

Daily Central Line Maintenance Checklist – Template

Patient Name/ID#: _____ Unit: _____ Room/Bed: _____

Date: _____

Person Completing Form: Name _____

Date of initial line placement: _____

Date implanted port accessed: _____

Date injection caps last changed: _____

Date administration set and add-on devices last changed: _____

Set used for: Continuous Infusion ☐ Intermittent Infusion ☐

Date dressing last changed: _____ Dressing type: Gauze ☐ Clear ☐

Critical Steps	Yes	No	N/A	Notes/Comments
Necessity assessed If no longer necessary, remove, indicating details of removal in the records (including date, location, and signature and name of operator undertaking removal).				
Injection sites are covered by caps or valved connectors				
Caps changed today				
Implanted ports newly accessed today				
Accessed with (indicate type and size of needle)				
Insertion site without evidence of infection				
Dressing intact and labeled properly				
Dressing changed today				
Catheter stabilized/no tension on line				
Administration set replaced and labeled this time?				

Procedural Reminders

Suspected Infection

- If central venous catheter infection is strongly suspected, replace catheter and all intravenous fluids, tubing, and caps.

Hand Hygiene

- Clean hands immediately before and after each episode of patient contact using the correct hand hygiene technique. (Use World Health Organization "My 5 Moments for Hand Hygiene".)

Cap Changes

- Sanitize caps with 2% chlorhexidine gluconate in 70% isopropyl alcohol before and after each use ("Scrub the Hub").
- Change caps when necessary using sterile gloves and mask, that is, after administering blood and if there is visual observation of blood in the caps.
- Change caps no more often than 72 hours (or according to the manufacturer's recommendations and whenever the administration set is changed).

Tubing Changes

- Replace administration sets and add-on devices no more frequently than every 96 hours, and at least every 7 days, after initiation of use, unless contamination occurs.
- Replace set and add-on devices within 24 hours of start of infusion if fluids that enhance microbial growth are infused (for example, fat emulsions combined with amino acids and glucose in three-in-one admixture or blood products infused separately).
- Change needleless components as often as the administration set and no more often than 72 hours.

Dressing Changes

- Change gauze dressing every 2 days, clear dressings every 7 days, unless dressing becomes damp, loosened, or visibly soiled then change.
- Use sterile gauze or sterile, transparent, semipermeable dressings.
- Perform catheter site care using 2% chlorhexidine gluconate in 70% isopropyl alcohol to clean the insertion site during dressing changes.