

Council of Colleges of Acupuncture and Oriental Medicine

CLEAN NEEDLE TECHNIQUE COURSE
PRACTICAL DEMONSTRATION SCRIPT/SCORE SHEET

Candidate Name:
Examiner's Signature:

Final Result:

TRAVEL KIT:

1. Script: "Please show me your travel kit."

Your response:

Open travel kit. Do not reach inside! Tell examiner you have a hard sided container with 2 large ziplocks. In one are the clean and sterile items, in the other I have a sharps container and a waste bag which is plastic lined.

Skill: Understanding how to prepare a travel kit.

- a. Does the candidate have a properly prepared kit? If not has he/she correctly stated how to prepare one?
- b. Are all required components included?
 - i. Hard sided container.
 - ii. One bag with
 - ◆ Contaminated sharps container
 - ◆ Plastic lined trash bag
 - iii. Another bag with:
 - ◆ Clean paper towels or commercially prepared clean field in its own bag
 - ◆ Clean cotton balls in their own bag
 - ◆ Alcohol swabs (adequate amount for procedure)
 - ◆ One inch and one and a half inch sterile needles, enough for procedure
 - ◆ Sterile gauze, individually wrapped
 - ◆ Rubber gloves
- c. Are containers clean, tightly closed, and do they provide adequate protection?

SETTING UP:

2. Script: "Please set up your instruments and equipment. Tell me when you are ready for the next instruction."

Your response:

*Say: "I have washed my hands for 10 seconds, twice, with running water." VERY IMPORTANT!
Set up your area. Don't let anything touch your clothes!
Everything in the center, needles closest to you, swabs to the side, cotton balls on the side*

Clean field towel: don't touch the edges, don't touch the clean side.

Needles: separate them into individual packets, rather than leaving them perforated.

Cotton balls: lay out some. You'll need them to close the hole.

Alcohol swabs: minimum of 10, more is OK. Sterile gauze pads: some

Gloves: set out one on left side?

Waste and sharps off to the side outside of the clean field. (on the right if you're right handed)

After all clean/steriles set out, put out the sharps container and waste bag—don't touch the inside. Open up the sharps container so you can insert a needle into it.

Next: clean your hands. Open alcohol swabs by tearing across top, across another side, open them up so that you can grab the swab easily. Don't let the alcohol swab get the clean field wet!

Clean your hands, but NOT over the clean field! One swab per hand, minimum.

Now open all the other alcohol swabs, tearing across top, across one side, opened out so you can get to them easily. Don't let the swab get the clean field wet! Again, don't do this over the clean field!

Say: "I am ready for my next instruction."

Skill: Proper handwashing and maintaining cleanliness. Establishing the clean field and sterile area for needles.

- a. Wash hands thoroughly with soap and running water, or swab hands with alcohol impregnated swab.
- b. Lay out a clean field without contaminating it.
- c. Set out equipment and supplies without contaminating the clean field.
- d. Set out adequate number of needles for the procedure without contaminating them or the clean field.
- e. Set waste bag and sharps container outside of the clean field.

TREATMENT: FIRST NEEDLE INSERTION

3. Script: "Please prepare any point on your leg for the insertion of a needle. Tell me when you are ready for the next instruction."

Your response:

Find a point on your leg to use. Roll up pant leg, pick a site that's high enough to get to easily.

Next, clean your hands with two of the alcohol swabs. Do not do this over the clean field!

Dispose of waste and swab w/o contam hands.

Let your hands dry.

Clean the point to be needled—rub either once in one direction or in a spiral from inside out.

Dispose of waste and swab w/o contam hands.

Let the point dry.

Say: "I am ready for my next instruction."

Skill: Correctly preparing the insertion site.

- a. If clothing obstructs the insertion site, roll up pant leg/move skirt and then clean hands by washing with soap and running water or wiping with an alcohol swab.
 - b. Clean insertion site with an alcohol swab, using an outward spiraling motion or one-way wipe.
 - c. Properly dispose of used alcohol swab.
 - d. Allow alcohol to dry.
 - e. Avoid contaminating clean site after swabbing.
4. Script: “Please insert a one inch needle at least ¼ inch deep at a 90 degree angle into the site you have selected and rotate the needle clockwise one full turn. Tell me when you are ready for your next instruction.”

Your response:

Pick up the 1 inch needle from the clean field without touching the field!

Open the needle in such a way that the shaft doesn't touch the part your fingers touched.

Remove the needle/tube, discard the bit that holds the needle into the tube. Don't touch shaft.

Insert the needle into the site as instructed—use left hand for guide tube, right to insert needle.

Drop the guide tube into the waste bag without touching the bag.

Push needle in at least ¼ of an inch, 90 degree angle.

Do the clockwise rotation touching only the handle of the needle. One full turn.

Say: “I am ready for the next instruction.”

Skill: Clean insertion of sterile needle. Clean manipulation of sterile needle.

- a. If hands have become contaminated, clean them thoroughly with alcohol swab.
 - b. Maintain clean hands throughout this procedure
 - c. Remove needle from the sterile area, maintaining sterility of the needle shaft during the procedure.
 - d. If a separate guide tube is used, insert needle into guide tube handle first.
 - e. If needle shaft is supported, it is held with sterile gauze
 - f. Insert needle at least ¼ of an inch, at a 90 degree angle.
 - g. Rotate needle clockwise one full turn, or 180 degrees clockwise and 180 degrees counterclockwise.
 - h. Complete rotation of needle without touching shaft or insertion site with hands or any non-sterile object.
5. Script: “Please remove the needle, close the insertion site and dispose of used equipment. Tell me when you are ready for the next instruction.”

Your response:

Get a clean cotton ball from the clean field.

Remove the needle without touching the shaft or insertion site with hands.

Immediately apply pressure to the insertion site with the cotton ball.

Dispose of needle in sharps container—don't touch.

Cotton ball goes into waste bag—don't touch.

Swab hands clean with alcohol swabs—minimum of one per hand.

Say: “I am ready for the next instruction.”

Skill: Clean withdrawal of needle, proper closure of the insertion site and proper disposal of needle and other equipment.

- a. Withdraw needle without touching shaft or insertion site w/hands.
- b. Apply pressure to insertion site with clean cotton.
- c. Immediately dispose of needle in “contaminated” sharps container.
- d. Immediately dispose of used cotton in waste bag.
- e. Wash hands under running water or with alcohol impregnated swab.

TREATMENT: SECOND NEEDLE INSERTION

6. Script: “Please prepare any point on your leg for insertion of a needle. Tell me when you are ready for the next instruction.”

Your response:

Find a point on your leg to use. Roll up pant leg, pick a site that’s high enough to get to easily.

Next, clean your hands with two of the alcohol swabs. Do not do this over the clean field!

Dispose of waste and swab w/o contam hands.

Let your hands dry.

Clean the point to be needled—rub either once in one direction or in a spiral from inside out.

Dispose of waste and swab w/o contam hands.

Let the point dry.

Say: “I am ready for my next instruction.”

Skill: Correctly preparing the insertion site.

- a. If clothing obstructs the insertion site, roll up pant leg/move skirt and then clean hands by washing with soap and running water or wiping with an alcohol swab.
 - b. Clean insertion site with an alcohol swab, using an outward spiraling motion or one-way wipe.
 - c. Properly dispose of used alcohol swab.
 - d. Allow alcohol to dry.
 - e. Avoid contaminating clean site after swabbing.
7. Script: “Please insert a one and one-half inch needle at least ¼ inch deep at a 90 degree angle into the site you have selected and rotate the needle clockwise one full turn. Tell me when you are ready for your next instruction.”

Your response:

Pick up the 1 ½ inch needle from the clean field without touching the field!

Open the needle in such a way that the shaft doesn’t touch the part your fingers touched.

Remove the needle/tube, discard the bit that holds the needle into the tube. Don’t touch shaft.

*Insert the needle into the site as instructed—use left hand for guide tube, right to insert needle.
Drop the guide tube into the waste bag without touching the bag.
Push needle in at least ¼ of an inch, 90 degree angle.
Do the clockwise rotation touching only the handle of the needle. One full turn.*

Say: “I am ready for the next instruction.”

Skill: Clean insertion of sterile needle. Clean manipulation of sterile needle.

- a. If hands have become contaminated, clean them thoroughly with alcohol swab.
 - b. Maintain clean hands throughout this procedure
 - c. Remove needle from the sterile area, maintaining sterility of the needle shaft during the procedure.
 - d. If a separate guide tube is used, insert needle into guide tube handle first.
 - e. If needle shaft is supported, it is held with sterile gauze
 - f. Insert needle at least ¼ of an inch, at a 90 degree angle.
 - g. Rotate needle clockwise one full turn, or 180 degrees clockwise and 180 degrees counterclockwise.
 - h. Complete rotation of needle without touching shaft or insertion site with hands or any non-sterile object.
8. Script: “Please remove the needle, close the insertion site and dispose of used equipment. Tell me when you are ready for the next instruction.”

Your response:

Get a clean cotton ball from the clean field.

Remove the needle without touching the shaft or insertion site with hands.

Immediately apply pressure to the insertion site with the cotton ball.

Dispose of needle in sharps container—don’t touch.

Cotton ball goes into waste bag—don’t touch.

Swab hands clean with alcohol swabs—minimum of one per hand.

Say: “I am ready for the next instruction.”

Skill: Clean withdrawal of needle, proper closure of the insertion site and proper disposal of needle and other equipment.

- a. Withdraw needle without touching shaft or insertion site w/hands.
- b. Apply pressure to insertion site with clean cotton.
- c. Immediately dispose of needle in “contaminated” sharps container.
- d. Immediately dispose of used cotton in waste bag.
- e. Wash hands under running water or with alcohol impregnated swab.

PACKING UP:

9. Script: “Please complete your demonstration by packing up your equipment and prepare to leave the room. You are finished with this treatment site for the day.”

Your response:

Properly repack unused clean/sterile equip

Properly dispose of all unused exposed needles

Properly dispose of all trash

Properly return clean and contam containers to travel kit.

Must state that you will go wash your hands.

Wash hands under running water or with alc impreg swab.