

Enterprise Care Management Community – Quick Reference

Created by ECM Project Team, GN, 6/2020

CVC Sterile Cap Change

STEP by STEP

Caps and tubing should be changed together every 96 hours unless contaminated

1. Perform hand hygiene
2. Turn off fans, close the door if possible, remove any pets from the room
3. Clamp line(s). Place a mask on yourself, anyone else in the room, and shield the patient's face, if appropriate
4. Perform hand hygiene and wipe working surface with disinfectant
5. Open sterile cap change kit or prepare separate supplies. Don sterile gloves and arrange supplies
6. Create a sterile field under the central line with sterile drape. Use the sterile gauze to lift line or by asking patient or family to lift line
7. Prior to removing the cap, use sterile gauze to hold the line and vigorously scrub the connection site for 15 seconds with alcohol and allow to dry for at least 15 seconds
8. Remove old cap using sterile gauze (see figure a)
9. Clean the threads of the catheter for 15 seconds with alcohol and allow to dry for at least 15 seconds (see figure b)
10. Connect new cap to central line
11. Document cap change in patient's record

Figure a



Figure b

