

Your Step-By-Step Skills Checklist

Directions: Please use this guide along with your skill kit supplies to practice. Then share this checklist with your nurse/surgeon. They will add in any comments or special instructions.

Patient/Care Provider Evaluation		Professional Evaluation	
1	I can do this on my own	1	I can do this on my own
2	I need a little help	2	I need a little help
3	I need much help	3	I need much help
4	I had no chance to practice	4	I had no chance to practice

1 SKILL—REMOVE YOUR WOUND DRESSING

	Patient/Provider	Professional	Comments/Instructions
1. Clean your hands (wash or use 60% alcohol-based hand gel).			
2. Use a gloved hand or a plastic bag to remove the dressing.			
3. Inspect the dressing for drainage or any foul odor.			
4. Coil the dressing inside the glove or bag and discard.			
5. Use 60% alcohol-based hand gel to disinfect your hands.			

2 SKILL—CLEAN YOUR WOUND

	Patient/Provider	Professional	Comments/Instructions
1. Clean and prepare an area and set out your supplies.			
2. Clean your hands (wash or use 60% alcohol-based hand gel).			
3. Soak clean gauze or cloth in tap water or sterile cleaning solution.			
4. Dab around the incision line, away from the center of the wound.			
5. Use a cotton swab to remove any blood or crust that has formed.			
6. Rinse the wound and carefully pat it dry with gauze or clean towel.			
7. Remove the dressing daily to inspect and clean around the wound.			

3 SKILL—PACK YOUR WOUND

	Patient/Provider	Professional	Comments/Instructions
1. Clean and prepare an area and set out your supplies.			
2. Clean hands (wash or use 60% alcohol-based hand gel).			
3. Disinfect tweezers and scissors with alcohol.			
4. Cut pieces of tape longer than the wound and hang them on the side of a table edge.			
5. Remove old tape and dressing with a gloved hand or plastic bag.			
6. Check the old dressing for drainage or odor.			
7. Coil the dressing inside the glove or bag and discard.			
8. Clean your hands (wash or use 60% alcohol-based hand gel).			
9. Put on clean gloves.			
10. Use tweezers to lift the packing material out and cut off a length.			
11. Use a cotton swab to gently push the packing into the wound and tunneled areas.			
12. Apply a dressing or bandage that extends at least 1 inch over the edges of the wound to cover.			
13. Remove the gloves and clean your hands again.			

4 SKILL—APPLY A NEW DRESSING

	Patient/Provider	Professional	Comments/Instructions
1 Clean and prepare an area and set out your supplies.			
2 Open any dressing packages but do not remove the dressings.			
3 Clean your hands (wash or use 60% alcohol-based hand gel).			
4 Put on gloves if you are going to cover the wound with any treatments or medications.			
5 Apply a dressing or bandage that extends at least 1 inch over the edges of the wound to cover.			
6 Tape the dressing in place or wrap a bandage over the dressing to secure it.			
7 Remove the gloves and reapply 60% alcohol-based hand gel.			

5 SKILL—CARE FOR YOUR SURGICAL DRAIN

	Patient/Provider	Professional	Comments/Instructions
1 Clean your hands (wash or use 60% alcohol-based hand gel).			
2 Using one hand, firmly hold the drain tubing near where it comes out of the skin.			
3 Pinch the tubing with your other hand using your thumb and first (index) finger.			
4 Using an alcohol pad, squeeze the tubing flat to push clots through to the drain.			
5 Use a gloved hand to open the cap on the end of the drain.			
6 Hold the opening away from you, and empty the drain contents into a measuring container.			
7 Record the amount and color of the drainage.			
8 Hold the drain away from you, squeeze the drain until it is flat, and close the cap.			
9 Pour the drainage down the sink or flush larger amounts down a toilet.			
10 Remove gloves and clean your hands again.			

6 SKILL—CHANGE THE DRESSING AROUND THE DRAIN

	Patient/Provider	Professional	Comments/Instructions
1 Use a gloved hand or a plastic bag to remove the dressing.			
2 Inspect the dressing for any drainage or any foul odor.			
3 Coil the dressing inside the glove or bag and discard.			
4 Clean your hands (wash or use 60% alcohol-based hand gel).			
5 Clean the wound and skin around the drain tubing.			
6 Open the package and remove the gauze dressing.			
7 Touching only the edges of the gauze, place the opening around the tubing of the drain.			
8 Layer bandages around the tubing and wound site to protect the drain from falling out.			
9 Tape the dressings or wrap a bandage around to keep them in place.			

© 2017 American College of Surgeons. All Rights Reserved.



AMERICAN COLLEGE OF SURGEONS

Inspiring Quality:
Highest Standards, Better Outcomes

100+ years

AMERICAN COLLEGE OF SURGEONS
DIVISION OF EDUCATION
Blended Surgical Education and Training for Life®