

## Check list for use of CPAP / BiPAP machine

- \_\_\_\_\_ 1. Place the machine on a level surface near the bed.
- \_\_\_\_\_ 2. Place the machine at least 12 inches away from anything that could block the vents (curtains, bedspread, etc.).
- \_\_\_\_\_ 3. Place the machine lower than the level of the bed so any accumulation of water will drain back toward the machine, not the mask.
- \_\_\_\_\_ 4. Plug the machine into an outlet. Do NOT use an extension cord.
- \_\_\_\_\_ 5. Fill the water well with distilled water only. No tap water.
- \_\_\_\_\_ 6. Place the water well into the machine per manufacturer's instructions.
- \_\_\_\_\_ 7. Wash your hands and put on gloves.
- \_\_\_\_\_ 8. Put the hose of the face device into the hose port on machine.
- \_\_\_\_\_ 9. Position face piece (mask, nose pillow, etc.) on face.
- \_\_\_\_\_ 10. Fasten / adjust headgear on the person's head so that the face device fits snugly.
- \_\_\_\_\_ 11. Turn the unit on. If using oxygen, turn on CPAP / BiPAP unit first, before turning on oxygen flow.
- \_\_\_\_\_ 12. Have the person breathe deeply until pressured air begins to flow.
- \_\_\_\_\_ 13. Have person breathe normally once pressured air is flowing. Make sure no air is leaking out of the mask or nasal pillows. If it is, readjust the mask or nasal pillows and headgear.
- \_\_\_\_\_ 14. When the person awakens in the morning, turn off the machine. If using oxygen, turn off oxygen first before turning off the machine.
- \_\_\_\_\_ 15. Remove the face gear and clean per provider's instructions.
- \_\_\_\_\_ 16. Clean the machine, and hose per supplier's instructions and hang hose to dry.

Trainee name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Instructor initials      Instructor Name \_\_\_\_\_

**Comments:**