

## ITEM COMPETENCY

### ITEM: Sleep Support

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

	Yes	No	N/A	Notes
<b>Prior to Set-up</b>				
Technician verifies patient information				
Technician verifies prescription information				
Technician arranges for delivery/contacts patient/caregiver				
Technician selects item- checks to ensure it is ready for service				
Technician gathers patient educational materials				
Technician gathers patient paperwork				
<b>Delivery and Set-up</b>				
Technician observes clean/dirty in vehicle				
Technician unloads all necessary items appropriately				
Technician introduces self to patient/caregiver				
Technician performs handwashing pre and post set-up				
Technician performs adequate home safety assessment				
Technician sets-up unit and appropriate supplies				
Technician verifies mask and headgear fit				
Technician explains troubleshooting, safety measures				
Technician explains maintenance and cleaning of mask, tubing and filters				
Technician solicits and answers questions correctly				
Technician observes a return demonstration				
<b>Paperwork</b>				
Technician explains all items and gets required signatures				
Technician leaves patient with all necessary copies				
Technician ensures patient/caregiver know how to reach office and any relevant emergency or after-hours procedures				
Paperwork is reviewed for accuracy				

Further supervision or review needed? \_\_\_\_\_ No \_\_\_\_\_ Yes: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Technician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_