### PROCEDURE CHECKLIST

**Chapter 35: Administering Oxygen by Cannula, Face Mask, or Face Tent**

Check (√) Yes or No

<table>
<thead>
<tr>
<th>PROCEDURE STEPS</th>
<th>Yes</th>
<th>No</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attaches the flow meter to the wall oxygen source. If using a portable oxygen tank, attaches the flow meter to the tank if it is not already connected.</td>
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<td>2. Assembles and applies the oxygen equipment.</td>
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<tr>
<td><strong>Variation: Nasal Cannula</strong></td>
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<td>3. Attaches the humidifier to the flow meter. (Humidification is only necessary for flow rates of &gt; 3 LPM.) If a humidifier is not used, attaches the adapter to the flow meter.</td>
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<td>4. Attaches the nasal cannula to the humidifier or the adapter.</td>
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<td>5. Places the nasal prongs in the patient’s nares, then places the tubing around each ear.</td>
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<td>6. Uses the slide adjustment device to tighten the cannula under the patient’s chin.</td>
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<td>7. Turns on the oxygen, using the flow meter, and adjusts it according to the prescribed flow rate.</td>
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<tr>
<td>8. Makes sure that the oxygen equipment is set up correctly and functioning properly before leaving the patient’s bedside.</td>
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<tr>
<td><strong>Variation: Face Mask</strong></td>
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<td>9. Attaches the prefilled humidifier to the flow meter.</td>
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<td>10. Attaches the oxygen tubing from the mask to the humidifier.</td>
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<td>11. Gently places the face mask on the patient’s face, applying it from the bridge of the nose to under the chin.</td>
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<td>12. Secures the elastic band around the back of the patient’s head, making sure the mask fits snugly but comfortably.</td>
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<tr>
<td>13. Turns on the oxygen, using the flow meter, and adjusts it according to the prescribed flow rate.</td>
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<tr>
<td>14. Makes sure that the oxygen equipment is set up correctly and functioning properly before leaving the patient’s bedside.</td>
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<tr>
<td><strong>Variation: Face Tent</strong></td>
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<td>15. Attaches the prefilled humidifier to the flow meter.</td>
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<td>16. Attaches the oxygen tubing to the face tent.</td>
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<tr>
<td>17. Attaches the oxygen tubing to the humidifier.</td>
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<tr>
<td>18. Gently places the face tent in front of the patient’s</td>
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19. Secures the elastic band around the back of the patient’s head.

20. Turns on the oxygen using the flow meter and adjusts it according to the prescribed flow rate.

21. Makes sure that the oxygen equipment is set up correctly and functioning properly before leaving the patient’s bedside.

<table>
<thead>
<tr>
<th>Recommendation: Pass _____ Needs more practice _____</th>
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<tbody>
<tr>
<td>Student: ___________________ Date: _________________</td>
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<td>Instructor: _______________ Date: _________________</td>
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