

SPECIALIZED PROCEDURE FORMAT

1. **SUBJECT OR TITLE:** (e.g. Enteral feeding, gravity or via asepto syringe, intermittent or continuous. However you want to convey subject to your staff).
2. **PURPOSE:** (e.g. To provide nutrition, hydration and administer medication to the client).
3. **WHO MAY PERFORM THIS PROCEDURE:** RN, LVN and attendant care staff who have been trained, certified, and are provided on-going monitoring by the registered nurse.
4. **EQUIPMENT LIST:** List all equipment necessary to carry out the procedure based upon the subject title (e.g. See two examples below necessary for enteral feeding).
 - a. Formula at room temperature.
 - b. 60 cc syringe.
 - c.

5. **PROCEDURE:** List step by step process used to perform the procedure and the rationale for the action if you need to draw particular attention to the step. Beginning steps include:

Steps	Rationale
1. Check physician's order.	
2. Wash your hands.	Supports infection control.
3. Gather equipment.	
4. Explain the procedure to client.	Helps to relax client.
5. Provide privacy for client.	

6. **DOCUMENTATION:** Indicate under this heading, where, what and how often staff are to document the procedure. Documentation should be individualized to a specific procedure and client health care needs and response. Include how client tolerated procedure, procedure completed, vital signs, B/P and respiratory status when appropriate. Note any changes, problems, complications and/or signs and symptoms of infection, who notified, actions taken, and were they effective.

The specialized procedure is individualized to the facility. The procedure is to be developed from the most current literature and guidelines based on sound nursing practices and not copies from published books and manuals. Individualized delivery of the procedure is indicated in the client's *Health Care Plan*, including any physician's orders that further clarify or specify how the procedure is to be done. The staff are to be trained in the general procedure and in specific procedures for specific clients. The training is to be documented in the employees' file, as well as the client's record.