

Medication Administration Competency Checklist

Purpose: These are the standards of the technical competencies necessary for performance and clinical practice. They supplement continuing education programs and the quality improvement program.

To meet the competency standard the employee must demonstrate proficiency in performing the procedures as evidenced by the specific criteria listed below.

Standards Met By:

- | | |
|---------------------------------|--------------------|
| A. Demonstration | D. Skills Lab |
| B. Direct Observation/Checklist | E. Self Study/Test |
| C. Video Review | F. Other |

NAME: _____ **DATE OF HIRE:** _____ **JOB TITLE:** _____

Met/Not Met: Y=Yes N=No

CORE COMPETENCIES	DATE	STANDARD MET BY	SUPERVISOR INITIALS	STANDARD MET	STANDARD NOT MET	COMMENTS
Preparing Injections						
checks expiration date						
compares medication with order						
chooses appropriate supplies and equipment						
checks label:						
1. when taking from shelf						
2. before withdrawing/pouring						
3. before returning to shelf						
chooses appropriate route						
calculates correct dose						
Intramuscular Injections:						
identifies patient						
explains procedure/give VIS & gets consent						
asks about medication allergies						
asks if patient faints with injections						
selects appropriate site						
cleanses site appropriately						
gloves						
stretches skin taut						
injects at 90 degree angle						
aspirates						
injects appropriately						
withdraws appropriately						
massages site						

proper syringe disposal						
observes patient for reaction						
documents appropriately						

NAME:		DATE OF HIRE:		JOB TITLE:		
Core Competencies	DATE	STANDARD MET BY	SUPERVISORS INITIALS	STANDARD MET	STANDARD NOT MET	COMMENTS
Subcutaneous Injections:						
identifies patient						
explains procedure/gives VIS & gets consent						
asks about medication allergies						
asks if patient faints with injections						
selects appropriate site						
cleanses site appropriately						
gloves						
skin grasped						
injects at 45 degree angle						
aspirates						
follows appropriate protocol if blood aspirates						
injects appropriately						
withdraws appropriately						
massages site						
observes patient for reaction						
documents appropriately						
Intradermal Injections:						
identifies patient						
explains procedure & gets consent if necessary						
asks about medication allergies						
asks if patient faints with injections						
selects appropriate site						
cleanses site appropriately						
gloves						
stretches skin taut						
injects at 10-15 degree angle						
bevel up						
injects appropriately						
proper wheal formation						

proper removal of needle						
proper syringe disposal						
Instructs patient to return in 48-72 hours						
documents appropriately						
reads reaction appropriately on return of patient						
documents reaction appropriately						

NAME:	DATE OF HIRE:			JOB TITLE:		
Core Competencies	DATE	STANDARD MET BY	SUPERVISOR INITIALS	STANDARD MET	STANDARD NOT MET	COMMENTS
Z Track Injections:						
asks about medication allergies						
asks if patient faints with injections						
selects appropriate site						
cleanses site appropriately						
gloves						
pulls skin to side						
injects at 90 degree angle						
aspirates						
follows appropriate protocol if blood aspirates						
injects appropriately						
10 second wait before withdrawing						
withdraw at same angle as insertion						
release traction of skin						
proper syringe disposal						
observes patient for reaction						
documents appropriately						
Intravenous Line Injections:						
identifies patient						
explains procedure						
asks about medication allergies						
checks for compatibility of medication and IV fluid						
provides information on the medication						
selects appropriate site/port						
cleanses site appropriately						
gloves						
injects at appropriate site on port						
injects appropriately						
withdraws appropriately						
proper syringe disposal						
observes patient for reaction						
documents appropriately						

NAME:		DATE OF HIRE:			JOB TITLE:	
Core Competencies	DATE	STANDARD MET BY	SUPERVISORS INITIALS	STANDARD MET	STANDARD NOT MET	COMMENTS
Administering Medication by Other Routes						
checks expiration date						
compares medication with order						
checks label:						
1. when taking from shelf						
2. before pouring						
3. before returning to shelf						
chooses appropriate route						
calculates correct dose						
observes patient for reaction						
documents appropriately						