



<b>Client's Name:</b>
<b>PHIN:</b>
<b>Resource Coordinator:</b>
<b>Office Location:</b>

<b>HOME CARE ATTENDANT ASSIGNMENT TASK TRAINING RECORD - Gastrostomy Tube Feed by Gravity</b>			
HCA Name: _____			
Date Trained: _____			
<b>Steps to review with Home Care Attendant</b>	<b>Met</b>	<b>Not Met</b>	<b>Comments</b>
1. Verify client identification using 2 client identifiers.			
2. Wash hands.			
3. Gather supplies; feeding set, formula, 10-20 ml syringe, cup of water and Intravenous (IV) pole.			
4. Ensure that the feeding tube is in correct position and properly secured.			
5. Close roller clamp on tubing.			
6. Apply disposable gloves.			
7. Fill feeding bag with correct amount of formula. Replace cap on the feeding bag.			
8. Hang feeding bag on IV pole.			
9. Squeeze drop chamber to "fill" line.			
10. Close roller clamp.			
11. Flush feeding tube with amount of water indicated on care plan. If it does not flush easily, stop and notify Resource Coordinator/family.			
12. Connect feeding set end to feeding tube.			
13. Gradually open roller clamp on tubing set and adjust rate of flow to the time period identified on the care plan.			
14. When feeding is complete, close roller clamp and disconnect feeding set end from feeding tube.			
15. Flush feeding tube with amount of water indicated on care plan.			
16. Put cap back on feeding port of tube.			
17. Wash feeding set.			
18. Clean and replace equipment. Discard disposable items.			
19. Remove disposable gloves and discard.			
20. Wash hands.			
21. Document correctly on the Home Care Medication Assignment Record – Home Care Attendant.			

**Nurse Signature:** \_\_\_\_\_

**Home Care Attendant Signature:** \_\_\_\_\_

**FORWARD TO NURSE EDUCATOR – CLIENT SPECIFIC SERVICES WITHIN 24-48 HOURS**

Procura Entry Completed

Reviewed by: \_\_\_\_\_