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West of Scotland Gastroenterology, Hepatology and Nutrition

# Competency Based Training for Enteral Tube Feeding

## Record of Achieving Competency for Staff

**Purpose**

This document will provide a record of the learner's clinical performance indicating when competency in the management of enteral tube feeding is attained.

**Definition of Competence**

Competence is a simultaneous integration of the knowledge, judgement, skills, experience and attitudes that are required for performance in a designated role and setting (Roach, 1992).

**Completion**

The learner (named below) is responsible for completion of this document. To be deemed competent in the management of children receiving enteral tube feeding, a record of achievement in all relevant competencies must be completed and signed by both learner and assessor.

**Assessment**

During the assessment period, competency will be determined by: Discussion, Questioning and Direct Observation of Practice by a designated trainer/ assessor.

**Learner Details**

<b>Name</b>	
<b>Designation</b>	
<b>Ward/Dept</b>	
<b>Hospital</b>	

**Designator Trainer/Assessor Details**

<b>Name</b>	
<b>Designation</b>	

## Competency Level Guidelines

In order to meet your learning needs and enable you to develop your clinical skills in this area, the following rating scale will be used when assessing your competence.

RATING SCALE	LEVEL OF COMPETENCE
1	Has attended theoretical session. Has only observed practice. Cannot perform this procedure unsupervised
2	Can link theory to practice. Has assisted in this area. Still requires close guidance.
3	Can link theory to practice. Requires direct supervision in this area and still requires prompting and guidance.
4	Links theory to practice. Safely undertakes this procedure and delivers care to the patient throughout procedure as per guidelines, with no prompting and guidance. Can perform this procedure without supervision and/or assistance. All steps are performed in order and correctly.
5	Links theory to practice and is able to use initiative in response to adverse effects or technical problems during and after procedure. Can demonstrate and explain this area of practice to others.

Adapted from Steinaker and Bell (1979). *The Experiential Taxonomy: A new approach to teaching and learning*, London Academic Press.

For Healthcare professionals the time to achieve competence will be dependent upon your opportunities to practice. If this is limited within your own clinical area you should liaise with the ward manager and your designated trainer/assessor to access further opportunities to practice.

To achieve and demonstrate your competence in managing a child receiving enteral tube feeding you will have to meet with your trainer/assessor regularly to discuss and practice the procedure. You will be formally assessed three times; initial, interim and final. On each occasion you will be assessed by questioning, discussion and direct observation.

***By the end of the assessment period, healthcare professionals are expected to have achieved competency level 5 in order to be deemed competent.***

**Once your competence has been confirmed by your trainer/assessor you should retain the completed booklet in their Personal Development File.**

Thereafter it is your responsibility to review your practice on an annual basis and seek further training if required.

**Summary table to record levels achieved in competencies by learner at formal assessments**

	<b>Performance Criteria The learner will be able to:</b>		<b>Competence Level</b>	<b>Date Achieved</b>	<b>Learner signature</b>	<b>Trainer/ assessor signature</b>
<b>1</b>	Demonstrate how to pass a nasogastric feeding tube. Page 1	Initial				
		Interim				
		Final				
<b>2</b>	Demonstrate how to administer a bolus feed via a nasogastric feeding tube. Page 2-3	Initial				
		Interim				
		Final				
<b>3</b>	Demonstrate how to administer a pump feed via a nasogastric tube including how to load and programme the feeding pump. Page 4-5	Initial				
		Interim				
		Final				
<b>4</b>	Demonstrate how to administer a bolus feed via gastrostomy tube. Page 6-7	Initial				
		Interim				
		Final				
<b>5</b>	Demonstrate how to administer a pump feed via a gastrostomy or jejunostomy tube. Page 8-9	Initial				
		Interim				
		Final				

Agreed level of competence 1-5 as per rating scale above

**Competency statement 1: The learner will be able to pass a nasogastric feeding tube**

<b>Performance Criteria:</b> The learner will be able to:	<b>Initial</b>			<b>Interim</b>			<b>Final</b>		
<b>SA - Self assessment</b> <b>TA – Trainer assessment</b> <b>AC – Agreed level of competence</b>	<b>SA</b>	<b>TA</b>	<b>AC</b>	<b>SA</b>	<b>TA</b>	<b>AC</b>	<b>SA</b>	<b>TA</b>	<b>AC</b>
1. List the equipment and supplies required to pass a nasogastric tube and contraindications for nasogastric tube insertion.			___			___			___
2. Demonstrate how to explain and prepare child for procedure including parent/carer.			___			___			___
3. Demonstrate the five steps for good hand hygiene.			___			___			___
4. Demonstrate how to position child for procedure.			___			___			___
5. Demonstrate how to measure the estimated length the nasogastric tube should be inserted to reach stomach.			___			___			___
6. Demonstrate how to pass the nasogastric tube as per guidelines.			___			___			___
7. Demonstrate how to obtain aspirate and confirm position of the tube using pH paper.			___			___			___
8. Demonstrate how to ascertain the inserted length of the tube and record this on patient documentation.			___			___			___
9. Describe ways of securing the nasogastric tube to the child's nose/face.			___			___			___
10. Demonstrate how to remove the guide-wire if applicable (long term tubes).			___			___			___
11. Demonstrate how to dispose of waste in accordance with local policy.			___			___			___
12. Describe possible problems including tube blockage, displacement, no aspirate and suggest solutions and when to seek help or advice.			___			___			___

## Competency Statement 2: The learner will be able to administer a bolus feed via a nasogastric tube

Performance Criteria: The learner will be able to:	Initial			Interim			Final		
<i>SA - Self assessment</i> <i>TA – Trainer assessment</i> <i>AC – Agreed level of competence</i>	<i>SA</i>	<i>TA</i>	<i>AC</i>	<i>SA</i>	<i>TA</i>	<i>AC</i>	<i>SA</i>	<i>TA</i>	<i>AC</i>
1. List the equipment and supplies required to administer a bolus nasogastric feed.									
2. Discuss how to obtain feeds within the clinical area and if appropriate how to make up feeds as instructed by the dietitian.									
3. Demonstrate how to explain and prepare the child for the procedure including parent/carer.									
4. Demonstrate the five steps for good hand hygiene.									
5. Demonstrate how to prepare the clinical area and assemble the equipment required.									
6. Discuss the storage of the feeds and demonstrate the checking of the milk product including expiry date and packaging.									
7. Demonstrate how to position child for procedure.									
8. Demonstrate how to check the insertion length of tube compared to that recorded on patient documentation and provide rationale for doing so.									
9. Demonstrate how to obtain aspirate and confirm the position of the tube using pH paper.									
10. Demonstrate the ability to flush the tube with the recommended amount of cooled boiled/sterile water using an enteral syringe.									



11. Demonstrate how to give prescribed feed volume over a period of time according to individual care plan/feed recipe.								
12. Demonstrate how to flush the tube with cooled boiled/sterile water, as per individual child's care plan.								
13. Demonstrate how to record the feed on patient documentation.								
14. Demonstrate how to dispose of waste in accordance with local policy.								
15. Discuss how to clean and maintain equipment as per manufacturer's guidelines.								
16. Describe possible problems, including tube blockage, displacement, no aspirate and suggest solutions.								
17. Describe when and how to seek help or advice.								

**Competency Statement 3: The learner will be able to administer a pump feed via a nasogastric tube including how to load and programme the feeding pump.**

<b>Performance Criteria:</b> The learner will be able to:	<b>Initial</b>			<b>Interim</b>			<b>Final</b>		
<i>SA - Self assessment</i>	<i>SA</i>	<i>TA</i>	<i>AC</i>	<i>SA</i>	<i>TA</i>	<i>AC</i>	<i>SA</i>	<i>TA</i>	<i>AC</i>
<i>TA – Trainer assessment</i>									
<i>AC – Agreed level of competence</i>									
1. List the equipment and supplies required to administer a pump feed via a nasogastric tube.									
2. Discuss how to obtain feeds within the clinical area and if appropriate how to make up feeds as instructed by the dietitian.									
3. Demonstrate how to explain and prepare the child for the procedure including parent/carers.									
4. Demonstrate the five steps for good hand hygiene.									
5. Demonstrate how to prepare the clinical area and assemble the equipment.									
6. Discuss the storage of the feeds and demonstrate the checking of the milk product including expiry date and packaging.									
7. Demonstrate how to position child for procedure.									
8. Demonstrate how to set up the feed pump according to the manufacturer's instructions.									
9. Demonstrate how to check the insertion length of tube compared to that recorded on patient documentation and provide rationale for doing so.									

10. Demonstrate how to obtain aspirate and confirm the position of the tube using pH paper.								
11. Demonstrate how to flush the tube with the recommended amount of cooled boiled/sterile water and then attach the giving set.								
12. Demonstrate how to set the rate and dose on the feed pump according to individual care plan/feed recipe and start the feed.								
13. Demonstrate how to disconnect the feed set and flush the tube with cooled boiled /sterile water as per individual child's care plan.								
14. Demonstrate how to record the feed on patient documentation.								
15. Demonstrate how to dispose of waste in accordance with local policy.								
16. Discuss how to clean, store and maintain equipment as per manufacturer's guidelines.								
17. Describe possible problems including tube blockage, displacement, no aspirate and suggest solutions.								
18. Discuss measures to reduce risk of strangulation overnight caused by enteral feeding lines.								
19. Describe when and how to seek help or advice.								

**Competency Statement 4: The learner will be able to administer a bolus feed via a gastrostomy tube.**

<b>Performance Criteria:</b> The learner will be able to:	<b>Initial</b>			<b>Interim</b>			<b>Final</b>		
<i>SA - Self assessment</i>	<i>SA</i>	<i>TA</i>	<i>AC</i>	<i>SA</i>	<i>TA</i>	<i>AC</i>	<i>SA</i>	<i>TA</i>	<i>AC</i>
<i>TA – Trainer assessment</i>									
<i>AC – Agreed level of competence</i>									
1. List the equipment and supplies required to administer a bolus feed via a gastrostomy tube.									
2. Discuss how to obtain feeds within the clinical area and if appropriate how to make up feeds as instructed by the dietitian.									
3. Demonstrate how to explain and prepare the child for the procedure including parent/carer.									
4. Demonstrate the five steps for good hand hygiene.									
5. Demonstrate how to prepare the clinical area and assemble the equipment.									
6. Discuss the storage of the feeds and demonstrate the checking of the milk product including expiry date and packaging.									
7. Demonstrate how to position child for procedure.									
8. Demonstrate how to expose the gastrostomy tube/button and check the stoma site for infection/displacement.									
9. Demonstrate how to prime extension set with cooled boiled/sterile water using enteral syringe and attach to set to gastrostomy.									

10. Demonstrate how to open clamp and flush set and gastrostomy with the recommended amount of cooled boiled / sterile water.								
11. Demonstrate how to administer prescribed feed volume over a period of 15-30 minutes according to individual care plan/feed recipe.								
12. Demonstrate how to flush the tube with cooled boiled/sterile water as per individual child's care plan following completion of feed.								
13. Demonstrate how to close clamp and remove extension set and syringe and describe how to clean and maintain equipment as per manufacturer's guidelines.								
14. Demonstrate how to record the feed on patient documentation.								
15. Demonstrate how to dispose of waste in accordance with local policy.								
16. Describe possible problems including tube blockage, displacement and suggest solutions.								
17. Describe when and how to seek help or advice.								

**Competency Statement 5: The learner will be able to administer a pump feed via a gastrostomy tube including how to load and programme the feeding pump.**

Performance Criteria: The learner will be able to:	Initial			Interim			Final		
<i>SA - Self assessment</i>	<i>SA</i>	<i>TA</i>	<i>AC</i>	<i>SA</i>	<i>TA</i>	<i>AC</i>	<i>SA</i>	<i>TA</i>	<i>AC</i>
<i>TA – Trainer assessment</i>									
<i>AC – Agreed level of competence</i>									
1. List the equipment and supplies required to administer a gastrostomy feed using a pump.									
2. Discuss how to obtain feeds within the clinical area and if appropriate how to make up feeds as instructed by the dietitian.									
3. Demonstrate how to explain and prepare the child for the procedure including parent/carer.									
4. Demonstrate the five steps for good hand hygiene.									
5. Demonstrate how to prepare the clinical area and assemble the equipment.									
6. Discuss the storage of the feeds and demonstrate the checking of the milk product including expiry date and packaging.									
7. Demonstrate how to position child for procedure.									
8. Demonstrate how to set up the feed pump according to the manufacturer's instructions.									

9. Demonstrate how to expose gastrostomy tube/button and check stoma site for infection/displacement.								
10. Demonstrate how to prime giving set and extension set and then attach to gastrostomy securely.								
11. Demonstrate how to set the rate and dose on the feed pump according to individual care plan/feed recipe, unclamp tube and start feed.								
12. Demonstrate how to clamp tube and disconnect the feeding set once prescribed volume of feed has been given and flush the tube with cooled boiled/sterile water as per individual child's care plan.								
13. Demonstrate how to record the feed on patient documentation.								
14. Demonstrate how to dispose of waste in accordance with local policy.								
15. Discuss how to clean, store and maintain equipment as per manufacturer's guidelines.								
16. Describe possible problems including tube blockage, displacement and suggest solutions.								
17. Discuss measures to reduce risk of strangulation overnight caused by enteral feeding lines.								
18. Describe when and how to seek help or advice.								

## Competency Based Training in the Management of Enteral Tube Feeding - Assessment and Action Plan

Learners should use this chart to record their progress towards attaining the clinical competencies required in the management of enteral tube feeding. At each assessment the learner and trainer should identify the steps within each of the five competencies that have still to be attained.

These should be recorded and an action plan agreed on how these will be addressed before the next assessment.

Initial Assessment	Summary of discussion and agreed action plan	Learner Signature	Trainer Signature
Interim Assessment	Summary of discussion and agreed action plan		
Final Assessment	Summary of discussion and agreed action plan		



Competency Based Training for Enteral Tube Feeding was adapted by WoSPGHaN MCN from Lanarkshire NHS competency documents and NHS QIS Nasogastric and Gastrostomy Feeding Best Practice Statement 2003

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