



### Medication Administration Competency Checklist

<b>Date:</b>	
<b>Employee Name:</b>	
<b>Preceptor/Evaluator's Name</b>	
<b>Competency:</b>	<b>Medication Administration</b>

#### INDICATORS OF PERFORMANCE LEVEL SUMMARY

How Met		Level of Competency	
O	Direct Observation/Return Demonstration	1	Below expected standards
V	Verbalization/Discussion	2	Fully meets standards
T	Test	3	Well above standards. May precept peers
NA	Not applicable		

If overall performance or competency is rated below the minimum competency level of 2, that performance or competency must be reassessed within 30 days of this review.

The employee demonstrates skills and competence in the following:	How Met	Level of Competency 1 2 3	Evaluated by:
Reviewed “ ” policy # PHAR-940-211, NUR-804-019, PHAR-740-729			
1. Check medication on HMS and or physician orders.			
2. Identifies correct medication patient dose, time, and route before administering medication.			
3. Administers medication by the route ordered according to appropriate protocol.			
4. Charts all medication administered using appropriate charting forms. -Chart site of injection -Chart accurate time of administration.			
5. Demonstrate knowledge of reporting adverse reactions to pharmacy and physician.			
6. IV drip calculation.			
7. Correct labeling procedure for IV tubing.			
8. Demonstrate correct IV push IV bolus techniques			
9. Demonstrate correct IM techniques, SQ technique, Z-track technique			
10. Demonstrate correct Precautions when delivering PO medication.			
11. Demonstrate proper care and flushing of Heparin Locks.			
12. Demonstrate application of topical medication.			
13. Demonstrate proper handling and documentation regarding narcotics, including narcotics count.			
14. Demonstrate correct use of the IV Pump, PCA pump, and enteral feeding pump.			
15. Documentation of medication administration.			
16. Objectives: Safety administers medication to assigned group of patient.			
17. Review orders			
18. Verbalizes indications, contraindication, and side effects of meds to be given.			
19. Dispense medication using aseptic technique, and states the “5 Rights “of administration.			
20. Confirm drug dose and time against MAR.(Medication Administration Record)			
21. Check for compatibility of all drugs prior to administration.			

22. Explain medication to patient /family.			
23. Asses vital sign, labs if indicated and documented.			
24. PO meds: a. Confirm that patient has swallowed medication b. Crushes are necessary c. Administers NG/GT meds via gravity. Using adequate flush.			
25. Sq/IM meds: a. Prepares syringe and needle using aseptic techniques, Draw up appropriate dose. b. Identifies appropriate site by age and weight. c. Cleanses site.			
26. IV Medication ( RN Only): a. Assess patency of IV site, and date of insertion, accurately calculates medication dose, (Ie,rate) b. Back flushes for piggyback. c. Administer using appropriate needles technique. d. Flushes site after administration.			
27. Asses site and documents appearance appropriately.			
Narcotics: a. Waste unused medication in front of a RN/LPN and document.			
28. Evaluates and documents effects of medication administered and documents on MAR as indicated below			
29. Documents all appropriate patient/family education.			
30. Appropriately report and documents any medication errors or adverse reactions per hospital policy.			
31. Define/and or demonstrate nursing management of potential side effects of opiates.			
32. Asses and teach patient and family about pain management including: a. Pain rating scale and goal setting b. Importance of aggressive preventive pain treatment c. Analgesic misconception and plan for pain management.			

Employee is competent to perform the above tasks independently and without supervision

Employee's level of competence is below 2. Reassess competency on: \_\_\_\_\_

Employee's Signature	
Evaluator's Signature	