LOS ANGELES UNIFIED SCHOOL DISTRICT
District Nursing Services Branch
DIABETES SKILLS PERFORMANCE EVALUATION
For Nurses and Trained Personnel

This checklist is to be used during training to determine competence for all currently applicable procedures* and on an annual basis re-validates competence.
**If the diabetes care plan changes and a task that was not demonstrated is later required, provide education and validate competency for that skill.*

Employee Name: _____ Title/Position: _____ EN:_____
(Print)

School Nurse: _____ _____ _____ EN: _____
(Evaluator) (Print) (Signature) (Initial)

School Nurse: _____ _____ _____ EN: _____
(Evaluator) (Print) (Signature) (Initial)

A. Demonstration of Glucose levels Monitoring using a Blood Glucose Meter (BGM)	**Date Training Completed & Evaluator's initial**	**Pass**	**Fail**	**Date Training Completed & Evaluator's initial**	**Pass**	**Fail**	**Comments**
1. Verifies the right patient/student							
2. Identifies appropriate location to perform blood glucose monitoring							
3. Washes hands							
4. Gathers supplies: meter, test strips, lancing device & lancet, gloves, cotton balls, and alcohol wipes and assemble equipment on a flat surface using a paper towel.							
5. Verifies test strip expiration date							
6. Puts gloves on							
7. Prepares the lancing device according to the manufacturer's directions							
8. Cleanses skin appropriately with an alcohol wipe or ensures that the person with diabetes washes hands with soap and water							
9. Inserts test strip/turns meter on, checks test strip code as needed							
10. Select a site on the fingertip. Puncture site with lancing device. Gently squeeze finger in a downward motion to obtain enough blood to fill the test strip area							
11. Place a drop of blood on the testing strip and complete the test reading according to manufacturer's directions							
12. Places a cotton ball or tissue over the lanced area							
13. Reads result on meter							
14. Records glucose results appropriately							
15. Turns the meter off/removes the test strip							
16. Discard the used lancet in the sharp's container. Dispose of the test strip and cotton ball in a lined wastebasket							
17. Remove gloves and wash hands.							
18. **For Nursing**: Documents electronically and on the Diabetes Protocol Log. **For trained staff**: Documents on the Diabetes Protocol Log Documents: Time completed, Blood Glucose Results, Action taken, if needed, according to the Diabetes Medical Management Plan (DMMP).							

B. Demonstration of Glucose levels Monitoring using a Continuous Glucose Monitor (CGM)	**Date Training Completed & Evaluator's initial**	**Pass**	**Fail**	**Date Training Completed & Evaluator's initial**	**Pass**	**Fail**	**Comments**
1. What should be done if the CGM device shows no glucose reading?							
2. The CGM trend arrow displays two arrows pointing downwards at 6 o'clock. If the current sensor glucose reading is 100 mg/dL; what would be the expected sensor glucose level in 30 minutes?							
3. If a CGM is indicating low sensor glucose and a blood glucose meter (BGM) is not available, what is your best course of action?							
4. What should you do if a student has symptoms that don't match their sensor glucose levels?							
5. What should you do if the CGM and BGM give different results?							

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C. Demonstration of Carbohydrate (CHO) Counting and Identifies Insulin Dose:	Date Training Completed & Evaluator's initial	Pass	Fail	Date Training Completed & Evaluator's initial	Pass	Fail	Comments
1. Verifies the right patient/student							
2. Identifies appropriate location to perform diabetes task							
3. Reviews patient/student information: a. Identifies the time when insulin should be administered. b. Specific instructions on DMMP c. Patient/student's ability to participate in the procedure							
4. Washes hands							
5. Gathers supplies: nutrition label or carb reference (e.g. Yum Yummi, Café LA Carbs chart), pencil/pen, paper, and calculator, insulin dose							
6. Verifies patient/student insulin to carb ratio per DMMP							
7. Correctly count the number of grams/servings of carb intake							
8. Calculates carbohydrate insulin coverage dose according to DMMP written values to determine insulin dose							

D. Demonstration of Insulin Administration with Vial and Syringe: ☐ This task will not be delegated to unlicensed staff and was not performed by them. The task was only reviewed to ensure proper supervision of the procedure being performed by a student.	Date Training Completed & Evaluator's initial	Pass	Fail	Date Training Completed & Evaluator's initial	Pass	Fail	Comments
1. Verifies the right patient/student							
2. Identifies appropriate location to perform diabetes task							
3. Reviews patient/student information: a. Identifies the time when insulin should be administered. b. Specific instructions on DMMP c. Patient/student's ability to participate in the procedure							
4. Washes hands							
5. Gathers supplies: gloves, insulin bottle, syringe, alcohol wipes, cotton ball, and sharps container							
6. Verifies right insulin and expiration date and discard date (based on the date vials opened) on the bottle							
7. Verifies insulin dose							
8. Put on gloves							
9. Wipes the top of the insulin bottle with an alcohol wipe and let dry for a few seconds							
10. Take the cap off the needle							
11. Pulls the syringe plunger down to let appropriate units of air into the syringe equal to Amount of insulin to be drawn up							
12. Pushes needle through the center of the rubber top on the insulin bottle							
13. Pushes air into the bottle and leaves the needle in the bottle							
14. Turns the insulin bottle and syringe upside down							
15. Slowly pull the syringe plunger down to the correct number of units							
16. Check the syringe for air bubbles. If there are bubbles, hold both the bottle and syringe in one hand and tap the syringe with your other hand. The bubbles will float to the top. Push the bubbles back into the insulin bottle, then pull back to get the right dose.							
17. When there are no bubbles, remove the syringe from the bottle. Put the syringe down carefully so the needle does not touch anything.							
18. Assists patient/student in selecting the appropriate injection site							
19. Cleanses skin appropriately with an alcohol wipe							
20. Pinches the skin up and insert the needle into the skin appropriately at 45 degrees							
21. Pushes the needle all the way into the skin. Let go of the pinched skin. Inject the insulin slowly and steadily until it is all in.							
22. Pulls the needle out at the same angle it went in and apply it on the injection site gentle pressure with a cotton ball as needed							
23. Dispose of the syringe in the sharps container without recapping it.							
22. **For Nursing**: Documents electronically and on the Diabetes Protocol Log **For trained staff**: Documents on the Diabetes Protocol Log Documents: dose, time, site, glucose values, and any adverse reactions and mark "supervised" on the Diabetes Protocol Log.							

Employee Name: _____ Title/Position: _____ EN:_____

E. Demonstration of Insulin Administration with Pen Device: ☐ This task will not be delegated to unlicensed staff and was not performed by them. The task was only reviewed to ensure proper supervision of the procedure being performed by a student.	**Date Training Completed & Evaluator's initial**	**Pass**	**Fail**	**Date Training Completed & Evaluator's initial**	**Pass**	**Fail**	**Comments**
1. Verifies the right patient/student							
2. Identifies appropriate location to perform diabetes task							
3. Reviews patient/student information: a. Identifies the time when insulin should be administered. b. Specific instructions on DMMP c. Patient/student's ability to participate in the procedure							
4. Washes hands							
5. Gathers supplies: gloves, insulin pen, new pen needle, alcohol wipes, cotton ball, and sharps container							
6. Verifies the right insulin, expiration date, and discard date (based on the date the disposable pen was first used) written on the pen.							
7. Verifies insulin dose							
8. Puts gloves on							
9. Take the pen cap off the insulin pen							
10. Checks insulin for clarity. **Clear insulin:** If insulin is supposed to be clear, check to ensure it's completely clear. If it's discolored or cloudy, don't use it. Throw it away and get a new insulin pen. **Cloudy insulin:** If your insulin is supposed to be cloudy, gently roll the pen between your hands 10 times. Then, tip the pen up and down 10 times. It should be evenly white and cloudy, with no lumps. Keep mixing until it is smooth.							
11. Opens an alcohol wipe and clean the rubber seal at the top of the insulin pen. Then throw the alcohol wipe away in the trash can.							
12. Take the protective tab off the new pen needle. Throw the tab away.							
13. Twist the pen needle onto the top of the insulin pen until it stops turning. Make sure to keep the pen needle straight as you twist it on.							
14. Take off the outer needle cap once the needle is on the pen. Place it on the table to use later.							
15. Take off the inner needle cap. Throw it away.							
16. Hold the insulin pen so you can read the name of the insulin							
17. Look at the dose window. Turn the dose selector forward to dial it to 2 units (5 units for first-time use). The dose window's arrow should align exactly with the number you need. It's okay to turn it back if you go too far. If you dial past 2 units (5 units), turn the dosage selector back until you're at 2 units (5 units).							
18. Hold your insulin pen so the needle is pointing up.							
19. After priming the pen, ensure the dose selector returns to zero. If it doesn't, adjust the selector until it does. Then, set the pen to your desired dose.							
20. Assists patient/student in selecting the appropriate injection site							
21. Cleanses skin appropriately with an alcohol wipe							
22. Hold the insulin pen in your fist with your thumb on the injection button. Be careful not to push down on the injection button before you push the needle into your skin.							
23. Gently pinch up your skin at the injection site. Push the whole needle into your skin in one smooth, quick motion. Ensure it's at a 90-degree angle (straight up and down), not tilted. Apply gentle pressure, so you see a small dimple in your skin around the tip of the pen.							
24. Move your thumb to the top of the insulin pen. Hold the pen stable and push the injection button down firmly.							
25. After you count to 10, pull the needle straight out of your skin. If you see a drop in the the injection site, press the area lightly with a tissue or cotton ball							
26. Place the outer needle cap sideways on a flat surface. Recap the needle without touching the cap. Unscrew the needle from the insulin pen and drop it into your sharp container. Then, put the pen cap back on the insulin pen.							
27. **For Nursing:** Document electronically and on the Diabetes Protocol Log **For trained staff:** Document on Diabetes Protocol Log Documents: dose, time, site, glucose values, and any adverse reactions and mark "supervised" on the Diabetes Protocol Log.							

Employee Name: _____ Title/Position: _____ EN:_____

F. Demonstration of Insulin Administration with Pump Device: using an insulin pump simulator ☐ To be performed by only student per DMMP and/or licensed nurse	Date Training Completed & Evaluator's initial	Pass	Fail	Date Training Completed & Evaluator's initial	Pass	Fail	Comments
1. Verifies the right patient/student							
2. Identifies appropriate location to perform diabetes task							
3. Reviews patient/student information: a. Identifies the time when insulin should be administered. b. Specific instructions on DMMP c. Patient/student's ability to participate in the procedure d. Identifies what type/brand of pump is used							
4. Washes hands							
5. Checks the insulin pump infusion site to ensure the site is intact							
6. Identifies signs and symptoms of pump malfunction							
7. Obtains glucose test result (either from CGM or BGM) per DMMP							
8. Determines total carbohydrate grams from the meal (From Yum yummi, Café LA, manufacturers' packing, or value provided by parent/guardian for foods from home)							
9. Appropriately follows pump steps to enter glucose value and carbohydrate grams value into the pump according to the manufacturer's device manual							
10. Double checks correct glucose value and number of carbohydrates to be eaten were entered into the pump (by calculating manually based on DMMP)							
11. Appropriately delivers meal insulin bolus (follow manufacturers' device manual)							
12. Verifies bolus is being delivered							
13. Documents dose, glucose level, and carbohydrate grams appropriately and any adverse effects							
14. Follows the manufacturer's manual and the DMMP when changing the mode setting to PE or activity mode and back to normal mode.							
15. Follows the pump's manufacturer's manual to pause insulin delivery and turn off the machine in case of malfunction.							
16. Document electronically and on the Diabetes Protocol Log							

G. Demonstration of Glucagon Injection Administration	Date Training Completed & Evaluator's initial	Pass	Fail	Date Training Completed & Evaluator's initial	Pass	Fail	Comments
1. Identifies the following emergency steps for severe hypoglycemia: a. Signs and symptoms of hypoglycemia b. Sends someone to call EMS/911 and to notify RN and guardian or parent. c. Maintains open airway. d. Turn student on their side. e. Remains with patient/student until EMS arrives							
2. Gathers supplies: glucagon kit, gloves, alcohol wipes, cotton ball							
3. Verifies the expiration date of the glucagon kit							
4. Verifies the right patient/student and that they are unable to safely take oral carbohydrate							
5. Verifies glucagon dose							
6. Puts gloves on							
7. Removes flip-off seal from vial of powdered glucagon							
8. Removes the needle cover from the syringe containing diluent (liquid content) and Inserts the needle through the rubber seal							
9. Injects the entire contents of the syringe into the vial of glucagon powder (held upright)							
10. Swirls the vial gently until powdered glucagon dissolves completely							
11. Holds the vial upside down, withdraws all solution from the vial into the syringe							
12. Withdraws the needle from the vial, hold the syringe upright, and remove air/bubbles from syringe							
13. Slowly pushes the syringe plunger to correct the glucagon dose							
14. Exposes injection site (upper, outer area of thigh or arm); cleanses skin appropriately							

Employee Name: _____ Title/Position: _____ EN:_____

G. Demonstration of Glucagon Injection Administration (con't)	Date Training Completed & Evaluator's initial	Pass	Fail	Date Training Completed & Evaluator's initial	Pass	Fail	Comments
15. Administers intramuscular (IM) injection: inserts needle straight (90 degrees angle) into the injection site and injects glucagon by pushing in the plunger of the syringe slowly							
16. Withdraws the needle and presses gently with a cotton ball. Massage injection site							
17 Maintains patient/student in a side position. Remains with patient/student to monitor closely until emergency personnel arrive							
18. Recovery may take 10 to 20 minutes. if the student becomes conscious and can swallow, give sips of fast-acting sugar (regular lemon-lime soda)							
19. Disposes of the used syringe without capping into the sharp's container							
20. **For Nursing**: Documents electronically and on the Diabetes Protocol Log **For trained staff**: Documents on Diabetes Protocol Log Documents: Medication Name, Dose, Route, Reason, Time of Glucagon Administration, the Outcome, and Interventions taken							

H. Demonstration of Intranasal Glucagon (Baqsimi) Administration	Date Training Completed & Evaluator's initial	Pass	Fail	Date Training Completed & Evaluator's initial	Pass	Fail	Comments
1. Identifies the following emergency steps for severe hypoglycemia: a. Signs and symptoms of hypoglycemia b. Sends someone to call EMS/911 and to notify RN and guardian or parent. c. Maintains open airway. d. Turn student on their side. e. Remains with patient/student until EMS arrives							
2. Gathers supplies: Baqsimi, gloves							
3. Verifies the expiration date of Baqsimi							
4. Verifies the right patient/student and that they are unable to safely take oral carbohydrate							
5. Puts gloves on							
6. Prepares the Baqsimi for administration: a. Removes the shrink wrap around the device by pulling on the red stripe. b. Opens the lid and removes the device from the tube. c. Holds the device between two fingers and your thumb							
7. Administers the Baqsimi a. Inserts the tip of the device into one nostril until your fingers touch the outside of the nose. b. Pushes the plunger all the way in. The dose is complete when the green line marked on the plunger disappears. c. Places the used device in a plastic bag and return it to the parent/guardian							
8. Recovery may take 7 to 30 minutes. If there is no response to Baqsimi within 15 minutes, administer a second dose using a new Baqsimi device if ordered							
9. If the student becomes conscious and can swallow, give sips of a fast-acting source of sugar (regular soda or juice [NOT diet] or glucose tabs/glucose gel if prescribed) and then a protein snack such as cheese and crackers							
10. **For Nursing**: Documents electronically and on the Diabetes Protocol Log **For trained staff**: Documents on Diabetes Protocol Log Documents: Medication Name, Dose, Route, Reason, Time of Glucagon Administration, the Outcome, and Interventions taken							

I. Demonstration of Glucagon Auto-Injection (GVoke Hypopen) Administration	Date Training Completed & Evaluator's initial	Pass	Fail	Date Training Completed & Evaluator's initial	Pass	Fail	Comments
1. Identifies the following emergency steps for severe hypoglycemia: a. Signs and symptoms of hypoglycemia b. Sends someone to call EMS/911 and to notify RN and guardian or parent. c. Maintains open airway. d. Turn student on their side. e. Remains with patient/student until EMS arrives							
2. Gathers supplies: auto-injection glucagon kit, gloves							

Employee Name: _____ Title/Position: _____ EN:_____

I. Demonstration of Glucagon Auto-Injection (GVoke Hypopen) Administration (con't)	Date Training Completed & Evaluator's initial	Pass	Fail	Date Training Completed & Evaluator's initial	Pass	Fail	Comments
3. Verifies the right patient/student and that they are unable to take oral carbohydrate safely							
4. Puts gloves on							
5. Tear, open the pouch at the dotted line, and carefully remove the Hypopen auto-injector							
6. Checks the expiration date							
7. Inspects the solution through the viewing window. It must be clear and colorless or a pale yellow							
8. Administers GVoke Hypopen by pulling the red needle cap straight off the device							
9. Chooses injection site and expose bare skin (lower abdomen, outer thigh, or outer upper arm							
10. Pushes and holds the glucagon autoinjector (GVoke Hypopen), straight down against the injection site							
11. Listens for a click and continue to hold the device down, and count slowly to 5 seconds							
12. Lifts the device straight up from the injection site							
13. If the patient does not wake up within 15 minutes, give another dose of glucagon if available and ordered according to the DMMP							
14. Follow DMMP for post glucagon auto-injection administration							
15. **For Nursing**: Documents electronically and on the Diabetes Protocol Log **For trained staff**: Documents on Diabetes Protocol Log Documents: Medication Name, Dose, Route, Reason, Time of glucagon administration, the Outcome, and Interventions taken							

J. Demonstration of Urine Ketone Test	Date Training Completed & Evaluator's initial	Pass	Fail	Date Training Completed & Evaluator's initial	Pass	Fail	Comments
1 Washes hands							
2. Gathers supplies: gloves, ketone test strips, collection cup							
3. Verifies ketone test strip expiration date							
4. Puts gloves on							
5. Collects a sample of urine in a clean cup							
6. Places the cup of urine in a protected area (waterproof disposable pad)							
7. Dips the ketone testing strip in the cup containing urine. Gently shake off excess urine							
8. Times appropriately. Wait for the test strip to change color							
9. Compare the test strip to the color chart on the strip bottle, accurately reads the results							
10. Disposes of all supplies and cleans the area appropriately							
11. Removes gloves and disposes of appropriately							
12. Washes hands							
13. Follow treatment for ketones per the DMMP							
14. **For Nursing:** Documents electronically and on the Diabetes Protocol Log **For trained staff**: Documents on Diabetes Protocol Log Documents: Reason for testing, Time of test, Outcome, Interventions taken							

2/3/2025