

Print Name _____

MEDICATION ADMINISTRATION AND HEALTH-RELATED ACTIVITIES SKILLS
CHECKLIST

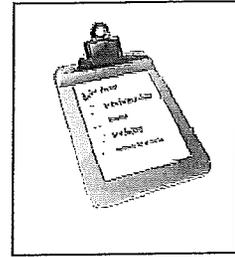
*To be completed for **every** employee (who administers meds) **annually**

*Also needs to be completed **before** an employee can administer a route (nasal, ear, etc) in which he/she has not been previously trained (checklist completed for that route).*

Process:

1. Employee attends and passes the Medication Administration Certification class or the Recertification Class.
2. At the home the employee receives Individual Specific Training and signs and dates the form.
3. This form is completed. That means the employee is observed:
 - a. *Correctly passing oral medication to (at least) one person*
 - b. *Correctly administering all additional routes of medication that occur at that location (i.e. nebulizer, eye drops, etc).*
 - c. *Correctly performing any health-related activities that occur at that location (i.e. checking blood pressure).*
 - d. *Signing and dating the Master Signature Sheet*
 - e. *Initialing the MAR*
4. Turn in this original form to Human Resources and keep a copy at the work site, where appropriate.

Certification 1 Skills Checklist: General Medication Administration



To be used at the beginning for EACH medication administration skill checklist

- _____ 1. Wash hands thoroughly
- _____ 2. Start at the beginning of the medication record and review, checking for the following:
 - a. Individual's name
 - b. All medications ordered
 - c. Medications to be given at this time
 - d. Dose for this time period has not been given
 - e. Order is current
 - f. Any allergies
 - g. Special instructions for giving (Individual Specific Training)
- _____ 3. Read **entire** name and dose of medication you will be giving for this individual at this time.
- _____ 4. Obtain the medication from the secure storage area.
- _____ 5. Check the expiration date on the label of package or container and read the **entire** label carefully.
- _____ 6. Place the medication package by the name of the drug on the medication record and be *positive* the package/container and the Medication Administration Record (MAR) coincide (1st check).
- _____ 7. Read the directions to give the medication from the MAR and be *positive* that the label and the medication record coincide (2nd check).
- _____ 8. If they do **not** coincide, do not give the medication until there has been clarification regarding medication. Clarification should be sought through the employer's policy.

If the expiration date is August 10, 2020, the drug may be used up until midnight of August 10, 2020. The drug may NOT be used on Aug.11, 2020 or thereafter.

Trainee Name: _____ Date: _____

Instructor initials: _____ Instructor Name: _____

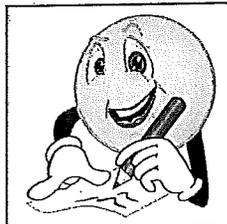
COMMENTS:

Certification 1 Skills Checklist: Oral (by mouth):

Follow steps 1-8 on "General Medication Administration Checklist" then



- _____ 9. Obtain medication cup using separate cup for each individual.
- _____ 10. Compare medication label and MAR (3rd check). Then prepare the medication without touching the medication with your fingers.
- _____ 11. Check medication label and return container to secure storage area.
- _____ 12. Identify individual to receive the medicine and explain to the individual you are giving his/her medication for that specific hour.
- _____ 13. Tell the individual the name of the medication and its purpose when you give the medication to him/her.
- _____ 14. Be certain the medication was taken (swallowed). Check client's mouth if uncertain.
- _____ 15. Leave the individual in a safe and comfortable manner.
- _____ 16. Initial in the square for the specific hour and date; this indicates you have given the medication for that time.
- _____ 17. Write your initials, full name, and title in space provided for signatures.
- _____ 18. Document any complaint/concern and action taken.
- _____ 19. Return equipment to storage area.
- _____ 20. Wash your hands before contact with another individual or further contact with this individual other than administering more oral medications.



DOCUMENTATION EXAMPLE:

Sue had trouble swallowing whole vitamin. Called pharmacy. Spoke with Jim Smith, RP. He said I could split vitamin in half. Split vitamin and Sue took without difficulty.

Trainee Name: _____ Date: _____

_____ Instructor initials Instructor Name: _____

COMMENTS:

Health-Related Activities Skills Checklist: Administration of Diastat

Place a check before each step completed

_____ 1. Put the individual on their side in a location where they cannot fall.

_____ 2. Get the medication.

_____ 3. Put on gloves.

_____ 4. Get the syringe from the package.

_____ 5. Remove the protective cover from the syringe with a downward firm pulling away motion.

_____ 6. Lubricate the rectal tip with the lubricating jelly in the package.

_____ 7. Turn individual **toward you** and pull down clothing to expose the buttocks.

_____ 8. Bend their upper leg forward to expose the rectum.

_____ 9. Separate the buttocks to expose the rectum.

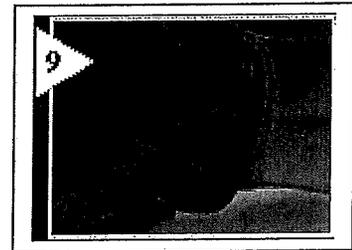
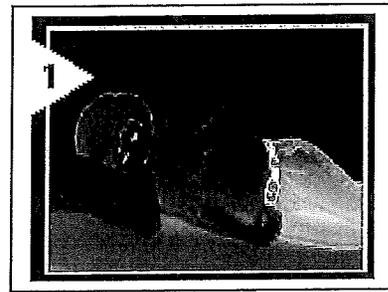
_____ 10. Gently insert the syringe tip into the rectum.

_____ 11. **SLOWLY** count to three while gently pushing the plunger in until it stops.

_____ 12. **SLOWLY** count to three again before removing the syringe from the rectum.

_____ 13. **SLOWLY** count to three while holding the buttocks together to prevent leakage

_____ 14. Keep the individual on their side facing you. Note the time the Diastat was given and continue to observe.



Employee _____

Date: _____

Nurse: _____

Supervisor _____

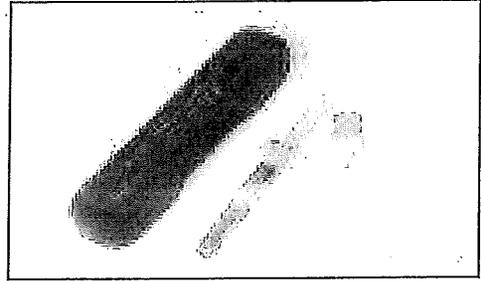
Comments:

Skills Checklist: Administering Glucagon

Place a check mark before each step completed by the trainee. Must be checked off on all steps to pass (can demonstrate per simulation or verbalize in classroom setting only).

Preparing the Glucagon

- ___ 1. Be sure work surface clean and dry.
- ___ 2. Wash hands.
- ___ 3. Get Glucagon Emergency Kit from secured storage area.
- ___ 4. Remove elements of Glucagon Emergency Kit from package and place on a clean, dry work surface.
- ___ 5. Carefully remove flip seal from vial containing glucagon powder.
- ___ 6. Remove needle protector from fluid-filled syringe.
- ___ 7. Insert needle into rubber stopper; inject all fluid from syringe into Glucagon vial.
- ___ 8. Remove needle. Hold syringe above level of waist with needle upright. With other hand gently shake vial until Glucagon powder dissolves into a clear liquid.
- ___ 9. Reinsert needle into rubber stopper; draw up all solution from vial into syringe by pulling back gently on the syringe plunger.
- ___ 10. Once all solution drawn into syringe, remove needle from vial and carefully recap.
- ___ 11. Place filled syringe in a safe, but accessible place close to the client.



Giving the Injection:

- ___ 12. Put on gloves then locate the injection site. (Same as sites for insulin).
- ___ 13. Clean the site with alcohol. Make sure site is clean and dry before injecting.
- ___ 14. Pick up syringe and remove cap from needle.
- ___ 15. Hold needle in your dominant hand (hand you write with).
- ___ 16. Place thumb and forefinger of other hand on either side of the injection site, about 2 inches apart, and pinch up the skin.
- ___ 17. With a darting motion of the wrist, quickly insert needle at a 45 -90 degree angle into the pinched up skin between your thumb and forefinger. Insert needle all the way into the skin.
- ___ 18. Keeping your thumb and forefinger on the skin, slide your thumb and forefinger apart, releasing the skin. Keep thumb and forefinger on either side of the injection site while holding the syringe in place with your writing hand.
- ___ 19. **SLOWLY** push down on the plunger until all the glucagon has been injected.

Removing the needle from the injection site

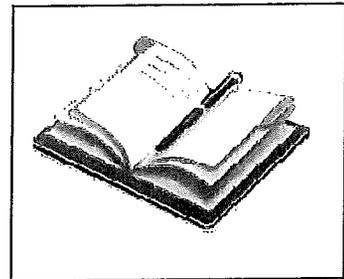
- _____ 20. While holding the syringe in place with your writing hand, count to 5 and then quickly pull the needle straight out. If there is bleeding at the site, use a clean Band Aid, gauze, or cotton ball to apply gentle pressure until bleeding stops.

After the procedure is completed

- _____ 21. As soon as the injection is completed and the needle removed, dispose of the glucagon syringe in a sharps container per your agency's policy and procedure for disposal of sharps.
- _____ 22. Turn the client on his side to help prevent choking because Glucagon can cause nausea and vomiting.
- _____ 23. Call emergency medical personnel (911).
- _____ 24. Remove gloves and wash hands.
- _____ 25. If the client becomes alert, and can eat, drink and swallow, give food or beverage as directed by the nurse, doctor, or emergency medical personnel.
- _____ 26. If the client does not become alert, wait for emergency medical personnel; do not attempt to feed the client and do not leave the client alone.

Documentation

- _____ 27. Document per your agency policy and procedure



Employee _____

Date: _____

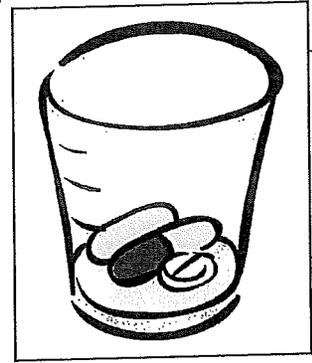
Nurse: _____

Supervisor _____

Comments:

Certification 1 Skills Checklist: Eye (Ophthalmic) :

Follow steps 1-8 on "General Medication Administration Checklist" then



- _____ 9. Identify individual to receive the medicine and explain to the individual you are giving his/her medication for that specific hour.
- _____ 10. Tell the individual the name of the medication and its purpose when you give medication to him/her.
- _____ 11. Put on gloves.
- _____ 12. If required, cleanse affected eye while closed with rayon "cotton" ball. Wipe from inner corner of eye outward once. If drops or ointment are to be instilled into both eyes, use a clean rayon "cotton" ball for each eye.
- _____ 13. Draw up the ordered amount of medication into dropper and recheck to ensure the label on medication container matches the medication record.
- _____ 14. Position the individual with the head back and looking upward.
- _____ 15. Separate lids by raising upper lid with forefinger and lower lid with thumb.
- _____ 16. Approach the eye from below with the dropper remaining outside the individual's field of vision.
- _____ 17. Avoid contact with the eye.

Special Note: Always hold eye dropper level with the eye. Do not point the dropper toward the eye. Never let the dropper touch the eye.

IF DROPS:

- _____ 18. Apply the drop gently near the center of the inside lower lid not allowing the drop to fall more than 1 inch before it strikes the lower lid.

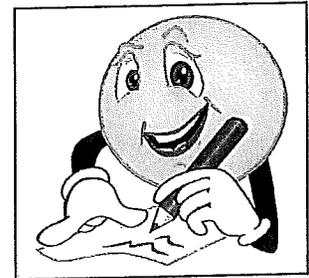
IF OINTMENT:

- _____ 18. Apply the ointment in a thin layer along inside of lower lid. Apply amount of ointment prescribed (usually about ½ inch long "ribbon" of ointment). Break off ribbon of ointment from the tube by relaxing the pressure and removing the tube. Do not use your fingers!

IF BOTH EYES INVOLVED:

- _____ 18. If both eyes involved, give the client a separate clean cotton ball for each eye. Change gloves between eyes to avoid transferring contamination from one eye to the other.

- _____ 19. To prevent contamination, do not touch the end of the bottle or the dropper on any part of the eye.
- _____ 20. Allow the eye to close gently.
- _____ 21. Instruct the individual to keep eyes closed for a few minutes.
- _____ 22. Wipe excess medication from eye with a clean rayon "cotton" ball using separate rayon "cotton" balls for each eye.
- _____ 23. Leave individual in a comfortable position for a few minutes. Follow the medication administration record regarding supervision of the individual during this time.
- _____ 24. Remove gloves; dispose of gloves and cotton balls according to facility policy.
- _____ 25. Wash hands
- _____ 26. Clean and replace equipment as specified on the medication record.
- _____ 27. Document giving the medication including:
 - a. Medication given
 - b. Number of drops installed or amount of ointment instilled
 - c. The eye(s) in which the medication was instilled
 - d. Your initials
 - e. Any unusual complaints and action taken



Note: Long fingernails may interfere with or make it difficult to apply eye medications properly. Ask trainees to check their fingernails before they give/apply medication and trim if necessary.

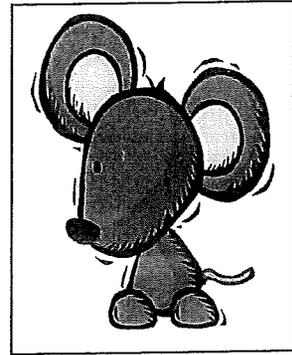
Trainee Name: _____ Date: _____

_____ Instructor initials Instructor Name _____

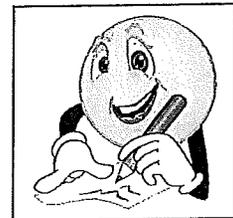
COMMENTS:

Certification 1 Skills Checklist: Ear (Otic):

Follow steps 1-8 on "General Medication Administration Checklist" then



- _____ 9. Identify individual to receive medicine and explain to the individual you are giving his / her medication for that specific hour.
- _____ 10. Tell the individual the name of the medication and its purpose when you give medication to him/her.
- _____ 11. Position the individual by having him/her lie down or sit in a chair, tilting head sideways until ear is as horizontal as possible.
- _____ 12. Put on gloves.
- _____ 13. Cleanse the entry to the ear canal with a clean cotton ball.
- _____ 14. Draw up the ordered amount of medication into dropper and recheck to ensure the label on the medication container matches the medication record.
- _____ 15. Administer the ear drops by pulling the mid-outer ear gently backward and upward then instilling the ordered number of drops.
- _____ 16. To prevent contamination, do not touch any part of the dropper to the inner ear.
- _____ 17. If ordered, may place a cotton ball loosely in the ear and allow it to remain in place for 30 – 60 minutes.
- _____ 18. Encourage the individual to stay in the original position for 2 – 3 minutes.
- _____ 19. Remove gloves; dispose of gloves and cotton balls according to facility policy.
- _____ 20. Wash Hands
- _____ 21. Clean and replace equipment
- _____ 22. Document giving the medication including:
 - a. Medication given
 - b. Number of drops instilled
 - c. Ear in which instilled
 - d. Your initials
 - e. Any unusual complaints and action taken



Trainee Name: _____ Date: _____

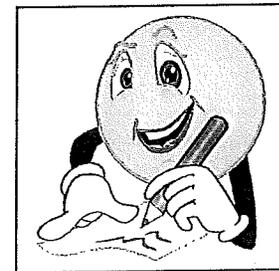
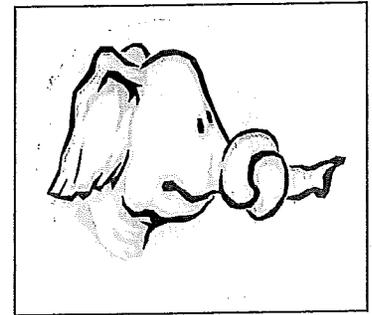
_____ Instructor initials Instructor Name: _____

COMMENTS:

Certification 1 Skills Checklist: Nose (Nasal):

Follow steps 1-8 on "General Medication Administration Checklist" then

- _____ 9. Identify client to receive the medicine and explain to the individual you are giving his/her medication for that specific hour.
- _____ 10. Provide tissues for the individual.
- _____ 11. Tell the client the name of the medication and its purpose when you give medication to him/her.
- _____ 12. Position the client according to manufacturer's instructions.
- _____ 13. Put on gloves.
- _____ 14. Recheck to ensure the label on medication container matches the medication record.
- _____ 15. Instill medication per manufacturer's instructions
- _____ 16. Instruct the individual not to blow his / her nose for at least 15 minutes after instilling medication.
- _____ 17. Leave the individual in a comfortable position for a few minutes. Follow the medication record regarding supervision during this time.
- _____ 18. Remove gloves and dispose of them according to facility policy.
- _____ 19. Wash hands.
- _____ 20. Clean and replace equipment as specified on the medication record.
- _____ 21. Document giving the medication including:
 - a. Medication given
 - b. Number of drops installed
 - c. The nares in which the medication was instilled
 - d. Your initials
 - e. Any unusual complaints and action taken



Trainee Name: _____ Date: _____

_____ Instructor initials Instructor Name _____

COMMENTS:

Certification 1 Skills Checklist: Administering DPI Inhalers

Follow steps 1-8 on "General Checklist for Administering Oral Medications" then

- _____ 9. Check equipment and clean if dirty.
- _____ 10. Wash hands and put on gloves.
- _____ 11. Identify person to receive the medicine and explain you are giving his/her medication for that specific hour.
- _____ 12. Assist person to a comfortable sitting position.
- _____ 13. Tell person the name of the medication and its purpose when you give the medication to him/her.
- _____ 14. Give person tissues.
- _____ 15. Load the dry medicine in the inhaler chamber as directed by the manufacturer.
- _____ 16. Have person exhale normally away from the inhaler chamber.
- _____ 17. Have the person place the mouthpiece in their mouth with lips sealed around the mouthpiece, forcefully inhale through the mouth.
- _____ 18. Have person hold his/her breath for up to 10 seconds, then remove mouthpiece and ask person to exhale slowly. If more than 1 puff is ordered, wait 30 seconds, then repeat steps 15-18 for subsequent puffs. Be sure to wait 30 seconds between puffs!
- _____ 19. Close the mouthpiece and replace protective cap and have person rinse mouth with water and then spit water out. Do NOT allow person to swallow rinse water, they will get a systemic effect.
- _____ 20. Leave person in a comfortable position following observation of the results.
- _____ 21. Remove and dispose of gloves properly and wash hands.
- _____ 22. Cleanse and replace equipment as specified on the MAR.
- _____ 23. Document medication(s) given including:
 - ↳ Name of medication
 - ↳ Number of inhalations given
 - ↳ Your initials
 - ↳ Note any complaints / any action taken

Trainee name: _____ Date: _____

_____ Instructor Initials Instructor Name _____

Comments:

Certification 1 Skills Checklist: Administering MDI with Spacer

Follow steps 1-8 on "General Checklist for Administering Oral Medications" then

- _____ 9. Check equipment and clean if dirty.
- _____ 10. Wash hands and put on gloves.
- _____ 11. Identify person to receive the medicine and explain you are giving his/her medication for that specific hour.
- _____ 12. Assist person to a comfortable sitting position.
- _____ 13. Tell person the name of the medication and its purpose when you give the medication to him/her.
- _____ 14. Give person tissues.
- _____ 15. Invert canister and shake thoroughly.
- _____ 16. Insert metal canister into end of mouthpiece; remove protective cap from the inhaler and from the spacer.
- _____ 17. If canister is new and never used, you will need to prime it. With mouth-piece pointing into the air, away from everyone, press once on the canister base to ensure canister contains medication and is operating properly. Continue to prime the canister per manufacturer's instructions. If canister is used daily, you do not need to prime it. If canister has not been used in the last 3 days or per manufacturer's instructions, prime it before use.
- _____ 18. Put the inhaler into the spacer.
- _____ 19. Have person exhale deeply away from the spacer.
- _____ 20. Bring the spacer to person's mouth, put the mouthpiece between his/her teeth and close their lips around it.
- _____ 21. Press the top of the canister once.
- _____ 22. Have person breathe in very slowly until he/she has taken a full breath. If you hear a whistle sound, the person is breathing in too fast.
- _____ 23. Have person hold his/her breath for up to 10 seconds, then remove mouthpiece and ask person to exhale slowly. If more than 1 puff is ordered, wait 30 seconds, then repeat steps 19-23 for subsequent puffs. Be sure to wait 30 seconds between puffs!
- _____ 24. If a second inhaler (a 2nd medication given per inhaler) is ordered, wait at least 5 minutes before administering the 2nd inhaled medication and repeat steps 13-23.
- _____ 25. Replace protective cap and have person rinse mouth with water and then spit it out. Be sure person does NOT swallow rinsing water! They will get a systemic effect if they swallow the rinsing water.
- _____ 26. Leave person in a comfortable position following observation of the results.
- _____ 27. Remove and dispose of gloves properly and wash hands.
- _____ 28. Clean and store equipment.
- _____ 29. Document medication(s) given including:
 - ↳ Name of medication
 - ↳ Your initials
 - ↳ Number of inhalations given
 - ↳ Note any complaints / any action taken

Trainee name: _____ Date: _____

_____ Instructor Initials Instructor Name _____

Comments: _____

Certification 1 Skills Checklist: Administering MDI Inhalers without Spacer

Follow steps 1-8 on "General Checklist for Administering Oral Medications" then

- _____ 9. Check equipment and clean if dirty.
- _____ 10. Wash hands and put on gloves.
- _____ 11. Identify person to receive the medicine and explain you are giving his/her medication for that specific hour.
- _____ 12. Assist person to a comfortable sitting position.
- _____ 13. Tell person the name of the medication and its purpose when you give the medication to him/her.
- _____ 14. Give person tissues.
- _____ 15. Insert metal canister into end of mouthpiece and remove protective cap.
- _____ 16. Invert canister and shake thoroughly.
- _____ 17. If canister is new and never used, you will need to prime it. With mouth-piece pointing into the air, away from everyone, press once on the canister base to ensure canister contains medication and is operating properly. Continue to prime the canister per manufacturer's instructions. If canister is used daily, you do not need to prime it. If canister has not been used in the last 3 days or per manufacturer's instructions, prime it before use.
- _____ 18. Have person exhale deeply, then place the mouthpiece directly in his/her mouth between teeth (keep tongue flat under mouthpiece) and seal lips around the mouthpiece holding canister vertically.
- _____ 19. Have person slowly inhale through the mouth while pressing firmly on the upended canister.
- _____ 20. Have person hold his/her breath for up to 10 seconds, then remove mouthpiece and ask person to exhale slowly. If more than 1 puff is ordered, wait 30 seconds, then repeat steps 18-20 for subsequent puffs. Be sure to wait 30 seconds between puffs!
- _____ 21. If a second inhaler (a 2nd medication given per inhaler) is ordered, wait at least 5 minutes before administering the 2nd inhaled medication and repeat steps 13-20.
- _____ 22. Replace protective cap and have person rinse mouth with water and spit water out. Do not let person swallow the rinse water. The person will get a systemic effect if they swallow the rinse water.
- _____ 23. Leave person in a comfortable position following observation of the results.
- _____ 24. Remove and dispose of gloves properly and wash hands.
- _____ 25. Clean and store equipment.
- _____ 26. Document medication(s) given including:

↓ Name of medication	↓ Your initials
↓ Number of inhalations given	↓ Note any complaints / any action taken

Trainee name: _____ Date: _____

_____ Instructor initials Instructor Name _____

Comments:

Certification 1 Skills Checklist: Administering Nebulizer Treatment

Follow steps 1-8 on "General Checklist for Administering Oral Medications" then

- _____ 9. Check equipment and clean if dirty.
- _____ 10. Wash hands and put on gloves.
- _____ 11. Identify person to receive the medicine and explain you are giving his/her medication for that specific hour.
- _____ 12. Assist person to a comfortable sitting position.
- _____ 13. Tell person the name of the medication and its purpose when you give the medication to him/her.
- _____ 14. Give person tissues.
- _____ 15. Plug in the nebulizer.
- _____ 16. Place the pre-measured dose of medication into the nebulizer's dispensing chamber.
- _____ 17. Have the person place the mouthpiece in his/her mouth having them use their lips to form a tight seal on the mouthpiece. (If the person uses a mask instead of a mouthpiece, be sure the mask fits well.)
- _____ 18. Turn the machine on. Adjust flow of oxygen / air as ordered. Encourage the person to breathe normally during treatment with occasional deep breaths; the medication works better with deep inhalations, but avoid hyperventilation.
- _____ 19. Follow physician's or nurse's instructions re: taking and documenting the person's pulse and respirations.
- _____ 20. Continue the treatment until all medication is given, usually 10-15 minutes.
- _____ 21. If needed, assist person to wipe face and apply lip balm.
- _____ 22. Remove and dispose of gloves properly and wash hands.
- _____ 23. Clean and store equipment.
- _____ 24. Document medication(s) given including:
 - ↳ Name of medication
 - ↳ Pulse and respirations at end of treatment
 - ↳ Your Initials
 - ↳ Note any complaints / any action taken

Trainee name: _____ Date: _____

_____ Instructor Initials Instructor Name _____

Comments:

Checklist for Oxygen Therapy

- _____ 1. Check tank for adequate oxygen supply
- _____ 2. Explain procedure to person
- _____ 3. Explain safety precautions
- _____ 4. Wash your hands and put on gloves
- _____ 5. Connect the nasal cannula or mask to the oxygen source
- _____ 6. Adjust flow rate as directed by healthcare professional (prescription)
- _____ 7. Check that oxygen is flowing from cannula or mask
- _____ 8. Place cannula in person's nostrils, or place mask on person's face
- _____ 9. Adjust cannula or mask as necessary for person's comfort
- _____ 10. Instruct person using a cannula to breathe through their nose with mouth closed
- _____ 11. Recheck the tank for oxygen supply
- _____ 12. Assure proper flow rate
- _____ 13. Remove gloves, wash hands
- _____ 14. Document:
 - ↳ rate of oxygen flow
 - ↳ person's response to cannula/mask
 - ↳ any comfort measures initiated
 - ↳ problems encountered with use of cannula/mask
 - ↳ measures taken to address problems encountered
- _____ 15. Recheck flow rate and oxygen supply, and flow from cannula every 2 hours. Also before and after transition to different activities and locations. Document findings.
- _____ 16. Check pulse oximeter reading as directed by healthcare professional. Document outcome. Continue or discontinue oxygen as prescribed.
- _____ 17. When oxygen gauge is near or at the red zone, change tank and repeat steps 2-14
- _____ 18. The cannula/mask should be removed and cleaned if oxygen is not flowing, after use of PRN oxygen, and if visibly soiled.

Trainee name: _____ Date: _____

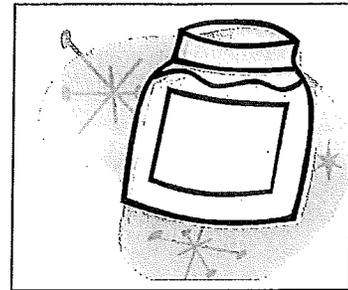
_____ Instructor initials Instructor Name _____

Comments:

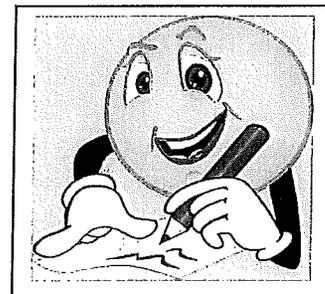
Certification 1 Skills Checklist: Topical Medications

Follow steps 1-8 on "General Medication Administration Checklist" then

- _____ 9. Identify the client
- _____ 10. Explain the procedure to the client and provide privacy as needed
- _____ 11. Position the client according to directions
- _____ 12. Wash hands and put on disposable gloves
- _____ 13. Examine the affected area and if ordered, cleanse the area with soap and water, then dry thoroughly.
- _____ 14. Apply medication according to directions
- _____ 15. Leave the client in a comfortable position and supervise as indicated
- _____ 16. Remove gloves and dispose of gloves and other materials as instructed
- _____ 17. Wash hands



- _____ 18. **Document:**
 - ✓ Medication applied
 - ✓ Dosage or amount
 - ✓ Areas of body to which applied
 - ✓ Your initials
 - ✓ Unusual complaints and action taken
 - ✓ Results of medication application after prescribed length of time



Trainee Name: _____ Date: _____

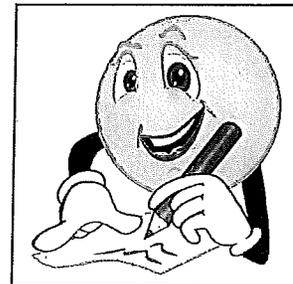
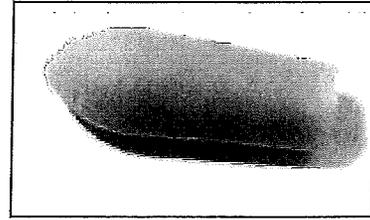
_____ Instructor initials Instructor Name _____

COMMENTS:

Certification 1 Skills Checklist: Rectal Suppositories

Follow steps 1-8 on "General Medication Administration Checklist" then

- _____ 9. Identify the client
- _____ 10. Explain the procedure to the client and provide privacy as needed
- _____ 11. Position the client according to directions – left side unless contraindicated
- _____ 12. Wash hands and put on disposable gloves, gather Kleenex or toilet paper
- _____ 13. Unwrap suppository and lubricate the tip
- _____ 14. Lift upper buttock to expose rectal area
- _____ 15. Slowly insert suppository into rectum well beyond the muscle at the opening (sphincter), pushing gently with your gloved, lubricated forefinger
- _____ 16. After slowly withdrawing your finger, press a folded tissue or piece of toilet paper against the anus or hold the buttocks together until the urge to expel the suppository subsides.
- _____ 17. Leave the client in a comfortable position lying down for about 15 minutes providing supervision as indicated on the MAR
- _____ 18. Remove gloves and dispose of gloves and other materials according to agency policies.
- _____ 19. Wash hands.
- _____ 20. **Document:**
 - ✓ Medication inserted
 - ✓ Dosage or amount
 - ✓ Your initials
 - ✓ Any complaints and action taken
 - ✓ Results achieved by giving the medication after the prescribed length of time



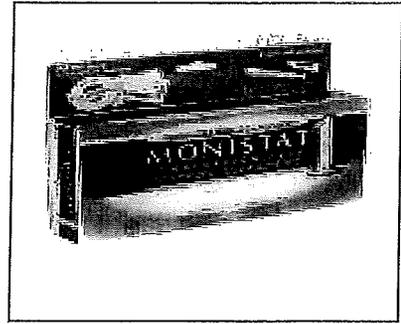
Trainee Name: _____ Date: _____

_____ Instructor initials Instructor Name _____

COMMENTS:

Certification 1 Skills Checklist: Vaginal Medications

Follow steps 1-8 on "General Medication Administration Checklist" then



- _____ 9. Identify the client
- _____ 10. Explain the procedure to the client and ask her to empty her bladder and remove clothing from waist down.
- _____ 11. Provide privacy and position client on her back with knees bent and legs separated unless contraindicated or another position is recommended by the client's physician or nurse
- _____ 12. Place towel or protective pad under the client's buttocks
- _____ 13. Wash hands and put on disposable gloves
- _____ 14. Place medication in applicator. Lubricate as directed on MAR if instilling a tablet or suppository.
- _____ 15. Spread labia with one hand and gently insert applicator or medication into the vagina with other hand. Angle applicator slightly downward toward tail bone. It will usually go in about 2 inches. **DO NOT FORCE.**
- _____ 16. If using an applicator, push the plunger in while holding the barrel of the applicator still.
- _____ 17. Remove applicator and instruct client to remain still for 30 minutes. Provide supervision as needed.
- _____ 18. Provide with peri pad if needed after 30 minutes.
- _____ 19. Remove gloves and dispose of gloves and other materials according to agency policies. Wash hands
- _____ 21. **Document:**
 - ✓ Medication inserted
 - ✓ Dosage or amount
 - ✓ Your initials
 - ✓ Any complaints and action taken
 - ✓ Results achieved by giving the medication after the prescribed length of time



Trainee Name: _____ **Date:** _____

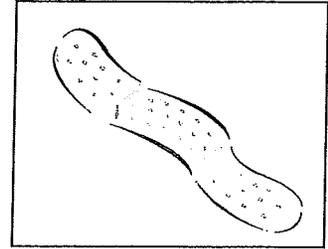
_____ **Instructor initials** **Instructor Name** _____

COMMENTS:

Health-Related Activities Skills Checklist

Application of Clean Dressing/No Assessment Required

- ___ 1. Assemble supplies
- ___ 2. Identify client and take to a private location
- ___ 3. Position the client while maintaining comfort
- ___ 4. Wash hands and apply gloves
- ___ 5. Remove old dressing and discard in a disposable bag
- ___ 6. Take off dirty gloves, wash hands, put on clean gloves
- ___ 7. Cleanse area if required by physician's order
- ___ 8. Open package of new dressing material without handling it or placing it on bedding or other material surrounding the individual.
- ___ 9. Apply medication and dressing as ordered
- ___ 10. Place client in a comfortable position.
- ___ 11. Remove gloves and wash hands
- ___ 12. Discard waste supplies and wash hands again
- ___ 13. Return unused supplies to storage area
- ___ 14. Record exactly what was done and how the client responded to the procedure
- ___ 15. Report the following to healthcare provider:
 - Odors
 - Color of skin (turning red?)
 - Color of drainage
 - Pain in or around wound area



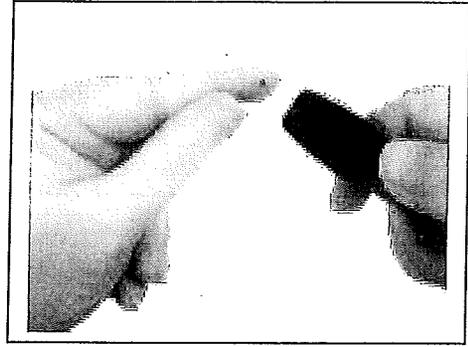
Trainee Name: _____ **Date:** _____

___ Instructor initials Instructor Name _____

COMMENTS:

Health-Related Activities Skills Checklist: **Using a Glucometer For Blood Sugar Monitoring**

- ___ 1. Assemble equipment.
- ___ 2. Identify individual and explain procedure.
- ___ 3. Wash hands and apply gloves
- ___ 4. Place lancet in pen if a pen is used for the procedure with this client
- ___ 5. Set up glucometer
- ___ 6. Have client wash hands thoroughly. If no soap and water available, you may use a non-alcohol based cleanser such as a baby wipe. Be sure the finger is dry before applying the lancet.
- ___ 7. Turn glucometer on, then apply lancet to side of finger (never the finger pad)
- ___ 8. Point finger downward and gently squeeze to get an adequate blood sample.
- ___ 9. Place blood drop on test strip and wipe finger with gauze pad and hold in place, applying gentle pressure until bleeding stops.
- ___ 10. Read and record result or store result in the glucometer if this option available.
- ___ 11. Clean equipment and dispose of used supplies appropriately.
- ___ 12. Remove and dispose of gloves appropriately and wash hands.
- ___ 13. Follow process for medication administration or request assistance if necessary.



*With some glucometers, sites other than the side of the finger may be used. If using the fingers, be sure to use the sides of the finger, never the pads. Rotate finger sites to avoid formation of calluses. Be sure to document finger site used.

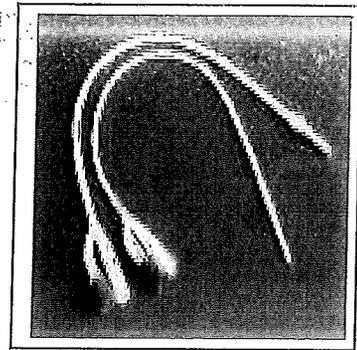
Trainee Name: _____ **Date:** _____

___ Instructor initials Instructor Name _____

COMMENTS:

Health-Related Activities Skills Checklist:

External Care of Urinary Catheter



- _____ 1. Assemble supplies
- _____ 2. Wash hands and apply gloves
- _____ 3. Provide privacy and explain to the client what you will be doing
- _____ 4. Position client on his / her back exposing only a small area where the catheter enters the body. **Be sure catheter bag is ALWAYS lower than the bladder.**
- _____ 5. Wash the area surrounding where the catheter enters the body as directed. **If you are working with an uncircumcised male, be sure to retract the foreskin and cleanse well as a part of cleaning catheter entry site.**
- _____ 6. Wipe the tube as directed, starting at the point where the catheter enters the body and moving downward. Never wipe upward-always wipe away from where the catheter enters the body. Clean from the catheter entry point to the connection point between the catheter and the tube connecting the catheter to the collection bag.
- _____ 7. Check for any kinks or coils in the tubing between the catheter and the collection bag. If any are found, straighten them out so that urine can freely drain into the collection bag.
- _____ 8. Clean up any equipment and discard or return to storage area appropriately.
- _____ 9. Remove and discard gloves appropriately and wash hands.

Trainee Name: _____ Date: _____

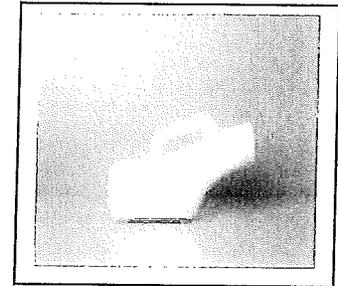
_____ Instructor initials Instructor Name _____

COMMENTS:

Health-Related Activities Skills Checklist:

Basic Measuring of Bodily Intake and Output

- ___ 1. Assembles supplies
- ___ 2. Wash hands and apply gloves if measuring output
- ___ 3. Measure and record liquids taken by the client. Liquids can be measured in cubic centimeters (cc) or in ounces, according to your agency's policy.
- ___ 4. If measuring output, ask client to use a urinal, bedpan, or plastic "hat" that can be placed beneath the toilet seat.
- ___ 5. Clean all equipment according to agency's policy when finished.
- ___ 6. Remove and dispose of gloves appropriately, wash hands
- ___ 7. Record any output measured. If feces mixed with urine, it may cause inaccurate measurement. Be sure to include this in the documentation if it occurs.
- ___ 8. If a client vomits, document the frequency of vomiting, not necessarily the amount.



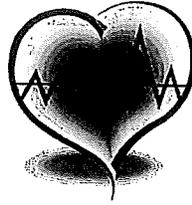
<p>FACT: One ounce of fluid = 30 cc.</p> <p>Converting ounces to cc's: Multiply ounces consumed by 30. Example: Eight ounces of fluid = 240 cc (8 oz X 30cc = 240cc)</p>	<p>30 cc = one fluid ounce</p> <p>Converting cc's to Ounces: Divide cc's consumed by 30. Example: 300 cc's = 10 fluid ounces (300cc ÷ 30cc = 10 oz)</p>
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Trainee Name: _____ Date: _____

___ Instructor initials Instructor Name _____

COMMENTS:

Pulse



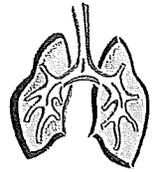
- _____ 1. Wash hands
- _____ 2. Locate pulse and count rate for one full minute
- _____ 3. Record results
- _____ 4. Able to verbalize normal range

Employee Name _____

Date: _____

Instructor Name _____

Respirations



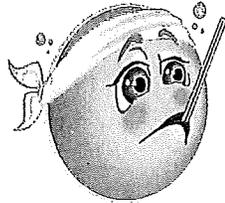
- _____ 1. Wash hands
- _____ 2. Observe and count respirations for one full minute
- _____ 3. Record results
- _____ 4. Able to verbalize normal range

Employee Name _____

Date: _____

Instructor Name _____

Temperature



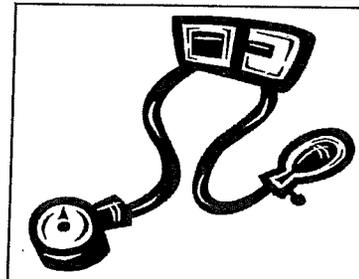
- _____ 1. Wash hands and put on gloves
- _____ 2. Cleanse thermometer if necessary or use disposable protector
- _____ 3. Place thermometer according to manufacturer's instructions and waits specified time
- _____ 4. Removes thermometer and reads according to manufacturer's instructions. Remove gloves / wash hands
- _____ 5. Records results including site: Otic (ear), Oral (mouth), Axillary (armpit)
- _____ 6. Clean thermometer according to facility procedures
- _____ 7. Able to verbalize normal range

Employee Name _____

Date: _____

Instructor Name _____

Blood Pressure



- _____ 1. Wash hands
- _____ 2. Has client rest for 5 min before taking BP
- _____ 3. Selects proper size cuff
- _____ 4. Correctly wrap cuff around upper arm
- _____ 5. Activates BP devise according to manufacturer's instructions
- _____ 6. Reads result and records
- _____ 7. Able to verbalize normal range

Employee Name _____

Date: _____

Instructor Name _____