

CHECK LIST FOR INSERTION OF IUCD

(TO BE COMPLETED BY FACILITATOR OR ASSESSOR)\

Rate the performance of each step by using the following rating scale:

- 0. Needs improvement:** Step or task not performed correctly, out of sequence or is omitted
- 1. Competently performed:** Step or task performed correctly, in proper sequence but participant does not progress from step to step efficiently
- 2. Proficiently performed:** Step or task efficiently and precisely performed in proper sequence

Learners Name: _____ **Date:** _____

STEP/TASK		ASSESSMENTS 1 & 2	
GETTING READY			
1.	Ensures that a High-Level Disinfected pan (or sterile pack), supplies and source of light are available and ready for use.		
2.	Ensures that the client has emptied her bladder		
3.	Ensures that client washes and rinses her perineal area.		
4.	Asks the client on to the examination bed		
5.	Tells the client what is going to be done, asks her if she has any questions		
6.	Washes hands thoroughly.		
DURING PROCEDURE			
7.	Puts on sterile surgical gloves		
8.	Gently inserts the speculum to visualize the cervix and cleanses the cervical os and vaginal wall with antiseptic.		
9.	Gently grasps the cervix with the tenaculum and applies gentle traction to straighten the cervical canal to ease insertion.		
10.	Inserts the uterine sound using the "no touch" technique		
11.	Loads the IUCD in its sterile pack.		
12.	Sets the blue depth-gauge to the measurement of the uterus		
13.	Carefully inserts the loaded IUCD and releases it into the uterus using the "withdrawal" technique.		
14.	Gently pushes the insertion tube upward again until a slight resistance is felt		
15.	Withdraws the rod and partially withdraws the insertion tube until the IUCD strings can be seen.		
16.	Uses sharp Mayo scissors to cut the IUCD strings to 3-4 cm length.		
17.	Gently removes the tenaculum and inspects the cervix for bleeding.		
18.	Places the speculum and tenaculum in 0.5% of chlorine solution for decontamination.		
19.	Asks how the client is feeling and begins performing the post insertion steps.		

STEP/TASK		ASSESSMENTS 1 & 2	
AFTER PROCEDURE			
20.	Before removing gloves, places all used instruments in 0.5% chlorine solution for ten (10) minutes for decontamination.		
21.	Properly disposes of used materials		
22.	Processes gloves according to recommended infection prevention practices.		
23.	Washes hands thoroughly and air dries them		
24.	Provides post insertion instructions (key messages for IUCD users):		
25.	Decontaminates the examination table.		
26.	Documents whatever has been done		
TOTAL SCORE			

FORMULA

Provider/Learners score _____x100

No. of steps/tasks x 2 (Maximum number of rating scale)

1st Assessor

Name of Assessor _____

Designation _____

Signature _____

Date _____

Comments/Remedial Plan _____

Learner's Signature _____

2nd Assessor

Name of Assessor _____

Designation _____

Signature _____

Date _____

Comments/Remedial Plan _____

Learner's Signature _____

CHECK LIST FOR REMOVAL OF IUCD

(TO BE COMPLETED BY FACILITATOR OR ASSESSOR)

Rate the performance of each step by using the following rating scale:

0. **Needs improvement:** Step or task not performed correctly, out of sequence or is omitted
1. **Competently performed:** Step or task performed correctly, in proper sequence but participant does not progress from step to step efficiently
2. **Proficiently performed:** Step or task efficiently and precisely performed in proper sequence

Learners Name: _____ **Date:** _____

STEP/TASK		ASSESSMENTS 1 & 2	
GETTING READY			
1.	Asks the client her reason for having the IUCD removed		
2.	Determines whether she (client) will have another IUCD inserted immediately, starts a different method or neither.		
3.	Ensures that equipment and supplies are available and ready to use.		
4.	Ensures that the client has emptied the bladder		
5.	Ensures that the client has washed and rinsed the perineal area.		
6.	Ensures the client gets on to the examination bed		
7.	Tells the client what is going to be done, asks if she has any questions		
8.	Washes hands thoroughly and allows them to air dry		
DURING PROCEDURE			
9.	Puts on sterile surgical gloves		
10.	Provides an overview of the procedure and reminds her to talk if she feels any pain		
11.	Gently inserts the speculum to visualize the strings and cleanses the cervical os and vaginal wall with antiseptic.		
12.	Communicates to the client continuously throughout the procedure.		
13.	Grasps the IUCD strings close to the cervix with a narrow and long forceps.		
14.	Applies steady but gentle traction, pulling the strings out wards to remove the IUCD without using excessive force.		
15.	Shows the IUCD to the client		
16.	Decontaminated the IUCD.		
17.	If the client is having a new IUCD inserted, inserts it if appropriate. If not going to have a new IUCD inserted, gently removes the speculum and decontaminates it.		
18.	Asks how the client is feeling and begins performing the post removal steps.		

AFTER PROCEDURE			
19.	Before removing gloves, decontaminates all the used instruments.		
20.	Disposes of all waste materials in a leak-proof container with fitting lid.		
21.	Immerses both gloved hands in 0.5% chlorine solution and removes them by turning inside out.		
22.	Washes hands thoroughly with soap and water and allows them to air dry.		
23.	If the client has had anew IUCD inserted, review key messages for IUCD users.		
24.	After the client has left, decontaminates the examination bed.		
25.	Ensures that all used instruments and other reusable items are further processed according to recommended infection prevention practices.		
26.	Documents whatever has been done		
TOTAL SCORE			