

Practicum 6: Medication Administration

Key for Scoring: S = Satisfactory;
U = Unsatisfactory

Name _____

1. ___ Follow proper procedures in preparing for medication administration.
2. ___ Use infection control procedures including thorough hand washing.
3. ___ Verify that the medication label and the physician's order are the same.
4. ___ Compare the medication records and medication labels.
5. ___ Describe techniques which can be used to achieve swallowing of medications.
6. ___ Demonstrate special procedures for controlled substances.
7. ___ Use appropriate techniques when positioning the person for medication administration.
8. ___ Apply normalization and least restrictive alternative principles during medication administration.
1. ___ Use techniques that promote positive interactions and cooperation:
 - a. ___ Demonstrate courtesy and respect in all interactions
 - b. ___
 - ___ Respect the individual's right to privacy
 - c. ___ Individualize techniques based on the unique needs of the individual
 - d. ___ Explain procedures to the individual
 - e. ___ Avoid rushing
 - f. ___ Encourage the person to take an active part in the procedure
2. ___ Compensate for physiological changes which occur as a result of the aging process when interacting with individuals who are experiencing age related sensory losses.
3. ___ Store medications and supplies properly.
4. ___ Follow the principles of proper documentation and reporting.
5. ___ Demonstrate correct procedures for:
 - a. ___ New medication/changes in medication
 - b. ___ When the individual is away from the agency
 - c. ___ Verbal orders
 - d. ___ PRN medication, standing orders
 - e. ___ Self-terminating orders
 - f. ___ Medication refusals
 - g. ___ Medication errors
14. ___ Know and observe medication effects.
15. ___ Observe and report abnormal symptoms of medications.
16. ___ Observe for symptoms of breathing problems.
17. ___ List the questions he/she should ask both the physician and pharmacist when accompanying an individual to a medical appointment.

Evaluator's Signature & Title _____ Date _____

Student Signature _____ Date _____ Pass ___ Fail ___

Practicum 6: Medication Administration

**CLINICAL CHECKLIST FOR THE
ADMINISTRATION OF EYE DROPS**

Key for Scoring

S = Satisfactory

U = Unsatisfactory

When administering eye drops, the student :

- _____ 1. Checked to see if eye medication requires dropper. If necessary, included a sterile dropper.
- _____ 2. Prepared eye drops for delivery following directions on the label.
- _____ 3. Had individual sit or lie down. Put on gloves.
- _____ 4. Observed affected eye/s for unusual conditions which should be reported to licensed nurse prior to administration.
- _____ 5. Cleansed eye/s with clean wipe, wiping from inner corner to outer ONCE. If more cleaning was needed, used clean wipe for each cleaning. If glove was soiled, changed to another glove before instilling medication.
- _____ 6. Positioned individual seated or standing with head back, looking upward.
- _____ 7. Checked label on container, drawing up ordered amount into dropper.
- _____ 8. Administered correct dose using one of the following techniques;
 - a. gently separated lids of the affected eye by raising upper lid with forefinger and lower lid with thumb. Approached with dropper from below, outside the individual's line of vision.
 - OR
 - b. gently drew lower lid down with forefinger, steadied hand on forehead and help dropper.
- _____ 9. Applied drop/s gently near center of lower lid not allowing drop/s to fall more than one inch before striking eye. **AVOIDED ANY CONTACT WITH THE EYE**
- _____ 10. Closed eye gently. Asked individual to keep eye closed for a few minutes.
- _____ 11. Wiped excess medication with clean wipe using separate clean wipe for each eye if drug is administered to both eyes.
- _____ 12. If multiple eye drops and/or ointments are used, wait 5 minutes in between each medication
- _____ 13. Removed gloves and replaced bottle cap.
- _____ 14. Repositioned individual.

Evaluator's Signature & Title _____ Date _____

Student Signature _____ Date _____

_____ Pass _____ Fail

Practicum 6: Medication Administration

**CLINICAL CHECKLIST FOR THE ADMINISTRATION
OF MEDICATION VIA TRANSDERMAL PATCHES**

Key for Scoring

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When administering transdermal patch medication, the student :

- _____ 1. Washed hands.
- _____ 2. Checked medication labels with the MAR according to procedure
- _____ 3. Waited to remove the patch from the pouch till ready to use it.
- _____ 4. Dated and initialed the patch with a pen before applying
- _____ 5. Put on gloves, tore open the pouch and removed the patch.
- _____ 6. Removed the protective liner that covers the sticky side of the patch (the side that will be put on the person's skin), touching the sticky side as little as possible.
- _____ 7. Applied the sticky side of the patch to a non-hairy, clean, dry area of the chest, back, flank, upper arm, behind the ear, abdomen, or hip area, as directed by the physician. If the area has hair, the student clipped the hair close to the skin with scissors prior to applying the patch.
- _____ 8. If it was necessary to clean the skin where the patch is to be applied, the student used only clear water and dried the skin thoroughly before applying the patch.
- _____ 9. Pressed the patch firmly on the skin with the palm of their hand for about 30 seconds.
- _____ 10. Checked to see that the patch stuck securely, especially around the edges of the patch.
- _____ 11. Discarded the used patch appropriately.
- _____ 12. Removed gloves and washed hands.

Evaluator's Signature & Title _____ Date _____

Student Signature _____ Date _____

_____ Pass _____ Fail

Practicum 6: Medication Administration

CLINICAL CHECKLIST FOR THE
ADMINISTRATION OF RECTAL MEDICATIONS

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S = Satisfactory

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When administering a rectal medication, the student:

- _____ 1. Prepared suppository following directions on the label.
- _____ 2. Provided privacy.
- _____ 3. Positioned individual on his/her side with top leg flexed.
- _____ 4. Checked label, donned gloves, removed suppository from wrapping, lubricated tip unless contraindicated.
- _____ 5. Encouraged individual to relax by instructing him/her to breath through mouth or take deep breaths.
- _____ 6. Gently inserted suppository with index finger along the wall of the rectum to beyond the sphincter muscle.
- _____ 7. Slowly withdrew finger, pressed tissue against anus till the urge to expel subsided.
- _____ 8. Removed and discarded glove according to aseptic technique.
- _____ 9. Repositioned individual giving necessary instructions and equipment.
- _____ 10. Document results.

Evaluator's Signature & Title _____ Date _____

Student Signature _____ Date _____

_____ Pass _____ Fail

Practicum 6: Medication Administration

**CLINICAL CHECKLIST FOR THE
ADMINISTRATION OF ENEMAS**

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When administering an enema, the student:

- _____ 1. Washed hands thoroughly. Applied Gloves.
- _____ 2. Provided privacy.
- _____ 3. Assisted person to lay on left side with knee bent.
- _____ 4. Made sure enema tip was lubricated.
- _____ 5. Held fleets bottle upright and inserted with steady pressure into rectum with tip pointing to navel.
- _____ 6. Squeezed bottle until entire contents were expelled into rectum.
- _____ 7. Discontinued use if resistance was felt.
- _____ 8. Asked person to try to hold contents of fleets as long as possible.
- _____ 9. Assisted person on bedpan, commode, or toilet.
- _____ 10. Removed and discarded gloves according to aseptic technique.
- _____ 11. Document results.

Evaluator's Signature & Title _____ Date _____

Student Signature _____ Date _____

_____ Pass _____ Fail

Practicum 6: Medication Administration

**CLINICAL CHECKLIST FOR THE ADMINISTRATION OF
TOPICAL MEDICATIONS**

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When administering a topical skin medication, the student:

- _____ 1. Prepared topical skin medication following directions on the label.
- _____ 2. Positioned the individual. Put on gloves.
- _____ 3. Observed affected area for unusual conditions which should be reported to licensed nurse prior to administration.
- _____ 4. Cleansed the area, if indicated.
- _____ 5. Checked label of container, removed top avoiding contamination.
- _____ 6. Applied correct medication in one of the following manners:
 - a. retrieve the amount needed with a tongue blade or clean dispensing spoon, spread on affected area.
 - b. donned gloves, removed correct amount from container, and spread on affected area.
 - c. spray the affected area as directed on the label
- _____ 7. Removed excess with tissue, if indicated.
- _____ 8. Removed gloves before replacing container cover.

Evaluator's Signature & Title _____ Date _____

Student Signature _____ Date _____

_____ Pass _____ Fail

Practicum 6: Medication Administration

CLINICAL CHECKLIST FOR THE
ADMINISTRATION OF ORAL MEDICATIONS

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S = Satisfactory

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When administering oral medications, the student:

- _____ 1. Prepared dosage according to prescribed dosage following any instructions e.g. crush tablet.
- _____ 2. Poured liquid medications correctly:
 - _____ a) secured cap before shaking (if shaking is indicated.)
 - _____ b) set cap top side up
 - _____ c) poured correct dose away from label
 - _____ d) held med cup at eye level
 - _____ e) wiped lip of bottle before replacing cap
- _____ 3. Observed individual for any unusual conditions which should be reported to a licensed nurse prior to administration; e.g. drowsiness, difficulty swallowing.
- _____ 4. Remained with person until they swallowed medication. Oral medications are given with beverage or food unless contraindicated.
- _____ 5. Gave sublingual medications under the tongue with instruction to the individual to keep medication under tongue until dissolved.
- _____ 6. Gave buccal medication with instructions to hold the medication in the mouth next to the cheek and to not eat or drink until the medication is dissolved.
- _____ 7. Gave a troche or lozenge with instructions to hold in mouth until dissolved before taking any liquids.

Evaluator's Signature & Title _____ Date _____

Student Signature _____ Date _____

_____ Pass _____ Fail

Practicum 6: Medication Administration

**CLINICAL CHECKLIST FOR THE ADMINISTRATION OF
NASAL MEDICATIONS**

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When administering nasal medications, the student:

- 1. Observed individual for any unusual conditions which should be reported to the licensed nurse prior the administration; i.e. nasal secretions.
- 2. Positioned the individual sitting up for nasal sprays.
- 3. Inserted spray nozzle gently into nose and sprayed.
- 4. Wiped away excess medication with tissue.
- 5. Instructed individual not to blow nose for a few minutes.
- 6. Wiped nozzle of spray with alcohol wipe.

Evaluator's Signature & Title _____ Date _____

Student Signature _____ Date _____

Pass Fail

Practicum 6: Medication Administration

**CLINICAL CHECKLIST FOR THE ADMINISTRATION OF
INHALANT MEDICATIONS**

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When administering inhalant medications, the student:

- _____ 1. Positioned person in upright position.
- _____ 2. Shook inhaler.
- _____ 3. Instructed individual to breathe out to empty lungs.
- _____ 4. Placed mouthpiece on mouth and instructed individual to close lips tightly around mouthpiece.
- _____ 5. Pressed down steadily on cartridge while instructing individual to breath in slowly and deeply through mouth only.
- _____ 6. Instructed individual to hold breathe for approximately 10 seconds.
- _____ 7. Waited at least 60 seconds between each puff.
- _____ 8. Offered individual water to rinse mouth thoroughly.
- _____ 9. Cleaned mouthpiece with alcohol swab.

Evaluator's Signature & Title _____ Date _____

Student Signature _____ Date _____

_____ Pass _____ Fail

Practicum 6: Medication Administration

**CLINICAL CHECKLIST FOR THE
ADMINISTRATION OF EYE OINTMENT**

Key for Scoring

S = Satisfactory

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When administering eye ointments, the student :

- _____ 1. Prepared eye ointment for delivery following directions on the label.
- _____ 2. Position the person seated, standing or lying with their head back and up.
- _____ 3. Observed affected eye/s for unusual conditions which should be reported to licensed nurse prior to administration.
- _____ 4. Put on gloves.
- _____ 5. Cleansed eye/s with clean wipe, wiping from inner corner to outer ONCE. If more cleaning was needed, used clean wipe for each cleaning.
- _____ 6. Positioned individual with head back, looking upward.
- _____ 7. Changed gloves if soiled from cleaning.
- _____ 8. Checked label on container, removed top, avoided contamination.
- _____ 9. Administered correct dose, using one of the following techniques;
 - a. gently retracted lower lid of eye to be medicated with forefinger, steadied hand on cheek, if necessary;
 - OR
 - b. gently separated lids of the affected eye by raising upper lid with forefinger and lower lid with thumb.
- _____ 10. Applied prescribed ointment to affected eye in a thin layer along inside of the lower lid. Used care to avoid the applicator coming in contact with the eye.
- _____ 11. Held lid open for few seconds
- _____ 12. Closed eye gently. Asked individual to keep eye closed a few seconds.
- _____ 13. If multiple eye drops or ointments are used, wait 5 minutes in between each.
- _____ 14. Wiped excess medication with clean wipe using separate clean wipe for each eye if drug is administered to both eyes.
- _____ 15. Removed gloves before replacing container cap.
- _____ 16. If multiple eye drops or ointments are used, wait 5 minutes in between each.

Evaluator's Signature & Title _____ Date _____

Student Signature _____ Date _____

_____ Pass _____ Fail

Practicum 6: Medication Administration

**CLINICAL CHECKLIST FOR THE
ADMINISTRATION OF EAR DROPS**

Key for Scoring

S = Satisfactory

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When administering ear drops, the student:

- _____ 1. Prepared ear drops following directions on the label. Included dropper, if one is required and not in the container.
- _____ 2. Positioned the individual:
 - a) if lying in a bed, put bed flat and turned head turned opposite side.
 - b) if sitting in chair, tilted the head sideways until ear was horizontal as possible.
- _____ 3. Observed affected ear for any unusual conditions which should be reported to the nurse prior to administration.
- _____ 4. Drew up prescribed medication in to dropper.
- _____ 5. Gently pulled ear back and up for adult and down/back for child.
- _____ 6. Administered the number of drops prescribed to the affected ear canal.
- _____ 7. Did not contaminate the dropper by touching any part of ear or surrounding area during administration.
- _____ 8. Instructed the individual to maintain their position for three minutes or as tolerated by the individual. If both ears, waited five minutes or as tolerated by individual before administering to second ear.

Evaluator's Signature & Title _____ Date _____

Student Signature _____ Date _____

_____ Pass _____ Fail

Practicum 6: Medication Administration

**CLINICAL CHECKLIST FOR THE ADMINISTRATION
OF VAGINAL MEDICATIONS**

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When administering vaginal medications, the student :

- _____ 1. Explained the procedure and ensured privacy.
- _____ 2. Asked the person to void before beginning..
- _____ 3. Assisted the person to lie on her back, with her knees bent and legs spread apart to expose the perineum.
- _____ 4. Put on gloves, unwrap the suppository or prepare (lubricate) the medication applicator.
- _____ 5. Spread the labia apart and locate the vaginal opening.
- _____ 6. Inserted the medication
 - a. By hand: gently inserted the suppository about 2-3 inches into the vagina
OR
 - a. By applicator: Gently inserted the applicator about 2-3 inches into the vagina. Pushed the plunger to release the suppository and withdrew it. If ointment, cream, or jelly, slowly withdrew the applicator as s/he pushed the plunger.
- _____ 7. Assisted the individual to wipe the vaginal opening if necessary.
- _____ 8. Cleaned or discarded the applicator, and removed and discarded gloves.

Evaluator's Signature & Title _____ Date _____

Student Signature _____ Date _____

_____ Pass _____ Fail

Practicum 6: Medication Administration

**CLINICAL CHECKLIST FOR THE ADMINISTRATION
OF NEBULIZER TREATMENTS**

Key for Scoring

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When administering nebulizer treatments, the student :

- _____ 1. Washed hands.
- _____ 2. Prepared needed supplies: nebulizer, nebulizer mask or mouthpiece, medication.
- _____ 3. Set up the nebulizer machine and nebulizer cup.
- _____ 4. Had the person sit upright.
- _____ 5. Checked and recorded heart rate and respirations.
- _____ 6. Checked medication labels with the MAR according to procedure.
- _____ 7. Placed the medication into the nebulizer cup and replaced the cover on the cup.
- _____ 8. Attached the nebulizer cup to the nebulizer tubing and mouthpiece or mask.
- _____ 9. Asked the person to place the mouthpiece in his/her mouth with lips closed tight around the mouthpiece.
OR
Placed mask over person's face.
- _____ 10. Turned the machine on and observed for a steam-like vapor.
- _____ 11. Tapped the cup a few times to tap down solution clinging to the sides of the cup.
- _____ 12. Checked the heart rate and respirations and recorded.
- _____ 13. Turned the machine off and removed the mask/mouthpiece when the cup was empty.
- _____ 14. Washed the nebulizer cup, the tube to the mouthpiece, and the mouthpiece or mask in hot soapy water.

Evaluator's Signature & Title _____ Date _____

Student Signature _____ Date _____

_____ Pass _____ Fail

Practicum 6: Medication Administration

Monitoring for Side Effects: List the medications taken by individual(s) whom you support, possible side effects and or toxic effects of each medication.

Medication	Expected Effects/ Desired Effects: what did the doctor prescribe the medication for? What is it hoped the medication will do?	Potential Side Effects or Toxic Effects: what else may be experienced from taking this medication besides the expected effects?	Potential Drug Interactions and Other Information: is there anything this medication should not be taken with? Is there a “non-typical” use of this medication?
1.	a.	a.	a.
	b.	b.	b.
	c.	c.	c.
	d.	d.	d.
	e.	e.	e.
2.	a.	a.	a.
	b.	b.	b.
	c.	c.	c.
	d.	d.	d.
	e.	e.	e.
3.	a.	a.	a.
	b.	b.	b.
	c.	c.	c.
	d.	d.	d.
	e.	e.	e.
4.	a.	a.	a.
	b.	b.	b.
	c.	c.	c.
	d.	d.	d.
	e.	e.	e.