

**HAWLER MEDICAL UNIVERSITY  
COLLEGE OF NURSING  
LABORATORY AND CLINICAL EDUCATION**

**Procedure Evaluation Document (PED)**

<b>PROCEDURE:</b>		<b>Code</b>	<b>25-02</b>
<b>No.</b>	<b>Skill steps</b>	<b>Not achieved</b>	<b>Achieved</b>
1	Prepared the equipment: <ul style="list-style-type: none"> <li><input type="checkbox"/> Patient medical record</li> <li><input type="checkbox"/> Medication chart</li> <li><input type="checkbox"/> Sterile gloves 2x</li> <li><input type="checkbox"/> Sterile drape 2x</li> <li><input type="checkbox"/> Sterile gauze</li> <li><input type="checkbox"/> Sterile gown</li> <li><input type="checkbox"/> Povidone-iodine or Chlorhexidine (Hydrex)</li> <li><input type="checkbox"/> Bone marrow aspiration needle</li> <li><input type="checkbox"/> 11 or 13-gauge Jamshidi (Trepine) needle if required</li> <li><input type="checkbox"/> 25- and 22-gauge needles</li> <li><input type="checkbox"/> No. 11 scalpel blade</li> <li><input type="checkbox"/> Heparinized 10 cc syringe</li> <li><input type="checkbox"/> 2 cc and 10 cc syringes</li> <li><input type="checkbox"/> 1% lidocaine</li> <li><input type="checkbox"/> Glass slides and bottles as required by the laboratory</li> <li><input type="checkbox"/> Specimen bottle with formalin</li> <li><input type="checkbox"/> Sodium bicarbonate if</li> <li><input type="checkbox"/> 4" x 4" gauze</li> <li><input type="checkbox"/> Sterile pressure dressing</li> <li><input type="checkbox"/> Tape</li> <li><input type="checkbox"/> Hand rub gel</li> <li><input type="checkbox"/> Trolley</li> </ul>		
2	Verified the medical order bone marrow aspiration/biopsy.		
3	Checked results of coagulation studies and reported any abnormalities to the doctor.		
4	Performed hand hygiene using correct technique.		
5	Identified the patient using two identifiers.		
6	Performed Greeting, Introduction and Permission procedure (GIP).		
7	Provided privacy.		
8	Explained the procedure to the patient and answered any questions.		
9	Discussed the associated discomforts that may be experienced and possible interventions that may allay this discomfort. Answered the patient's questions if any.		
10	Administered premedication to the patient as prescribed.		
11	Checked that the informed consent has been signed.		
12	Adjusted the height of the bed to elbow height.		
13	Performed hand hygiene using correct technique.		
14	Assisted the patient to assume a prone position. If unable to maintain prone position, try a lateral position, with knees bent toward chest.		
15	Prepared the sterile field using sterile technique on a trolley (opened the sterile pack and dropped the sterile items into the sterile field without contamination of the items or the field).		
16	Assisted the doctor as required.		
17	Donned sterile gloves when the doctor finished aspiration.		
18	Applied direct pressure on site with sterile gauze for 5-15 minutes.		
19	Covered the site with sterile pressure dressing.		
20	Removed gloves.		

21	Instructed the patient to lie supine for about 15–30 minutes. The site should be kept dry with the pressure dressing in place for about 24 hours. Instructed the patient (if procedure done in outpatient setting) and to inform doctor: <input type="checkbox"/> to apply additional pressure to site if bleeding occurs through the dressing <input type="checkbox"/> to monitor puncture site for drainage, oedema, pain <input type="checkbox"/> to monitor the temperature ( if fever occurs, inform the doctor immediately)												
22	Checked the vital signs.												
23	Instructed the staff on the ward (if procedure not done on the ward): <input type="checkbox"/> to apply additional pressure to site if bleeding occurs through the dressing <input type="checkbox"/> to monitor puncture site for drainage, oedema, pain <input type="checkbox"/> to monitor the temperature and other vital signs regularly <input type="checkbox"/> to monitor for any other signs of infection or shock <input type="checkbox"/> if any of the above would occur to inform the doctor												
24	Labelled all the specimens correctly.												
25	Performed hand hygiene using correct technique.												
26	Documented the procedure and the results.												
27	Returned the equipment to the dedicated area.												
28	Arranged transport of the specimens to the laboratory as soon as possible.												
<b>1. SKILL EVALUATION 60%</b>													
<b>Steps</b>	0	1-3	4-6	7-9	10-12	13-14	15-17	18-20	21-23	24-26	27-28	Skill steps achieved	
<b>Points</b>	0	6	12	18	24	30	36	42	48	54	60	Skill points achieved	
<b>Level</b>	F						U	N	S	C	I	Skill level achieved	
<b>2. PROCEDURE ASPECTS EVALUATION 40%</b>													
<b>Rationale 10%</b>			<b>Patient Focus 10%</b>				<b>Professional Manner 10%</b>				<b>Time 10%</b>		
Failed	5		Failed	5			Failed	5			Failed	+10	5
Unsatisfactory	6		Unsatisfactory	6			Unsatisfactory	6			Unsatisfactory	+8	6
Novice	7		Novice	7			Novice	7			Novice	+6	7
Supervised	8		Supervised	8			Supervised	8			Supervised	+4	8
Competent	9		Competent	9			Competent	9			Competent	+2	9
Independent	10		Independent	10			Independent	10			Independent	TA	10
<b>Notes:</b>											Time allowed (TA)	<b>50</b>	
											Time achieved		
											Aspects points achieved		
<b>3. COMPLETE PROCEDURE EVALUATION 100%</b>													
≤50	51-60	61-70	71-80	81-90	91-100	Total points achieved							
<b>Failed</b>	<b>Unsatisfactory</b>	<b>Novice</b>	<b>Supervised</b>	<b>Competent</b>	<b>Independent</b>	Total level achieved							
Student			Signature					<b>Actual Mark/Out of</b>					
Teacher			Signature										
Clinical Area			Date										