



Diabetes Aide Clinical/Skills Lab Competency Checklists

Instructions: The RN instructor must use these Competency Checklists during the 5-hour clinical/skills lab to verify competence for the tasks* that will be delegated to the Diabetes Aide. RN instructor to student ratio: 1:1.

**If the diabetes care plan changes and a task that was not demonstrated is later required; the RN instructor must provide education and validate competency for that skill.*

A delegating RN should revalidate competence annually; the RN to student ratio should be 1:1.

Maintain completed checklists in the Diabetes Aide’s employment file per facility policy.

Blood Glucose Monitoring

Demonstration of Blood Glucose Monitoring:	Pass	Fail	Date Retraining Completed	Pass	Fail
1. Identifies appropriate location to perform blood glucose monitoring					
2. Washes hands					
3. Gathers, assembles supplies: meter, test strips, lancing device & lancet, gloves, cotton balls, and alcohol wipes					
4. Verifies test strip expiration date					
5. Puts gloves on					
6. Prepares lancing device					
7. Inserts test strip/turns meter on					
8. Cleanses skin appropriately with alcohol wipe or ensures that person with diabetes washes hands with soap and water					
9. Lances finger or selected area appropriately					
10. Obtains appropriate blood sample size necessary for test strip					
11. Places blood onto test strip correctly					
12. Places cotton ball or tissue over lanced area					
13. Reads result on meter					
14. Records glucose result appropriately					
15. Turns meter off/removes test strip					
16. Disposes of strip, gloves, other supplies and cleans area appropriately					
17. Washes hands					

Demonstrated the following:	Pass	Fail	Date Retraining Completed	Pass	Fail
• Handled client/student carefully and respectfully when performing tasks					
• Recorded the right documentation per agency policy (i.e. date, time, drug name, dosage, route, application site, name, initials)					
• Reported and recorded observations/concerns appropriately					
• Consistently adhered to standard precautions					

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Diabetes Aide Clinical/Skills Lab Competency Checklists

Carbohydrate (Carb) Counting & Identification of Insulin Dose

Demonstration of Carbohydrate (Carb) Counting & Identifies Insulin Dose:	Pass	Fail	Date Retraining Completed	Pass	Fail
1. Reviews client/student information: a. Specific insulin to carb ratio order from physician b. Specific instructions on MAR or Diabetes Medical Management Plan (DMMP) c. Client/student ability to participate in procedure					
2. Gathers supplies: nutrition label or carb reference (e.g. Calorie King book), pencil/pen, paper, and calculator, insulin dose					
3. Identifies time when insulin should be administered					
4. Verifies client/student insulin to carb ratio per physician order/DMMP					
5. Correctly counts number of grams/servings of carb intake for 3 different meals (15 gm = 1 carb serving)					
6. Correctly uses insulin dose worksheet to determine insulin dose.					

Demonstrated the following:	Pass	Fail	Date Retraining Completed	Pass	Fail
• Handled client/student carefully and respectfully when performing tasks					
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Diabetes Aide Clinical/Skills Lab Competency Checklists

Insulin Administration with Vial and Syringe

Demonstration of Insulin Administration with Vial and Syringe:	Pass	Fail	Date Retraining Completed	Pass	Fail
1. Identifies appropriate location to perform procedure					
2. Washes hands					
3. Gathers supplies: gloves, insulin bottle, syringe, alcohol wipes, cotton ball, and sharps container					
4. Verifies expiration date and discard date (based on date vials opened) on bottle					
5. Verifies right client/student					
6. Verifies insulin dose					
7. Puts gloves on					
8. If using cloudy insulin (NPH or pre-mixed insulin) rolls vial between the palms of hands until evenly mixed					
9. Wipes top of insulin bottle with alcohol wipe and allows it to dry for a few seconds					
10. Pulls syringe plunger down to let appropriate units of air into syringe equal to amount of insulin to be drawn up					
11. Pushes needle through center of rubber top on insulin bottle					
12. Pushes air into bottle and leaves needle in bottle					
13. Turns insulin bottle and syringe upside down					
14. Slowly pulls syringe plunger down to correct number of units					
15. Looks for air bubbles					
16. If air bubbles, taps syringe to raise bubbles to top, pushes bubbles back into bottle, then slowly pulls plunger down to correct number of units					
17. Checks for correct number of units in syringe, removes needle from bottle					
18. Assists client/student to select appropriate injection site					
19. Cleanses skin appropriately with alcohol wipe, allows it to dry for a few seconds					
20. Inserts needle into skin appropriately					
21. Pushes plunger in to administer insulin, counts to 10					
22. Removes needle from skin and applies gentle pressure with cotton ball as needed.					
23. Disposes of syringe, without recapping, into sharps container					
24. Removes gloves					
25. Documents blood glucose result, insulin dose, and injection site appropriately					

Demonstrated the following:	Pass	Fail	Date Retraining Completed	Pass	Fail
• Handled client/student carefully and respectfully when performing tasks					
• Recorded the right documentation per agency policy (i.e. date, time, drug name, dosage, route, application site, name, initials)					
• Reported and recorded observations/concerns appropriately					
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Diabetes Aide Clinical/Skills Lab Competency Checklists

Insulin Administration with Pen Device

Demonstration of Insulin Administration with Pen Device:	Pass	Fail	Date Retraining Completed	Pass	Fail
1. Identifies appropriate location to perform procedure					
2. Washes hands					
3. Gathers supplies: gloves, insulin pen, insulin cartridge (if needs to be changed), pen needle, safety pen needle, alcohol wipes, cotton ball, sharps container					
4. Verifies expiration date and discard date of insulin (based on date pen opened)					
5. Verifies right client/student					
6. Verifies insulin dose					
7. Puts gloves on					
8. Removes the cap from the pen					
9. If using a cloudy insulin (NPH or a pre-mixed insulin) rolls the pen 10 times then rotates it 10 times until insulin is evenly mixed					
10. Loads insulin cartridge (if needed), wipes insulin pen top with alcohol wipe, allows to dry for a few seconds					
11. Peels paper off end of pen needle and gently twists needle firmly in place					
12. Removes outer and inner needle caps; places on table					
13. Dials or turns knob to "2" to prime pen with 2 units of insulin					
14. Holds pen with needle pointing up. Pushes on plunger, watches for drops or stream of insulin to come out the end of needle. Repeats if needed until insulin comes out					
15. Checks to make sure the dial is back on "0"					
16. Dials or turns knob to the number of units needed. Double checks for correct number					
17. Selects appropriate injection site					
18. Cleans skin with alcohol wipe, allows it to dry for a few seconds					
19. Inserts the needle into the skin: <ul style="list-style-type: none"> 4 mm or 5 mm needle: insert at 90 degree angle with no skin pinch 6 mm or 8 mm needle: insert at 90 degree angle with a small skin pinch 					
20. Pushes the plunger all the way down. Counts to 10. Checks that dial returned to "0"					
21. Removes needle and applies gentle pressure with cotton ball as needed					
22. Removes needle from the end of the pen <ul style="list-style-type: none"> If using safety needle, twists needle off end of pen If using patient needle, gives pen to client to remove needle (as appropriate) 					
23. Disposes of needle in a sharps container					
24. Replaces cap on the pen					
25. Removes gloves					
26. Appropriately documents: blood glucose result, insulin dose, and injection site					

Demonstrated the following:	Pass	Fail	Date Retraining Completed	Pass	Fail
<ul style="list-style-type: none"> Handled client/student carefully and respectfully when performing tasks 					
<ul style="list-style-type: none"> Recorded the right documentation per agency policy (i.e. date, time, drug name, dosage, route, application site, name, initials) 					
<ul style="list-style-type: none"> Reported and recorded observations/concerns appropriately 					
<ul style="list-style-type: none"> Consistently adhered to standard precautions 					

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Diabetes Aide Clinical/Skills Lab Competency Checklists

Insulin Administration with Pump Device

Demonstration of Insulin Administration with Pump Device:	Pass	Fail	Date Retraining Completed	Pass	Fail
1. Identifies appropriate location to perform procedure					
2. Washes hands					
3. Verifies right client/student					
4. Checks insulin pump infusion site to ensure site is intact					
5. Obtains pre-meal blood glucose test result					
6. Determines total carbohydrate grams from meal					
7. Appropriately follows pump steps to enter glucose value and carbohydrate grams value into pump					
8. Double checks correct glucose value and carbohydrate grams were entered into pump					
9. Appropriately delivers meal insulin bolus					
10. Verifies bolus is being delivered					
11. Documents dose, blood glucose and carbohydrate grams appropriately					
12. Demonstrates how to suspend insulin delivery and disconnect pump as appropriate					

Demonstrated the following:	Pass	Fail	Date Retraining Completed	Pass	Fail
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Glucagon Administration

Demonstration of Glucagon Administration:	Pass	Fail	Date Retraining Completed	Pass	Fail
1. Identifies the following emergency steps for severe hypoglycemia :					
a. Signs and symptoms of hypoglycemia					
b. Sends someone to call EMS/911 and to notify RN and spouse/guardian/parent					
c. Maintains open airway					
d. Gives glucose gel in buccal pouch, if ordered					
e. Gives glucose tablet or food when client/student is awake and able to swallow					
f. Remains with client/student until EMS arrives					
2. Washes hands					
3. Gathers supplies: glucagon, gloves, alcohol wipes, cotton ball					
4. Verifies expiration date of glucagon					
5. Verifies right client/student and that he/she is unable to safely take oral carbohydrate					
6. Verifies glucagon dose					
7. Puts gloves on					
Glucagon Kit:					
a. Removes flip-off seal from vial of glucagon					
b. Removes needle cover from syringe					
c. Injects entire contents of syringe into vial of glucagon powder (held upright)					
d. Swirls vial gently until dissolved/clear					
e. Holds vial upside down, withdraws all solution from the vial into syringe					
f. Withdraws needle from vial, hold syringe upright, and remove air/bubbles from syringe					
g. Slowly pushes syringe plunger to correct glucagon dose					
h. Exposes injection site (upper, outer area of thigh or arm); cleanses skin appropriately					
i. Administers intramuscular (IM) injection: inserts needle to appropriate depth/angle into tissue of injection site and injects glucagon					
j. Withdraws needle and presses gently with alcohol wipe or cotton ball					
Baqsimi					
a. Remove shrink wrap by pulling red stripe					
b. Open lid and remove device					
c. Hold device between fingers and thumb					
d. Insert tip gently in one nostril until fingers touch the nose					
e. Push plunger firmly all the way in – dose is complete when green line disappears					
GVOKE					
a. Open pouch					
b. Pull off red cap					
c. Choose injection site and clean skin					
d. Push down on skin to start					
e. Hold down for 5 seconds and wait for window to turn red					
8. Turns client/student onto abdomen or side position					
9. Remains with client/student to monitor closely until emergency personnel arrive					
10. Disposes of used supplies appropriately					
11. Documents appropriately					
Demonstrated the following:	Pass	Fail	Date Retraining Completed	Pass	Fail
• Handled client/student carefully and respectfully when performing tasks					
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