

HCP DISCHARGE TRAINING CHECKLIST (for use only during the COVID-19 crisis)

BEFORE carrying out a discharge training with a patient, please ensure:

1. You have contacted the Clinical Practice Manager securely via nhs.net and also by phone so the CPM is aware of the discharge date for follow up.
2. This is dated and documented.
3. You obtain the local nurse's details from the CPM.

A signed version of the checklist should be scanned or emailed securely via nhs.net to the CPM and named nurse following the discharge training so that it can be entered on to Nutricia Homeward Connections.

Recommended literature to provide to the patient	Content	Policies/literature discussed or provided. Completed: Yes / No / N/A
Welcome to Nutricia Homeward booklet	Introduction to the Nutricia Nursing Service and how it works	
	Provision of telephone numbers of the nurse (Careline) and names of nurses	
SCC3751 NHW OOH service leave piece	Provision of Out of Hours Support Line numbers and times of operation	
Tube Feeding at Home booklet	Provision of In Hours Careline telephone triage numbers (if a Careline account) and hours of operation	
	Customer Service numbers	
	Information and detail about Homeward Online	
Relevant tube advice leaflet & Tube Feeding at Home booklet	Infection Control	
Tube Feeding at Home booklet	Storage of feed and equipment	
	Introduction to the type of tube	
Tube Feeding at Home booklet & relevant tube advice leaflet	Handwashing and clean handling of feed and equipment	
Relevant tube advice leaflet	Checking feed prior to feed administration	
Relevant tube advice leaflet	Positioning and comfort	

Relevant tube advice leaflet	Maintaining feeding tube patency	
	Administering medication	
	Oral hygiene	
Nasogastric tube advice leaflet	Skin care – nasogastric/tube fixation	
SCC3635 NGT adult advice sheet SCC3648 NGT paediatric advice sheet SCC3636 how do I measure the pH of gastric aspirate adult advice sheet SCC3649 how do I measure the pH of gastric aspirate paediatric advice sheet	Checking nasogastric tube position	
SCC3635 NGT adult advice sheet SCC3648 NGT paediatric advice sheet	Nasogastric tube displacement	
SCC3641 NJT adult advice sheet SCC3654 NJT paediatric advice sheet	Confirmation of nasojejunal tube placement	
SCC3641 NJT adult advice sheet SCC3654 NJT paediatric advice sheet	Nasojejunal tube displacement	
	Gastric decompression (only if applicable)	
Relevant gastrostomy tube advice leaflet	Skin Care – gastrostomy site-PEG/BGT *include NPSA 2010 alert	
SCC3643 low profile device (Button) adult advice sheet SCC3653 Button paediatric advice sheet	Skin Care – gastrostomy site-button *include NPSA 2010 alert	
Relevant gastrostomy tube advice leaflet	Checking gastrostomy tube position	
Relevant gastrostomy tube advice leaflet	Checking balloon inflation (only if applicable)	
Relevant gastrostomy tube advice leaflet	Gastrostomy tube displacement	
SCC3655 JEJ paediatric advice sheet SCC3642 JEJ adult advice sheet	Skin care/tube displacement – jejunostomy tubes Skin care/tube displacement – jejunostomy tubes	
SCC3612 Flocare Infinity pictorial guide SCC3613 Flocare Infinity troubleshooting	Pump Feeding	
SCC3659 bolus feeding paediatric advice sheet SCC3632 bolus feeding adult advice sheet	Bolus Feeding	

NUTRICIA HCP DISCHARGE TRAINING CHECKLIST

Name and Designation of Trainer:		Date:	Signature:
Attendee Name (print):	Start Time: End Time:	Designation: Carer/Patient/Other	Signature: Indicates training fully understood with opportunity for questions and answers
1			
2			
3			
4			
5			