube and pours 20 cc (or other amount if so prescribed) water into barrel of syringe.
14.			Unclamps tube and allows water to slowly enter stomach/intestine by gravity. (For j-tube, may have to replace plunger back into barrel and push water in gently).
15.			Clamps /pinches tube just prior to syringe being completely emptied.
16.			Connects tube to clean feeding bag tubing and unclamps tube.
17.			Rechecks setting on the pump and turns pump on.
18.			Documents that feeding has been hung, the rate of feeding and how recipient is tolerating procedure.

Competency Evaluation Tool for Gastronomy (G) or Jejunostomy (J) Tube Continuous Feeding and Discontinuation of Feeding – Part 2

	Pass Fail or N/A	Assessed By: (RN/ARNP name)	PROCEDURE FOR DISCONTINUATION OF FEEDING
1.			Verifies by looking at physician's orders and MAR sheet that it is time to stop the feeding.
2.			Gathers equipment and water for flush (20cc if not otherwise specifically prescribed).
3.			Informs recipient what is being done.
4.			Turns off pump.
5.			Clamps or pinches G/J tube.
6.			Disconnects tube from feeding bag tubing. If feeding bag is to be used again, ensures tubing does not get contaminated.
7.			While G/J-tube is still clamped pinched, separates barrel from plunger of syringe and places tip of syringe into tube.
8.			Pours 20 cc or other prescribed amount of water into syringe, unclamps tube and allows water to flow into stomach/intestines by gravity. (For J-tube, may have to replace plunger back into barrel and push in gently).
9.			Clamps/pinches tube just prior to syringe being completely emptied.
10.			Inserts plug in tube.
11.			Unclamps tube.
12.			Checks G/J tube placement by measuring tube.
13.			Documents as appropriate.

Based on this Competency Evaluation Tool, I _____
Name of RN/ARNP

have determined that _____
Name of Unlicensed Care Provider

is competent to administer medications via G/J tube to _____
Name of Recipient

Signature of RN/ARNP

Date

Phone Number

Unlicensed Care Provider Signature

Date

Competency Evaluation Tool for Gastronomy (G) or Jejunostomy (J) Tube Bolus Feeding

Staff Name: _____ Date: _____

Name of Recipient: _____

	Pass Fail or N/A	Assessed By: (RN/ARNP name)	PROCEDURE FOR BOLUS FEEDING
1.			Checks physician's orders.
2.			Washes hands.
3.			Gathers equipment – Correct amount of formula, water, 60cc catheter tip syringe (with barrel separated from plunger), and clean towel.
4.			Informs recipient of what is being done.
5.			Positions recipient in correct position.
6.			Pinches G-tube before unplugging tube and inserting tip of syringe into tube.
7.			Places plug so that it remains free of contamination.
8.			Pours prescribed amount of water into barrel of syringe, unpinches the tube and allow water to slowly enter stomach by gravity and pinches the tube just prior to syringe being completely emptied.
9.			Slowly pours formula into barrel of syringe and unpinched the tube to allow the formula to enter the stomach. Continuously refills the barrel before it completely empties, to prevent air from entering, until all of prescribed amount of formula has been poured into the syringe.
10.			Pinches G-tube when syringe has completely emptied of water.
11.			Pours prescribed amount of water into syringe, unpinches tube, and allows water to enter.
12.			Pinches G-tube when syringe has just completely emptied of water.
13.			Reinserts plug prior to unpinching tube.
14.			Documents that feeding has been given.
15.			Ensures that recipient sits up for at least 60 minutes after feeding is complete.

Based on this Competency Evaluation Tool, I _____
Name of RN/ARNP

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Name of Unlicensed Care Provider

is competent to administer medications via G/J tube to _____
Name of Recipient

Unlicensed Care Provider Signature

Date

Competency Evaluation Tool for Gastronomy (G) or Jejunostomy (J) Tube Water Flushes

Staff Name: _____ Date: _____

Name of Recipient: _____

	Pass Fail or N/A	Assessed By: (RN/ARNP name)	PROCEDURE FOR WATER FLUSHES
1.			Checks physician's orders.
2.			Gathers equipment.
3.			Informs recipient of what is being done.
4.			Checks placement of tube if part of recipient's G/J tube protocol.
5.			Positions recipient in correct position.
6.			Washes hands.
7.			Clamps?pinches G/J-tube before unplugging or disconnecting feeding.
8.			Places plug or hangs feeding bag tubing so that they remain free of contamination.
9.			While G/J-tube is still clamped/pinched separates barrel from plunger and places tip of syringe into tube.
10.			Pours prescribed amount of water into barrel of syringe, unclamps the tube and allows water to slowly enter stomach/intestines by gravity. (For J-tube may have to replace plunger back into barrel and push water in gently).
11.			Clamps tube when syringe has just completely emptied.
12.			Inserts plug or reconnects tube to pump tubing.
13.			If indicated – rechecks setting on pump, turns pump on, and unclamps tube.
14.			Documents that flush has been given.

Based on this Competency Evaluation Tool, I _____
Name of RN/ARNP

have determined that _____
Name of Unlicensed Care Provider

is competent to administer medications via G/J tube to _____
Name of Recipient

Unlicensed Care Provider Signature

Date