

Practical Evaluation of Mastery - Administration of Medication

Trainee Name _____ **Evaluation Date:**, _____

General Administration

Skill:	Initials:
A. States name and purpose of task & location of supplies	
B. Identifies supplies needed	
C. Preparation	
1. Reviews Universal Precautions	
2. Locates supplies in secured storage area. Locates client's medication administration record. Verifies authorization.	
3. Reviews "six rights" of medication when removing medication from secured storage area, when preparing medication and returning medication to secured storage area.	
4. Checks expiration date and reads label and medication record for instructions.	
5. Prepares medication without contamination.	
D. Procedure:	
1. Demonstrates proper hand washing. Puts on disposable gloves. Oversees client washing hands if also handling medication.	
2. Demonstrates proper identification of client. Asks for Client's first and last name and what medication he/she is to receive.	
3. Explains procedure to client and positions him/her properly for procedure.	
4. Administers the medication to the correct client.	
5. Administers the correct medication.	
6. Administers the correct dose.	
7. Administers at the correct time.	
8. Administers by the correct route.	
9. Verifies client received the medication and observes the client for unusual reactions.	
10. Disposes of used equipment. Appropriately removes and discards gloves, if worn. Washes hands.	
11. Documents immediately and appropriately per policy and procedure	
12. States reporting measures if unusual reactions were to occur	

Administering Oral Medication

Skill:	Initials:
1. Demonstrates putting correct dose in the medication cup.	
a. If individually wrapped, tears off number needed, removes from package at time client takes the medication. Provides glass of water unless directed not to do so.	
b. If liquid, pours from the side of the bottle opposite the label into graduated medicine cup at eye level, measuring at bottom of meniscus. Wipes any medication from the outside of container	

Administering Topical Skin Medication

Skill:	Initials:
1. Cleanses the affected area with soap and warm water, unless other instructed. Rinses and allows area to dry or pats dry with paper towel.	
2. Applies prescribed amount of topical medication to affected area with gloved hand, gauze, cotton tipped applicator or tongue depressor.	
3. Covers the affected area with a bandage or dressing as directed.	

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Administering Ophthalmic (Eye) Medication

Skill:	Initials:
1. Cleanses eye with clean cotton ball or tissue wiping once from the inside to the outside. Uses new cotton ball or tissue for each eye.	
2. Positions the client lying down or sitting with head tilted back and eyes looking up.	
3. Approaches eye from outside field of vision.	
4. Uses index finger to gently pull lower eyelid down to expose conjunctiva sac (pocket).	
5. For eye drops:	
a. Gently squeezes the dropper or eye drop bottle to instill the correct number of drops into the conjunctiva sac.	
b. Does not touch the eye with the dropper or tip of bottle.	
c. Slowly releases the lower lid and instructs the client to keep blink a few times or keep eye closed for a couple of minutes.	
6. For eye ointment:	
a. Gently squeezes 1-2 cm thin strip of ointment along conjunctiva sac from inner to outer eye.	
b. Slowly releases lower lid and instructs the client to close the eyelid and move the eye around to distribute the ointment.	
c. Removes excess ointment from inner to outer eye with a new cotton ball or tissue for each eye treated.	
d. Informs the client that their vision may be blurred temporarily.	

Administering Inhaled Medication (MDI)

Skill:	Initials:
1. Position client standing or sitting up straight.	
2. Removes the cap and shakes the inhaler gently back and forth.	
3. Primes the inhaler to release one dose of medication into the air if the MDI is new or has not been used for several days to ensure adequate dosing.	
4. Instructs the client to exhale fully.	
5. If using a spacer or chamber, inserts the MDI mouthpiece into the device and has the client place the chamber mouthpiece into their mouth.	
6. Instructs the client to place the MDI mouthpiece into his/her mouth between the teeth and close their lips around it.	
7. Instructs the client to begin to inhale slowly and then activate the inhaler.	
8. Instructs the client to continue to inhale slowly for 3-5 seconds, filling their lungs.	
9. Instructs the client to hold their breath for 10 seconds, as able, and then slowly breathe out.	
10. Repeats the previous steps until the prescribed number of puffs has been administered.	
12. Replaces the cap, and monitors the client for changes in breathing.	

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Administering Otic (Ear) Medication

Skill:	Initials:
1. Warms medication to room temperature (if refrigerated) by holding bottle in hands for a few minutes.	
2. Positions client lying down with the affected ear up.	
3. Cleanses entry to ear canal with clean cotton ball as needed.	
4. If a dropper is supplied, squeezes to fill the dropper to the desired amount.	
5. Straightens the ear canal by pulling outer ear gently down and back (ages 3 and under) or up and back (older children and adults).	
6. Administers the correct number of drops aimed toward the wall of the canal without touching the ear with the dropper.	
7. Asks the client to maintain the position for a few minutes. If treating both ears, waits at least one minute between ears.	

Administering Intranasal (Nose) Medication

Skill:	Initials:
1. Instructs the client to gently blow their nose into a tissue and discard it.	
2. For drops, position the client lying down or sitting up with head tilted back. Inserts the dropper just inside the nostril to administer the correct number of drops. Asks the client to maintain position for a few minutes to assure medication reaches upper nasal passages.	
3. For nasal spray, positions the client with head upright and inserts the nozzle part way into the nostril. Sprays as directed while closing off other nostril by pressing on it with a finger.	
4. Does not touch the dropper or tip of bottle to the nostril.	
5. Asks the client if they wish to expectorate any solution that has drained into their mouth.	

MASTERY IS 100% ACCURACY ON RETURN DEMONSTRATION. Initials in the space(s) above indicate: I have been trained to and accept responsibility for performing tasks initialed above in accordance with each client's Individualized Plan of Care. I understand I need to maintain my skills and that the nurse will regularly assess my performance to identify any needs for review or repetition of the training I have received to perform this/these skills. I have had the opportunity to ask questions and received satisfactory answers. I am currently certified in First Aid and CPR. I have received advanced training in Bloodborne Pathogens.

Trainee Signature: _____ Initials: _____ DATE: _____

I have assessed the Trainee's skills to determine the success of the training I provided. Based on this assessment, it is reasonable and prudent for the Trainee to perform medication administration with written consent and delegation by the consumer/parent/guardian. This is in effect for the next twelve months with reassessments annually.

Registered Nurse Signature: _____ Initials: _____ DATE: _____

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