

Appendix A-1: Sample Best Practice Bundle Checklists

Insertion Bundle Checklist	YES	NO
Client meets appropriate criteria for catheter use?		
Healthcare worker (HCW) is certified and/or trained in the skill set to insert indwelling urinary catheters?		
Hand hygiene and pre-cleansing of perineum was completed before insertion?		
Appropriate sterile equipment (sterile gloves, drape, sponges, antiseptic solution) was used for insertion?		
Aseptic technique was used by the HCW?		
A single use packet of lubricant jelly was used for insertion?		
Catheter and tubing were secured to prevent movement and catheter bag is below the level of the bladder?		

Maintenance Bundle Checklist (daily)	YES	NO
Hand hygiene was performed before client contact and gloves were used to manipulate catheter or drainage system?		
Catheter and tubing is free of kinks and well secured?		
Catheter has been continuously connected to tubing? →If NO, document reason for the break and if it was managed aseptically		
Urine is draining well (i.e., no obstruction or blockages noted)? →if NO, use decision flow chart to determine what action may be required		
Drainage bag is below level of the bladder and does not touch the floor?		
Drainage bag was emptied regularly into a clean and client dedicated container, with no contact between the container and the drainage spout?		
Perineal cleansing was provided at least once daily and after each bowel movement?		
Is there a planned date for catheter replacement based on the 12 week maximum or the client's catheter change record? →if NO, review insertion date and/or initiate a catheter change record		

Adapted from the Saskatchewan "Guidelines for the Prevention and Treatment of Urinary Tract Infection (UTIs) in Continuing Care Settings"