**Write or affix label**

Name: 
Address: 
CHI: 
DOB: 
Hospital & Ward: 

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**Adult Central Venous Cannula (CVC)**

**Insertion & Maintenance – General wards***

Please complete insertion details for each CVC inserted

Care & maintenance to be undertaken & documentation completed each day.  
(if CVC in longer than 7 days please use a further CVC Insertion & maintenance document as continuation to evidence maintenance)

*critical care areas will have existing insertion & maintenance bundles in use

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**Insertion – When inserting a CVC ensure that:**

1. Surgical scrub is performed before application of maximal sterile barrier precautions.
2. Sterile barrier precautions are used: hat, mask, sterile gown & sterile gloves (Operator & Assistant).
3. Sterile drape used to cover whole patient.
4. Aseptic technique maintained throughout insertion procedure.
5. Skin prepared by decontamination of the insertion site using 2% Chlorhexidine gluconate in 70% isopropyl alcohol and allowed to dry completely.
6. The Subclavian site is used if possible or internal jugular* vein. (The femoral site should be avoided whenever possible- if used record in variance section). [*IJ vein is the preferred site for CVC insertion by NHSGGC clinicians. This is in alignment with NHSGGC policy.]
7. A sterile, transparent semi-permeable dressing is used to cover the catheter site.

**CVC insertion details – please record any variances in section below**

<table>
<thead>
<tr>
<th>Where inserted:</th>
<th>ED □</th>
<th>Theatre □</th>
<th>ITU/HDU □</th>
<th>Interventional Radiology □</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ward/other</td>
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</tbody>
</table>

**Clinical indication**

<table>
<thead>
<tr>
<th>IV Fluids/IV Medication □</th>
<th>Chemotherapy □</th>
<th>Urgent access □</th>
<th>Total Parenteral Nutrition □</th>
<th>Haemodialysis □</th>
<th>Other Please state:</th>
</tr>
</thead>
</table>

**Insertion Criteria**

(If no: please explain in variance section below)

1. Surgical scrub
   - Yes □
   - No □
2. & 3. Maximal sterile barrier precautions
   - Yes □
   - No □
3. Aseptic technique
   - Yes □
   - No □
4. Skin prep
   - Yes □
   - No □
5. Subclavian or IJ vein used
   - Yes □
   - No □
6. Sterile transparent semi-permeable dressing affixed
   - Yes □
   - No □

**Type of CVC (Tunneled/Non-tunneled)** please record

- Real time Ultrasound Guidance
  - Yes □
  - No □
- If used: Guidewire removed & intact
  - Yes □
  - No □
  - N/A □
- Position tip confirmed by Chest X-ray (if applicable)
  - Yes □
  - No □
  - N/A □

**Needle free device placed on end port(s)**

(As per GGC protocol)

- Yes □
- No □
- N/A □

**Has there been more than one puncture attempt?**

- Yes □
- No □

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**Variance recording:**

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**Maintenance – When maintaining an inserted CVC and accessing the insertion site and line ensure that:**

If the patient has a Haemodialysis catheter and outwith Renal service, do not use unless an emergency and contact the Renal on call team as soon as possible for advice.

1. The requirement for the CVC in situ is reviewed and recorded on a daily basis.
2. The CVC dressing is intact. (If not intact, the dressing must be changed)
3. The CVC dressing has been changed in the last 7 days.
4. Chlorhexidine gluconate 2% in 70% isopropyl alcohol is used for cleaning the insertion site during dressing changes.
5. Hand hygiene is performed immediately before accessing the site or line
6. An antiseptic containing Chlorhexidine gluconate 2% in 70% isopropyl alcohol is used to clean the access hub (needle free device) for at least 15 seconds [Scrub the Hub]. Allow to dry completely before accessing line.

If lumen blocked: seek medical advice as soon as possible as this could potentiate complications.

**Maintenance – To be completed daily (Observe for signs and symptoms of local or systemic infection)**

<table>
<thead>
<tr>
<th>Day &amp; Date</th>
<th>Has the need for CVC been reviewed today?</th>
<th>Any sign of CVC infection?</th>
<th>The CVC dressing is intact?</th>
<th>Hand hygiene performed?</th>
<th>Exit site, line and hubs cleaned with 2% Chlorhexidine in 70% IPA</th>
<th>Aseptic non touch technique used?</th>
<th>CVC is locked/ flushed as per local guidelines</th>
<th>What has been done?</th>
<th>Date dressing due changed</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>Yes ☐ No ☐                             Yes ☐ No ☐                   Yes ☐ No ☐                    Yes ☐ No ☐                Yes ☐ No ☐                           Yes ☐ No ☐                     Yes ☐ No ☐                         Yes ☐ No ☐                  Left in situ Removed Redressed ☐</td>
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<td>Day 2</td>
<td>Yes ☐ No ☐                             Yes ☐ No ☐                   Yes ☐ No ☐                    Yes ☐ No ☐                Yes ☐ No ☐                           Yes ☐ No ☐                     Yes ☐ No ☐                         Yes ☐ No ☐                  Left in situ Removed Redressed ☐</td>
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<td>Day 3</td>
<td>Yes ☐ No ☐                             Yes ☐ No ☐                   Yes ☐ No ☐                    Yes ☐ No ☐                Yes ☐ No ☐                           Yes ☐ No ☐                     Yes ☐ No ☐                         Yes ☐ No ☐                  Left in situ Removed Redressed ☐</td>
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<td>DAY 4</td>
<td>Yes ☐ No ☐                             Yes ☐ No ☐                   Yes ☐ No ☐                    Yes ☐ No ☐                Yes ☐ No ☐                           Yes ☐ No ☐                     Yes ☐ No ☐                         Yes ☐ No ☐                  Left in situ Removed Redressed ☐</td>
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<td>Day 5</td>
<td>Yes ☐ No ☐                             Yes ☐ No ☐                   Yes ☐ No ☐                    Yes ☐ No ☐                Yes ☐ No ☐                           Yes ☐ No ☐                     Yes ☐ No ☐                         Yes ☐ No ☐                  Left in situ Removed Redressed ☐</td>
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<td>Day 6</td>
<td>Yes ☐ No ☐                             Yes ☐ No ☐                   Yes ☐ No ☐                    Yes ☐ No ☐                Yes ☐ No ☐                           Yes ☐ No ☐                     Yes ☐ No ☐                         Yes ☐ No ☐                  Left in situ Removed Redressed ☐</td>
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<td>Day 7</td>
<td>Yes ☐ No ☐                             Yes ☐ No ☐                   Yes ☐ No ☐                    Yes ☐ No ☐                Yes ☐ No ☐                           Yes ☐ No ☐                     Yes ☐ No ☐                         Yes ☐ No ☐                  Left in situ Removed Redressed ☐</td>
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If CVC remains in situ for greater than 7 days - please use a continuation sheet to record daily maintenance.

**Reason for removal**

- Exit site infection ☐
- Bacteraemia ☐
- Poor flow/dysfunction ☐
- Leak/bleed ☐
- End of treatment ☐
- Other:

If infection suspected, the catheter tip should be sent to Microbiology for culture & sensitivity.