



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

**HOME CARE ATTENDANT ASSIGNMENT TASK TRAINING RECORD - Oxygen Therapy**

HCA Name: \_\_\_\_\_  
 Date Trained: \_\_\_\_\_

Steps to review with Home Care Attendant	Met	Not Met	Comments
1. Wash Hands.			
<b>Concentrator-Flow Rate Already Set (client/family)</b> 1. Attach tubing to oxygen outlet valve. 2. Push off/on button to start flow of oxygen.  <b>Oxygen Cylinder (attaching the regulator)</b> 1. Remove protective tape from around neck of cylinder. 2. Open cylinder valve: turn counterclockwise. 3. Slide regulator over neck of oxygen cylinder. 4. Hand tighten Tee screw on regulator by turning it clockwise. 5. Attach tubing to regulator. 6. Open oxygen tank by using wrench provided.  <b>Cleaning and Changing of Tubing</b> a) Once a day remove nasal cannula or mask and wipe it all down with a clean damp cloth. b) Replace nasal cannula every 2 weeks. c) Replace straight tubing every 3 months.  <b>To Clean Tubing (for client using humidity only)</b> a) Use 60 cc syringe and force vinegar and water solution through tubing and cannula. b) Rinse with water, check tubing for leaks, wipe exterior of tubing with a damp cloth. c) To dry tubing, connect to the oxygen tank and open at 8 litres for 5 minutes. d) Stretch all new tubing before attaching to equipment.			
2. Wash hands.			
3. Document correctly on the Home Care Treatment/Care Plan Activity 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: \_\_\_\_\_