

REQUIRED TASK		Procedure Complete
1.	Prepares patient for assessment: - Explains procedure to patient and advises that the duration of the test is usually 1 minute or less. - Informs patient that a slight snapping/tingling sensation over 6-12 pulses may be expected. - Reminds patient to remain still and relaxed (do not tense leg) until procedure is complete.	
2.	Helps position patient to get into one of four testing positions: 1. Preferred side Position: Lying on side on exam table (on hip opposite exam leg) with leg to be tested on top, bottom leg bent at knee with bottom foot behind the leg to be tested. 2. Alternate chair position: Knee in chair with foot hanging off seat of chair with calf supported and muscle relaxed 3. Alternate side position: Lying on side with leg to be tested on top, other leg bent at knee with bottom foot in front of leg being tested. 4. Alternate prone position: Prone with both feet hanging off table with calf supported and muscle relaxed.	
3.	Selects exam leg and notes which side (R/L) will be used for entry into the DPNCheck device.	
4.	Cleans outer lower leg where biosensor pad will be located and behind ankle bone with included prep pad. Vigorously scrubs entire testing area to remove lotions, oils, and dead skin cells ("scrub, don't rub"), and allows testing area to dry.	
5.	Establishes landmarks for device placement: - Uses skin marker if available. - Ensures there is clear access to the outer ankle bone and the lower calf. - Checks to make sure the midline of the calf (Achilles tendon) is visible.	
6.	Removes biosensor from pouch and places tail end of sensor fully into connector end of device, folds over adhesive foam and presses into place (ensures the label that says "Remove" faces up).	
7.	Confirms correct insertion by verifying that the biosensor icon in the lower right corner of the device display appears white. If icon remains black, checks and corrects biosensor placement.	
8.	Powers on the device by pressing and releasing the button once. Confirms battery level is sufficient. If battery is low, replaces with a Panasonic CR123 3V battery (preferred for optimal performance), or another CR123 3V battery.	
9.	Selects leg to be tested on device by pressing selection on screen (Select Limb = Left/Right).	
10.	Applies a small pea-sized amount of conductive gel to each probe: - Uses only conductive gel supplied by NeuroMetrix for electrodes - Covers heads of probes in gel - Removes excess gel to prevent it from smearing between the probes	
11.	Removes backing from biosensor and saves cover strip to go back on the foam pad after test is completed.	
12.	Locates patient's outer ankle bone and aligns the short probe (anode) and long probe (cathode) to outer ankle bone.	
13.	Points device with arrows pointed toward back side of knee. Aligns device with edge of the biosensor placed next to the midline of the calf that runs along the Achilles tendon.	
14.	Places the long probe in the soft spot halfway between the center of the outer ankle bone and the Achilles tendon, taking care that the probes are placed behind and not over the ankle bone.	
15.	Applies even pressure straight down on device. Checks for good contact on both edges of foam pad.	
16.	Presses and releases button once to start test, maintains firm and even pressure along device from the probes to the biosensor and maintains steady pressure across entire face of biosensor pad. Ensures the display reads "Testing" while the LED light blinks green with each stimulus.	
17.	Reviews test results on the display once completed and demonstrates successful reading of screen output: "Amp" value equals the Amplitude, and "CV" value equals the Conduction Velocity.	
18.	Demonstrates ability to recall results from most recent test if they are no longer visible on the display screen.	
19.	Discards single-patient-use Biosensor and cleans probes with alcohol prep pad, taking care to not twist probes.	
20.	Demonstrates proper storage of unit and always covers foam surface when not in use to preserve foam pad.	
21.	Follows office protocol for provider documentation and review and follows office protocol for patient follow up and education.	

<VARIABLE CONTENT BASED ON PARTNER'S OWN PROTOCOLS BELOW - THIS IS SAMPLE TEXT ONLY>

I have observed this technician successfully complete the steps checked above.

Supervisor/Preceptor Signature: _____

Date: _____

Comments: