

## Competency Verification Record (CVR) UVA Health Epidural Positioning Device (EPD) – 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 how to properly position patient for epidural placement using the Epidural Positioning Device (EPD).	
<b>Validator(s):</b>	RN competent in the use of the Epidural Positioning Device (EPD)	
<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>	DO	Direct Observation – Return demonstration or evidence of daily work.
	T	Test: Written or oral assessments, surveys or worksheets, passing grade on a CBL test.
	S	Simulation
	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>	Ensure the team member completes identified behaviors for competency using established method of validation. As the Evaluator, initial each row once the behavior has been demonstrated.	

Demonstrated Skill Behaviors for Competency (Critical Behaviors in Bold)	Method of Validation	Evaluator’s Initials
• Gather equipment and supplies.	DO	
• Place clean, Latex-free Sani-Cover on the Face Rest	DO	
• Position the patient by having the patient sit squarely on the bed/stretchers	DO	
• Roll or move the Epidural Positioning Device (EPD) in front of the patient	DO	
• Lock wheel casters by pushing downward on BOTH brake levers	DO	

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

Name of CVR: Epidural Positioning Device (EPD);

Date CVR Created: 9/27/2023 Date CVR Revised: N/A

Subject Matter Expert(s): Kimberly Suphal-White, MSN-CNL, C-EFM

**Competency Verification Record (CVR)**  
**UVA Health**  
**Epidural Positioning Device (EPD) – RN**

<b>Demonstrated Skill Behaviors for Competency (Critical Behaviors in Bold)</b>	<b>Method of Validation</b>	<b>Evaluator's Initials</b>
<ul style="list-style-type: none"> <li>• Adjust top section of the EPD to the desired height (Note: EPD should be slightly below the level of the patient's head) <ul style="list-style-type: none"> <li>○ Turn handle counterclockwise to adjust; Turn handle clockwise to lock the device in place</li> </ul> </li> </ul>	DO	
<ul style="list-style-type: none"> <li>• Have the patient lean forward with face resting on the face rest and arms resting on the arm rest</li> </ul>	DO	
<ul style="list-style-type: none"> <li>• Adjust the Face Cradle per LIP request</li> </ul>	DO	
<ul style="list-style-type: none"> <li>• Adjust the arm rests by pulling out the indexing plunger pin and sliding into appropriate position</li> </ul>	DO	
<ul style="list-style-type: none"> <li>• Adjust the footrests using the indexing footrest plunger to appropriate position</li> </ul>	DO	
<ul style="list-style-type: none"> <li>• Adjust the chest support by loosening the knob to push the chest cushion against the patient's chest (allowing for appropriate lumbar and thoracic flexion of the back)</li> </ul>	DO	
<ul style="list-style-type: none"> <li>• Support and reassure the patient during the epidural procedure</li> </ul>	DO	
<ul style="list-style-type: none"> <li>• After the procedure, assist the patient into a normal sitting position</li> </ul>	DO	
<ul style="list-style-type: none"> <li>• Unlock the wheel casters by lifting brake levers to remove the EPD</li> </ul>	DO	
<ul style="list-style-type: none"> <li>• Clean EPD with Sani-Cloth and return to designated storage area</li> </ul> <p style="color: red; margin-left: 20px;"><b>Note: Do not use any alcohol-based cleaning products on the EPD</b></p>	DO	

**Reference Table/Pictures if applicable:** N/A

*Competency Verified by:*

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

**Validator List September 2023:**

Shelby Spann, RN, Meredith Dyer, RN, Flodesha Winston, RN, Robin Uglow, RN, Karlie Smith, RN, Kimberly White, RN

**References:**

[Women's Services Labor and Delivery Epidural Guideline — Documentation Site \(virginia.edu\)](https://www.virginia.edu/womens-services/labor-and-delivery/epidural-guideline)

[E-EPD \(Electric Epidural Positioning Device\) - Pivotal Health Solutions](#)