

## TRAINING CHECKLIST FOR STAFF ASSISTING IN PROCEDURE ROOM:

### During the procedure:

- ☐ Address the patient by name and introduce yourself upon entering the room.
- ☐ Show empathy and warmth both verbally and non-verbally toward the patient. Look them in the eye and stand near them.
- ☐ Indicate that you understand their needs.
- ☐ Enlist patient input rather than taking a dominant role during the procedure (offer to hold their hand, if that would be comforting, but do not assume they want a hand to hold).
- ☐ Talk to the patient during the procedure, specifically using relaxation and breathing techniques.
- ☐ Explain what is happening during the procedure in simple terms, and relay patient reactions to the provider.

### After the procedure:

- ☐ A staff or support person should stay in the room with the patient while during recovery (if recovery is in same room).
- ☐ Help them into a comfortable supine position.
- ☐ Document post procedure vitals while they are lying down.
- ☐ Clean up the immediate area before they sit up so that they do not see the instruments or any blood.
- ☐ Monitor until they are stable for discharge.
- ☐ Have them put on underwear with a pad before getting off the table. Allow them some privacy without leaving the room while they get dressed.
- ☐ Document another set of vitals with them dressed and sitting. These will be the discharge vitals unless the patient is unstable.
- ☐ Check in with your patient about how they are feeling.

Having a support person or doula in the room may allow your staff to have more flexibility with monitoring the patient. Staff may be able to leave the room if the patient has a support person present. The door should be left slightly ajar if staff has to leave. Another option may be to move the patient from the exam room to a semi-private recovery area allowing the patient to be monitored by staff as they continue routine tasks. Consider a recliner chair tucked into the end of a hallway.

Tip: After IV pain medications, patients may be groggier and have more nausea than with local anesthesia, therefore requiring more observation and longer recovery time. If you have a separate recovery area, you may want to consider having a wheel chair to transport patients.