

# Competency Verification Record (CVR)

## UVA Health

### Blood Administration RN

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_ Date Due: \_\_\_\_\_

**Disclaimer:** Competency Verification Records (CVR) are temporarily stored in the Department’s competency filing system until completion has been recorded on a permanent competency form (e.g., OCA, ACR). The CVR requires a validator’s signature.

**Transfer of CVR to Permanent Record:** With this record of a validated competency, the preceptor, Dept. NEC, manager, or their designee locates the matching competency statement on the Annual Competency Record (ACR), Orientation Competency Assessment (OCA) Regional Competency Assessment (RCA), or Department Specific Competency (DSC) form. *(If the statement is not present, it can be written-in.)* The competency statement is then initialed and dated as complete.

<b>Competency Statement:</b>	Demonstrates competency in administration of blood products according to the Blood Product Administration SOP and the UVA Blood Transfusion Guidelines	
<b>Validator(s):</b>	RN who has completed the CVR for Blood Administration	
<b>Validator Documentation Instructions:</b>	Validator documents method of validation (below) and initials each skill box once completed <b>and</b> places their full name, signature, and completion date at the end of the document.	
<b>Method of Validation:</b>  Methods for this competency are in bold	<b>DO</b>	<b>Direct Observation – Return demonstration or evidence of daily work.</b>
	<b>T</b>	<b>Test: Written or oral assessments, surveys or worksheets, completion of CBL pre-quiz.</b>
	<b>S</b>	<b>Simulation (if needed)</b>
	C	Case Study/ Scenarios: Create/share a story of a situation then ask questions that capture the nature of the competency that is being referenced.
	D	Discussion: Identify questions related to a competency and ask orientee to provide an example of their real-life experiences.
	R	Reflection: A debriefing of an actual event or a discussion of a hypothetical situation.
	QI	Quality Improvement Monitoring: Audits or compliance checks on actual work or documentation to ensure the competency is completed.
	N/A	If the specific product or process step is not used in the respective area or by the respective role, then this step is deemed N/A.
<b>Validation Instructions:</b>	Before beginning the CVR check-off process, first ask RN for validation of CBL pre-quiz completion	

Demonstrated Skill Behaviors for Competency	Method of Validation	Evaluator’s Initials
<ul style="list-style-type: none"> <li>• <b>Prior to requesting release of blood product</b> from the blood bank, the RN verifies presence of:               <ul style="list-style-type: none"> <li>○ Transfusion order</li> <li>○ Valid blood consent form</li> <li>○ Valid, in-date Type and Hold (RBCs)</li> <li>○ Valid, in-date Typenex armband on patient (RBCs)</li> <li>○ Patent patient IV access dedicated for blood products</li> </ul> </li> </ul>		

CVR Template: Created 11/10/2018; Revised; 11/21/2018; 12/29/2022; 6/8/2023; 9/18/2023

Name of CVR: Blood Administration RN

Date CVR Created: Sept 2023 Date CVR Revised: n/a

Subject Matter Expert(s): Marlene Mayberry, RN; Transfusion Safety Officer RN

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Demonstrated Skill Behaviors for Competency	Method of Validation	Evaluator's Initials
<ul style="list-style-type: none"> <li>○ Prepares the appropriate administration equipment <ul style="list-style-type: none"> <li>▪ Alaris pump, Alaris Blood Filter Tubing Set, (Normal Saline is optional)</li> </ul> </li> <li>○ If pre-medications are ordered, the RN <ul style="list-style-type: none"> <li>▪ Administers oral medications 30 min before starting the transfusion</li> <li>▪ Administers IV medication immediately before starting the transfusion</li> </ul> </li> </ul>		
<p><b><i>This step is for 7 Acute Pediatrics ONLY</i></b></p> <p>When blood component arrives to unit:</p> <ul style="list-style-type: none"> <li>● In the Medication Room/Prep Room, the RN verifies with another RN: <ul style="list-style-type: none"> <li>○ Correct blood product matches the product order in Epic</li> <li>○ Information on product Transfusion Tag matches information on the blood unit product label</li> </ul> </li> <li>● Spikes product and primes tubing</li> <li>● Completes remaining steps (performing Transfusion Time-Out at the patient's bedside prior to administration, etc.)</li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Prior to Transfusion, the RN</b> <ul style="list-style-type: none"> <li>○ Provides patient/family education</li> <li>○ Obtains and documents vital signs within 30 minutes of transfusion start time</li> <li>○ Finds a second RN and completes each step in the 2-person verification process <b>using the <i>Transfusion Time Out Standard Work form</i></b> that is sent with the blood product or found in reference page of Blood Administration SOP</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>● <b>BPAM- Blood Product Administration Module</b> <ul style="list-style-type: none"> <li>○ If no discrepancy is identified during the <i>Transfusion Time Out</i>, RN proceeds to patient's chart in Epic and scans <ul style="list-style-type: none"> <li>▪ the barcode on the patient's ID armband</li> <li>▪ the two barcodes on the left of the blood bag label (in any order)</li> </ul> </li> <li>○ RN Follows BPAM prompts and has verifier sign off in Epic</li> </ul> <p><i>(RN knows to access the "Print-Scan Epic Tips" icon on the desktop if there are any errors related to scanning the blood product)</i></p> </li> </ul>		
<ul style="list-style-type: none"> <li>● <b>RN starts the transfusion</b> <ul style="list-style-type: none"> <li>○ Don gloves</li> <li>○ Flush IV with normal saline</li> <li>○ Primes blood filter tubing with blood product or with normal saline</li> </ul> </li> </ul>		

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<ul style="list-style-type: none"> <li>○ Begins transfusion at a slower rate for the first 15 min while monitoring patient for any adverse reactions <ul style="list-style-type: none"> <li>▪ Rate of 1-2 ml/min (60-120 ml/hr)</li> </ul> </li> <li>○ After 15 min, records vital signs and if patient's condition is satisfactory, <ul style="list-style-type: none"> <li>▪ (If applicable, sets to the rate specified in provider's order)</li> <li>▪ Otherwise, the rate of infusion can be increased (2-5 ml/min depending on patient's health history)</li> </ul> </li> <li>○ Educates patient on what to report immediately <ul style="list-style-type: none"> <li>▪ Chills</li> <li>▪ Itching</li> <li>▪ Rashes</li> <li>▪ Muscle aches</li> <li>▪ SOB</li> <li>▪ Anxiety/restlessness</li> <li>▪ Or any other acute change</li> </ul> </li> <li>○ RN verifies that the transfusion tag stays attached to blood product until completion of transfusion</li> </ul> <ul style="list-style-type: none"> <li>● <b>For a suspected reaction occurrence, the RN</b> <ul style="list-style-type: none"> <li>○ <b>STOPS the transfusion immediately</b></li> <li>○ Follows the Steps on the Back of the Transfusion Tag</li> <li>○ Notifies Physician and Contacts Blood Bank (4-2273)</li> <li>○ Documents in Epic under "Suspected Transfusion Reaction"</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>● <b>RN Completes the Transfusion</b> <ul style="list-style-type: none"> <li>○ Within 4 hours of blood bank issue time (issue time stamped on the transfusion tag) <ul style="list-style-type: none"> <li>▪ Platelets- 4 hours from start of transfusion</li> </ul> </li> <li>○ Obtains and documents post-transfusion vital signs within 30 min of completion</li> <li>○ Correctly completes transfusion in Epic and records total volume transfused</li> <li>○ Disposes of blood bag, transfusion tag, and accompanying tubing in regulated medical waste (Red Bin)</li> </ul> </li> </ul>		
<ul style="list-style-type: none"> <li>● <b>Guidelines &amp; SOP</b> <ul style="list-style-type: none"> <li>○ RN demonstrates how to access the Transfusion Guidelines on the computer desktop</li> <li>○ RN demonstrates how to access the Blood Product Administration SOP in PolicyTech</li> </ul> </li> </ul>		

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*Competency Verified by:*

\_\_\_\_\_ Date: \_\_\_\_\_  
*Validator's Name (printed)*                      *Validator's signature*

**References:**

Blood Product Administration SOP  
Medical Center Clinical Practice Guideline: Transfusion Guidelines  
Standards for Blood Banks and Transfusion Services, AABB 33<sup>rd</sup> Ed.