

TOPICAL MEDICATION OBSERVATION CHECKLIST

SITE ORIENTATION

**X = successfully completed
demonstrated or verbalized**

**O = unsuccessfully completed
not observed or verbalized**

Upon completion of the TMP program, the facility nurse is to determine staff readiness to administer medications. At a minimum, the following should be covered with the TMP:

- Review location and content of Physician Orders and Standing Order lists
- Explanation of pharmacy system
- Location of facility drug reference
- Medication storage issues
- Medications administration records used in the facility
- Documentation including prescribed and PRN
- Medication error forms and procedure

The following steps have been evaluated:

- 1. Medication knowledgeable (indications for use, side effects, allergies, expiration date)
- 2. Compare medication card with the physicians order on the medication sheet x3
- 3. *Identifies individual*
- 4. *Explained the procedure and provided privacy*
- 5. Wash hands and use aseptic technique throughout procedure
- 6. *Put on gloves*
- 7. Administer the medication according to prescribed directions
- 8. *Removed gloves, washed hands, discarded gloves and waste according to policy*
- 9. Document the medication administered, if a PRN include results

COMMENTS: _____

Med trainee-print MARY Swanson Date: _____

Med trainee-sign Mary Swanson Date: _____

PASS: Needs Re-Training:

Nurses Signature/Date J Anderson RN Date 2/19/20

Blood Glucose testing TREATMENT OBSERVATION CHECKLIST

SITE ORIENTATION

**X = successfully completed
demonstrated or verbalized**

**O = unsuccessfully completed
not observed or verbalized**

At a minimum, the following was covered:

- Review location and content of Physician Orders and Standing Order lists
- Explanation of treatment
- Location of facility drug reference
- Treatment storage issues
- Medications administration records used in the facility
- Documentation including prescribed and PRN
- Medication error forms and procedure

The following steps have been evaluated for Blood Glucose Testing:

1. Wash your hands & gather supplies, glucometer machine w/strips, lancets, sharps container, cotton ball /kleenex, band-aid, paper towel, gloves
2. Explain to consumer what you are about to do, then wash their hands.
3. Spread paper towel for a clean work surface, & lay out supplies,
4. Check code # when test strip is put in. It should match the # on the bottle strip came from.
5. If # doesn't match, use the up & down arrows to assure that they are the same.
6. Put gloves on
7. Prime / pull back on lancet test injector, put lancet in the tester & remove cap off & put upside down (to use to remove after done)
8. Milk / squeeze finger to establish good blood flow.
- 9 Place lancet injector firmly on clean finger (pad more painful) & press injector. Squeeze finger until enough blood is on test strip to register
10. Then put needle of lancet into upside down cap & dispose of into sharps container.
11. Apply cotton ball or Kleenex until band aid applied.
12. Gather supplies into your gloves & throw away.
13. Wash hands & document in MAR as well as homes communication log.
14. Notify PAI nurse for blood sugars greater than 391 or lower than 80.
15. Remember when opening a new bottle of test strips to make sure codes match.

COMMENTS: _____

Med trainee-print: Mary Swenson Date: _____

Med trainee-sign: Mary Swenson Date: 02/19/00

PASS: Needs re-training: _____ Nurses signature/Date J Anderson RD 2/19/00

INSULIN INJECTION PEN OBSERVATION CHECKLIST

SITE ORIENTATION

**X = successfully completed
demonstrated or verbalized**

**O = unsuccessfully completed
not observed or verbalized**

Upon completion of the TMP program, the facility nurse is to determine staff readiness to administer medications. At a minimum, the following should be covered with the TMP:

- Review location and content of Physician Orders
- Explanation of pharmacy system / or to receive new supplies
- Location of facility drug reference
- Medication storage issues
- Medications administration records used in the facility
- Documentation including prescribed and PRN
- Medication error forms and procedure

The following steps have been evaluated to **inject insulin pen**:

- 1. Wash hands & gather supplies; Insulin pen, pen needle, & gloves.
- 2. Swab insulin pen's rubber top with alcohol wipe before putting needle on it.
- 3. After identifying consumer, remove paper tab from the outer shield of pen needle
- 4. Push needle straight onto pen & twist until tight
- 5. Pull off outer shield & put aside, will need later to remove needle from pen.
- 6. Prime the pen by setting it to 1 units & pushing the orange button at the end of pen.
- 7. Set Insulin pen by turning to scheduled units ordered, then add sliding scale units.
- 8. Have 2nd staff confirm amount to be injected & document on MAR.
- 9. Ask consumer where they would like their insulin.
- 10. Remove inner shield & inject needle into their skin, push orange button on the end of pen and hold in place to the count of 5.
- 11. Remove pen and apply pressure at site if needed for the count of 5 with a cotton ball or kleenex.
- 12. Snap outer shield into place over needle & unscrew from pen
- 14. Put needle in sharps container, & put insulin pen in baggy then put in lock box.

COMMENTS: _____

Med trainee-print Mary Swenson Date _____

Med trainee-sign Mary Swenson Date 2/19/20

PASS: Re-Training Needed: _____ Nurses Signature/Date J. Anderson R 2/19/20

ORAL MEDICATION OBSERVATION CHECKLIST

SITE ORIENTATION

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not observed or verbalized**

Upon completion of the TMP program, the facility nurse is to determine staff readiness to administer medications. At a minimum, the following should be covered with the TMP:

- Review location and content of Physician Orders and Standing Order lists
- Explanation of pharmacy system
- Location of facility drug reference
- Medication storage issues
- Medications administration records used in the facility
- Documentation including prescribed and PRN
- Medication error forms and procedure

The following steps have been evaluated:

- 1. Medication knowledgeable (indications, side effects, checks for allergies)
- 2. Washes hands
- 3. Assembles necessary equipment
- 4. Compares medication label to MAR x3
- 5. Checks expiration date
- 6. Prepares the dose using aseptic technique
- 7. Secures medication supply
- 8. Identifies consumer
- 9. Administers medication using aseptic technique
- 10. Ensures medication is swallowed
- 11. Washes hands
- 12. Documents medication given in the MAR
- 13. Returns to observe and documents effects of PRN medications

COMMENTS: _____

Med trainee-print Mary Swanson Date _____

Med trainee-sign Mary Swanson Date: 2/19/20

PASS: Needs Re-Training: _____

Nurses Signature/Date: [Signature] Date 2/19/20

EAR MEDICATION OBSERVATION CHECKLIST

SITE ORIENTATION

**X = successfully completed
demonstrated or verbalized**

**O = unsuccessfully completed
not observed or verbalized**

Upon completion of the (Trained Medication Passer) TMP program, the facility nurse is to determine staff readiness to administer medications. At a minimum, the following should be covered with the TMP:

- Review location and content of Physician Orders and Standing Order lists
- Explanation of pharmacy system
- Location of facility drug reference
- Medication storage issues
- Medications administration records used in the facility
- Documentation including prescribed and PRN
- Medication error forms and procedure

The following steps have been evaluated:

- 1. Medication knowledgeable (indications, side effects, expiration date, allergies)
- 2. Compare medication sheet with the medication label x3
- 3. Wash hands
- 4. *Identifies the individual*
- 5. *Puts on gloves*
- 6. Assemble equipment necessary for administration of ear drops
- 7. Position
 - a. If lying, put flat and turn head to opposite side
 - b. If sitting in chair, tilt head sideways until ear is as horizontal as possible
- 8. Clean entry to ear canal with a clean wipe
- 9. Observe affected ear for any unusual condition prior to ear drop administration which should be reported to the licensed nurse.
- 10. Do not contaminate the dropper by touching any part of the ear canal to the ear.
- 11. Administer the ear drops by pulling the ear gently backward and upward
- 12. Administer the number of drops prescribed into the ear canal
- 13. Client to maintain the required position for two or three minutes.
- 14. If drops ordered for both ears wait at least five minutes before putting drops in second ear, repeat same procedure.
- 15. *Removed gloves, washes hands, disposes of gloves and waste according to policy*
- 16. Document the ear drops administered
- 17. Return to observe client if ear drops instilled for specific results. Observe and chart the results.

COMMENTS: _____

Med trainee-print Mary Swanson Date: _____

Med trainee: Mary Swanson Date: 2-19-20

PASS: Needs re-training: _____ Nurses signature/Date J. Freeman RS 2/19/20

S:\Nurse\Medication Administration Packet

EYE DROPS/OINTMENT OBSERVATION CHECKLIST

SITE ORIENTATION

**X = successfully completed
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Upon completion of the (Trained Medication Passer) TMP program, the facility nurse is to determine staff readiness to administer medications. At a minimum, the following should be covered with the TMP:

- Review location and content of Physician Orders and Standing Order lists
- Explanation of pharmacy system
- Location of facility drug reference
- Medication storage issues
- Medications administration records used in the facility
- Documentation including prescribed and PRN
- Medication error forms and procedure

The following steps have been evaluated:

- 1. Medication knowledgeable (indications, side effects, expiration date, allergies)
- 2. Assemble equipment necessary for administration of eye drops
- 3. Check that the label on the medication container corresponds with the medication listed on the med card three times.
- 4. *Identifies the individual*
- 5. *Wash hands. Put on gloves*
- 6. Have client sit or lie down
- 7. Observe affected eyes for any unusual condition which should be reported to the nurse
- 8. *Cleaned eye with a gauze/tissue.*
- 9. Position with head back and looking upward
- 10. Separate lids of the affected eye, approach eye from below and outside the clients field of vision. Avoid contact with the eye/eye lid.
- 11. Apply drops/ointment gently near center of lower lid (not allowing drops to fall more than one inch before striking eye) with prescribed amount.
- 12. Close eyes gently. Ask client to keep eyes closed for a few minutes.
- 13. Dab excess medication with a clean wipe using a separate clean wipe for each eye, if drug is administered to both eyes.
- 14. Position comfortably
- 15. Wash hands
- 16. Document the medication administered
- 17. *Removed gloves, washed hands, disposed of gloves and waste according to policy*
- 18. Return to observe eyes, if ointment or drops applied for specific results.
Observe and document the results

COMMENTS: _____

Med trainee-print MARY SWANSON Date: _____

Med trainee-sign Mary Swanson Date: 2-19-20

PASS: Needs Re-training: _____ Nurses Signature/Date [Signature] 2/19/20
S:\Nurse\Medication Administration Packet