Medication Administration
Training Skills Checklist

_____ Staff Members Name

General Medication Administration

Step	Task	Trainer Initials and Date
1.	Wash hands thoroughly	
2.	Review the MAR and check for the following: a. Resident's name. b. Medications to be given at this time. c. Dose for this time period has not already been given. d. Order is current. e. Any allergies. f. Special instructions for administration.	
3.	In accordance with documentation on the MAR, read the entire name and dose of medication you will be administering to this resident at this time.	
4.	Obtain the medication from the secure storage area.	
5.	Check the expiration date on the pharmacy supplied container of medication.	
6.	If the medication is expired, or if an allergy is identified, do not administer the medication until there has been clarification regarding the medication. Clarification should be sought in accordance with the facility's policy.	
7.	Perform 3 checks of all 6 rights. They occur: • First when assembling the medications. • Then a double check prior to returning the packaging to secure storage (#10/11) • Final check occurs when confirming with the person- all 6 rights for each medication they are taking.	
8.	If information on medication labels do not match information on MAR, do not administer the medication until there has been clarification regarding the medication. Clarification should be sought in accordance with the facility's policy.	
9.	Obtain medication cup (use a separate cup for each Resident).	
10.	Prepare the medication without touching the medications with your fingers.	

11.	Return pharmacy supplied container, to secure storage area.	
12.	Identify resident receiving the medicine, per facility policy and explain you are administering his/her medication for that specific time.	
13.	Tell the resident the name of the medication and its purpose when you administer the medication to him/her.	
14.	Be certain the medication was taken (swallowed).	
15.	Leave the individual in a safe and comfortable manner.	
16.	Document the administration of this medication on the resident's MAR.	
17.	Document any refusals/complaints/concerns and action taken on the resident's MAR	
18.	Watch Video Skills Training-Administering Oral Medications 	

Staff Member's Name: _____ Date: _____

Trainer's Name: _____ Date: _____

Skills Training Checklist: EYES

Prior to this checklist, follow steps 1-11
on the General Medication Administration Skills Checklist

Step	Task	Trainer Initials and Date
1.	Put on gloves.	
2.	If required, cleanse affected closed eye 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.	
3.	Draw up the ordered amount of medication into dropper and recheck to ensure the label on medication container matches the medication record.	
4.	Position the individual with the head back and looking upward.	
5.	Separate lids by raising upper lid with forefinger and lower lid with thumb.	
6.	Approach the eye from below with the dropper remaining outside the individual's field of vision.	
7.	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.	
	For Eye Drops	
8.	Apply the correct # of drops as ordered. If they blink/ move/ squeeze out the drops- would need to be redone.	
	For Ointment	
9.	Apply the ointment in a thin layer along inside of the lower lid. Apply from inner to outer in the amount of ointment prescribed. Break off the ribbon of ointment from the tube by relaxing the pressure and removing the tube. Do not use your fingers!	
	For both Eyes	
10.	If both eyes are involved, give the resident a separate clean cotton ball for each eye. Change gloves between eyes to avoid transferring contamination from one eye to the other.	
11.	To prevent contamination, do not touch the end of the bottle or the dropper on any part of the eye.	
12.	Allow the eye to close gently.	
13.	Instruct the individual to keep eyes closed for a few minutes.	
14.	Wipe excess medication from the eye with a clean rayon "cotton" ball using separate rayon "cotton" balls for each eye.	

15.	Leave the resident in a comfortable position for a few minutes. Follow the medication administration record regarding supervision of the individual during this time.	
16.	Remove gloves; dispose of gloves and cotton balls according to facility policy.	
17.	Wash hands.	
18.	Clean and replace equipment as specified on the medication record.	
19.	Document administration of the medication on the MAR: a. Medication given b. Number of drops or ointment administered c. The eye(s) in which the medication was administered d. Your initials e. Refusals and/or any unusual complaints and/or the 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 them if necessary.	
20.	Watch Video Skills Training-Applying Eye Drops 	

Staff Member's Name: _____ Date: _____

Trainer's Name: _____ Date: _____

Skills Training Checklist: EARS

First, follow steps 1-11
on the General Medication Administration Skills Checklist

Step	Task	Trainer Initials and Date
1.	Identify the resident who is to receive medicine and explain to the resident you are giving his /her medication for that specific hour.	
2.	Tell the resident the name of the medication and its purpose when you give medication to him/her.	
3.	Position the resident by having him/her lie down or sit in a chair, tilting head sideways until the ear is as horizontal as possible.	
4.	Put on gloves.	
5.	Cleanse the entry to the ear canal with clean cotton ball. Clean just the entry to avoid forcing wax into the ear canal.	
6.	Draw up the ordered amount of medication into dropper and check to ensure the label on the medication container matches the medication record.	
7.	Administer the ear drops by pulling the mid-outer ear gently backward and upward then instilling the ordered number of drops.	
8.	To prevent contamination, do not touch any part of the dropper to the inner ear.	
9.	If ordered, place a cotton ball loosely in the ear and allow it to remain in place for 30 — 60 minutes. Be sure to return and remove them	
10.	Encourage the resident to stay in the original position for 2 — 3 minutes.	
11.	Remove gloves; dispose of gloves and cotton balls according to facility policy.	
12.	Wash Hands	
13.	Clean and replace equipment.	
14.	Document administration of the medication on MAR including: a. Medication given b. Number of drops instilled c. Ear in which instilled d. Your initials e. Refusals and/or any unusual complaints and action taken	
15.	Watch Video Skills Training- Administering Ear Drops	

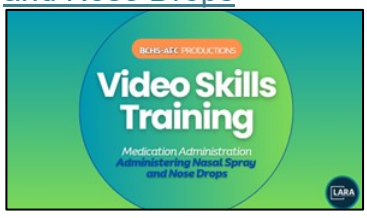
		

Staff Member's Name: _____ Date: _____

Trainer's Name: _____ Date: _____

Skills Training Checklist: NOSE

First, follow steps 1-11
on the General Medication Administration Skills Checklist

Step	Task	Trainer Initials and Date
1.	Identify the resident who is to receive the medicine and explain to the resident you are giving his/her medication for that specific hour.	
2.	Provide tissues for the resident. Have them clear out anything in their nose.	
3.	Tell the resident the name of the medication and its purpose when you give medication to him/her.	
4.	Position the resident according to manufacturer's instructions.	
5.	Put on gloves.	
6.	Recheck to ensure the label on medication container matches the medication record.	
7.	Instill medication per manufacturer's instructions.	
8.	Instruct the resident not to blow his /her nose for at least 15 minutes after instilling medication.	
9.	Leave the individual in a comfortable position for a few minutes. Follow the medication record regarding supervision during this time.	
10.	Remove gloves and dispose of them according to facility policy.	
11.	Wash hands.	
12.	Clean and replace equipment as specified on the medication record.	
13.	Document administration of the medication on MAR including: a. Medication given b. Number of drops instilled c. Nostril in which instilled d. Your initials e. Refusals and/or any unusual complaints and action taken	
14.	Watch Video Skills Training- Administering Nasal Spray and Nose Drops 	

Staff Member's Name: _____

Date: _____

Trainer's Name: _____

Date: _____

Skills Training Checklist: ADMINISTERING DPI INHALERS

First, follow steps 1-11
on the General Medication Administration Skills Checklist

Step	Task	Trainer Initials and Date
1.	Check the equipment and clean if dirty.	
2.	Wash hands and put gloves on.	
3.	Identify the resident to receive the treatment and explain you are giving his/her medication for that specific time.	
4.	Assist the resident to a comfortable sitting position.	
5.	Tell the resident the name of the medication and its purpose when you give the medication to him/her.	
6.	Give resident tissues.	
7.	Load the dry medicine in the inhaler chamber as directed by the manufacturer.	
8.	Have resident exhale normally away from the inhaler chamber.	
9.	Have the resident place the mouthpiece in their mouth with lips sealed around the mouthpiece, forcefully inhale through the mouth.	
10.	Have resident hold his/her breath for up to 10 seconds, then remove mouthpiece and ask resident to exhale slowly. If more than 1 puff is ordered, wait 30 seconds, then repeat steps 7-10 for subsequent puffs. Be sure to wait 30 seconds between puffs.	
11.	Close the mouthpiece and replace protective cap and have the resident rinse their mouth with water and then spit water out, do NOT allow person to swallow rinse water, they will get a systemic Effect.	
12.	Leave resident in a comfortable position following observation of the results.	
13.	Remove and dispose of gloves properly and wash hands.	
14.	Cleanse and replace equipment as specified on the MAR.	
15.	Document medication(s) administered including: a. Name of medication b. Number of inhalations given c. Your initials d. Note any complaints / any action taken	
16.	Watch Video Skills Training- Administering Inhalers 	

Staff Member's Name: _____ Date: _____

Trainer's Name: _____ Date: _____

Skills Training Checklist: ADMINISTERING TOPICAL MEDICATIONS

First, follow steps 1-11
on the General Medication Administration Skills Checklist

Step	Task	Trainer Initials and Date
1.	Identify the resident.	
2.	Explain the procedure to the resident and provide privacy as needed.	
3.	Position the resident according to directions.	
4.	Wash hands and put on disposable gloves.	
5.	Examine the affected area and if ordered, cleanse the area with soap and water, then dry thoroughly.	
6.	Apply medication according to directions. Different types are generally the same, but there are some differences: • Lightly spread lotions and creams (avoid irritating rubbing) • Dust the powder lightly in a thin layer • Transdermal patches- wear gloves to avoid exposure to the medication, remove old patch at correct duration prior to applying next one. Rotate sites. Avoid sites with wounds/rashes.	
7.	Leave the resident in a comfortable position and supervise as indicated.	
8.	Remove gloves and dispose of gloves and other materials as instructed.	
9.	Wash hands.	
10.	Watch Video Skills Training-Applying Topical Medications 	

Staff Member's Name: _____ Date: _____

Trainer's Name: _____ Date: _____

Skills Training Checklist: ADMINISTERING NEBULIZER TREATMENT

First, follow steps 1-11
on the General Medication Administration Skills Checklist

Step	Task	Trainer Initials and Date
1.	Check equipment and clean if dirty	
2.	Wash hands and put on gloves.	
3.	Identify resident to receive the medicine and explain you are giving his/her medication for that specific hour.	
4.	Assist resident to a comfortable sitting position.	
5.	Tell the resident the name of the medication and its purpose when you give the medication to him/her.	
6.	Give resident tissues.	
7.	Plug in the nebulizer.	
8.	Place the pre-measured dose of medication into the nebulizer's dispensing chamber.	
9.	Have the resident 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.)	
10.	Turn the machine on, adjust flow of oxygen / air as ordered. Encourage the resident to breathe normally during treatment with occasional deep breaths; the medication works better with deep inhalations, but avoid hyperventilation.	
11.	Follow physician's instructions re; taking and documenting the resident's pulse and respirations.	
12.	Continue the treatment until all medication is given, usually 10-15 minutes.	
13.	If needed, assist resident to wipe face and apply lip balm.	
14.	Remove and dispose of gloves properly and wash hands.	
15.	Clean and store equipment.	
16.	Document medication(s) administered including: a. Name of medication b. Pulse and respirations at end of treatment c. Your initials d. Note any complaints / any action taken	
17.	Watch Video Skills Training- Administering Nebulizer Treatments 	

Staff Member's Name: _____

Date: _____

Trainer's Name: _____

Date: _____

Skills Training Checklist: ADMINISTERING RECTAL SUPPOSITORIES

First, follow steps 1-11
on the General Medication Administration Training Checklist

Step	Task	Trainer Initials and Date
1.	Identify the resident.	
2.	Explain the procedure to the resident and provide privacy as needed. Offer a chaperone based on facility policy, resident's preference, and/or if you anticipate distress or discomfort for assistance.	
3.	Position the resident according to directions —left side unless contraindicated.	
4.	Wash hands and put on disposable gloves, gather Kleenex or toilet paper.	
5.	Unwrap suppository and lubricate the tip.	
6.	Life upper buttock to expose rectal area. Instruct the resident to exhale/relax the anal sphincter when administering.	
7.	Slowly insert suppository into rectum well beyond the muscle at the opening (sphincter), pushing gently with your gloved, lubricated forefinger. Instruct the resident to exhale/relax the anal sphincter when administering.	
8.	Leave the resident in a comfortable position lying down for about 15 minutes providing supervision as indicated on the MAR.	
9.	Remove gloves and dispose of gloves and other materials according to agency policies.	
10.	Wash hands.	
11.	Document medication(s) administered including: a. Name of medication b. Dosage or amount c. Your initials d. Note any complaints / any action taken e. Results achieved by giving the medication after the prescribed length of time	

Staff Member's Name: Date:

_____ _____

Trainer's Name: Date:

_____ _____

Skills Training Checklist: ADMINISTERING VAGINAL MEDICATIONS

First, follow steps 1-11
on the General Medication Administration Training Checklist

Step	Task	Trainer Initials and Date
1.	Identify the resident.	
2.	Explain the procedure to the resident and ask her to empty her bladder and remove clothing from waist down. Offer a chaperone based on facility policy, resident's preference, and/or if you anticipate distress or discomfort for assistance.	
3.	Provide privacy and position resident on her back with knees bent and legs separated unless contraindicated or another position is recommended by the resident's.	
4.	Place towel or protective pad under the resident's buttocks.	
5.	Wash hands and put on disposable gloves.	
6.	Place medication in applicator. Lubricate as directed on MAR if instilling a tablet or suppository.	
7.	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.	
8.	If using an applicator, push the plunger in while holding the barrel of the applicator still.	
9.	Remove applicator and instruct the resident to remain still for 30 minutes. Provide supervision as needed.	
10.	Provide with peri pad if needed after 30 minutes.	
11.	Remove gloves and dispose of gloves and other materials according to agency policies and wash hands.	
12.	Document medication(s) administered including: a. Name of medication b. Dosage or amount c. Your initials d. Note any complaints / any action taken e. Results achieved by giving the medication after the prescribed length of time	

Staff Member's Name: _____ Date: _____

Trainer's Name: _____ Date: _____

Skills Training Checklist: VITAL SIGNS

First, follow steps 1-11
on the General Medication Administration Training Checklist

Step	Task	Trainer Initials and Date
	Pulse	
1.	Wash hands.	
2.	Locate pulse and count rate for one full minute.	
3.	Record results.	
4.	Able to verbalize normal range.	
	Respirations	
1.	Wash hands.	
2.	Observe and count respirations for one full minute.	
3.	Record results.	
4.	Able to verbalize normal range.	
	Temperature	
1.	Wash hands and put on gloves.	
2.	Cleanse the thermometer if necessary or use a disposable protector.	
3.	Place thermometer according to manufacturer's instructions and wait specified time.	
4.	Remove the thermometer and read according to manufacturers' instructions. Remove gloves /wash hands.	
5.	Record results including site: Otic (ear), Oral (mouth), Axillary (armpit). Axillary needs to be against the skin, not over clothes	
6.	Clean thermometer according to facility procedures.	
7.	Able to verbalize normal range.	
	Blood Pressure	
1.	Wash hands.	
2.	Has client rest for 5 min before taking BP.	
3.	Select proper size cuff.	
4.	Correctly wrap cuff around upper arm. Position seated: feet flat against the floor with arm straight. Instructions for auscultating (2-step)-step 1: while palpating the brachial pulse, inflate the cuff until the pulse is no longer palpable and release. This is the estimated systolic. Release cuff and wait 1-2 min. Inflate the cuff to 20-30 mmHg over the estimated systolic, with diaphragm over brachial pulse. Note the reading on the sphygmomanometer upon hearing the first rhythmic sound (first Korotkoff sound). This is the systolic pressure. Listen to all sounds, the	

	sphygmomanometer reading on the last sound (fifth Korotkoff) is the diastolic pressure. This is only necessary if the facility does not use an automatic cuff.	
5.	Activates BP devise according to manufacturer's instructions.	
6.	Reads result and records.	
7.	Able to verbalize normal range.	

Staff Member's Name: Date:

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Trainer's Name: Date:

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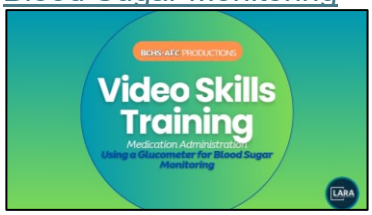
Skills Training Checklist:
USING A GLUCOMETER FOR BLOOD SUGAR MONITORING

Step	Task	Trainer Initials and Date
1.	Wash hands and apply gloves.	
2.	Identify the resident and explain the procedure. Confirm time is right for glucose collection.	
3.	Assemble equipment. Ensure regular reagent testing for calibration, if indicated. Make sure the appropriate strips are supplied. Check expiration dates.	
4.	Place lancet in pen if a pen is used for the procedure with this client.	
5.	Set up glucometer.	
6.	Have the resident wash their hands thoroughly. If there is 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. Even after washing hands, antiseptic (like an alcohol swab) should be used to cleanse the site. Be sure to wipe the desired site and allow it to fully dry.	
7.	Turn glucometer on, then apply lancet to side of finger (never the finger pad).	
8.	Point your 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 results or store results in the glucometer if this option is available.	
11.	Clean equipment and dispose of used supplies appropriately. Follow universal precautions, including disposing of all sharps in an appropriate sharps container. Do Not Recap any sharps and use self-retracting lancets.	
12.	Remove and dispose of gloves appropriately and wash hands.	
13.	Follow the process for medication administration or request assistance if necessary.	
14.	**Some glucometers read something to the effect of ‘error’ or ‘high/low’- that can be an indication that the result is so abnormal, that the glucometer can’t effectively read it. Direct Care Staff trained on the facility’s policy regarding what this looks like on their machine and how to seek help even though they don’t know what the number is.	

15.	Watch Video Skills Training-Using a Glucometer for Blood Sugar Monitoring 	

Staff Member's Name: Date:

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Trainer's Name: Date:

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Skills Training Checklist:
APPLICATION OF CLEAN DRESSING

Step	Task	Trainer Initials and Date
1.	Assemble supplies. For specialty dressings, those trainings should be explained by the prescribing provider/supervising healthcare professional (like a wound nurse) to anyone caring for the resident to make sure application and the specialized care plan are accurate.	
2.	Identify resident and take to a private location.	
3.	Position the resident 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 the resident 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 drainage • Color of skin (turning red?) • Pain in or around wound area • Redness, swelling, heat, pallor are unexpected • A healthy wound bed is pink and beefy in appearance	

Staff Member's Name: Date:

_____ _____

Trainer's Name: Date:

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External Care of Urinary Catheter

Step	Task	Trainer Initials and Date
1.	Assemble supplies	
2.	Wash hands and apply gloves	
3.	Provide privacy and explain to the resident what you will be doing.	
4.	Position the resident on his /her back exposing only a small area where the catheter enters the body. Be sure the 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. If using regular soap, make sure to include wash then rinse. If using a rinse less cleaning product that step can be skipped.	
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. Be sure to return foreskin to its original position.	
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 the gloves appropriately and wash hands.	

Staff Member's Name: Date:

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Trainer's Name: Date:

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Emptying the Urine Collection Bag

Step	Task	Trainer Initials and Date
1.	Wash your hands and put on disposable gloves.	
2.	Gather equipment.	
3.	Remove urine bag outlet from its holding area and open it over an appropriate container. Drain contents of urine bag, being careful not to splatter any urine.	
4.	Re-clamp outlet to urine bag and place it back into its holding area.	
5.	Measure and record amount of urine if required.	
6.	Note any unusual color or odor, or volume of output unusual for this resident. Report per your facility's policy.	
7.	Flush and rinse measuring container, using care not to splash urine. Clean equipment and return to storage.	
8.	Remove and dispose of gloves appropriately. Wash hands.	

Staff Member's Name: Date:

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Trainer's Name: Date:

_____ _____

_____ Staff Members Name

AFC Group Home
Medication Administration Training Competency Checklist

Skill/Tasks	Competency Verified	Instructor Initials/Date	Needs More Training Y or N/Date	Instructor Initials/Date
Blood Pressure.				
Temperature.				
Pulse.				
Respirations.				
Fingerstick/Monitoring Devices (such as glucose monitoring)-Only required to be validated if the employee is performing this task.				
Administration of Medications				
Skill/Tasks	**Competency Verified**	**Instructor Initials/Date**	**Needs More Training Y or N/Date**	**Instructor Initials/Date**
Resident Identified.				

Gathered appropriate equipment and kept equipment clean.				
MAR was utilized when medications were administered.				
Read the label 3 times; label was checked against MAR.				
Used sanitary techniques when pouring and preparing medications into appropriate containers.				
Offer sufficient fluids with medications.				
Observed resident taking medications and assured all medications were taken.				
Skill/Tasks	**Competency Verified**	**Instructor Initials/Date**	**Needs More Training Y or N/Date**	**Instructor Initials/Date**
Utilized Special Administration and Monitoring Techniques as indicated (vital signs, crush meds. check blood sugar, mix with food or liquid).				
Administered medications at appropriate time.				
Described methods used to monitor a resident's condition and reactions to medications and what to do when there appears to be a change in the resident's condition or health status.				
Utilized appropriate hand washing technique and infection control principles during medication pass.				
Correctly documented Medication Administration.				
Initialed the MAR immediately after the				

medications are administered.				
Documented medications that were refused, held or not administered appropriately.				
Administered and documented PRN medications appropriately, including documenting the reason the PRN medication(s) were given.				
Completion of Medication Pass				
Stored medications properly.				
Disposed of contaminated or refused medications.				
Rechecked MARs to make sure all medications had been given and documented.				
Medication Storage.				
Maintained security of medications during medication administration.				
Assured medication room/cart/cabinet was locked when not in use.				

Administered medications using appropriate technique for dosage form/route & administered accurate amount.				
Oral tablets and capsules.				
Oral liquids.				
Liquid Morphine.				
Sublingual medications.				
Oral Inhalers.				
Eye drops and ointments.				
Ear drops.				
Nose drops.				
Nasal Sprays/Inhalers.				

Transdermal medications and Patches.				
Clean dressings.				
Nebulizers.				
Suppositories 1. Rectal 2. Vaginal				
Enemas				
Injections 1. Insulin 2. Other subcutaneous medications				
External Care of Urinary Catheter Emptying the Urine Collection Bag				
Other Skills/Tasks				
Received and understands facility's policy and procedures for medication administration.				
Received and understands facility's				

policy on ordering residents' medications.				
Receives and understands guidelines for hospice medication orders and training from Hospice Registered Nurse on administration of liquid morphine.				