

How to organise PICC line insertion

Medical Staff

To arrange insertion of a PICC line, please **contact the IV Access Service via ext. 7917**, to make the referral.

Documentation required:

- Please complete an e-Referral to the Intravascular Nurse (IVNS), which includes: Patient Diagnosis, Planned course of treatment, Consultant details, Referrers details, and any reason for exclusion of a particular arm for PICC access (i.e. axillary clearance, previous thrombus, pacemaker etc...)
- Obtain written consent from the patient (Form A). If the patient is unable to consent, please obtain this from a family member or guardian.
- Complete a Chest x-ray form for post PICC insertion, to exclude malposition and check for the anatomical position of the PICC tip

Once the e-Referral is completed, send the consent and chest x-ray forms, to Chute no.17.

Nursing Staff

- The patient needs to be in a bed and a theatre gown, prior to PICC insertion
- The patient should be escorted by a nurse, for the PICC insertion as clinically indicated
- If blood specimens are required, please ensure that the request form, the specimen tubes and labels are sent with the patient
- Documentation of the correct positioning of the PICC tip, will be found on ICM, under the Intravascular Nursing Services Consult, and also on a signed sticker in the headsheet
- A signed Nursing Care Plan (864), with confirmed PICC tip location, will be placed into the patient notes
- When the PICC has been removed, please document the reason for removal on the care plan and fax it back to the IV Access Service fax no. 4375

The IV Access Service is available Monday to Friday 0800-1600hrs, via ext. 7917 or pager 4896. Please leave a message if required.