

Student _____

Date _____

Instructor _____

Date _____

PERFORMANCE CHECKLIST FOR ADMINISTERING ORAL MEDICATIONS

	S	U	NP	Comments
1. Verified the health care provider's orders.	_____	_____	_____	_____
2. Gathered the necessary equipment and supplies.	_____	_____	_____	_____
3. Performed hand hygiene.	_____	_____	_____	_____
4. Prepared the medication:				
A. Kept the door to the medication room closed, and did not accept telephone calls. Followed "No Interruption Zone" policy.	_____	_____	_____	_____
B. Arranged the medication tray and cup in a drug preparation area. Accessed the automated dispensing system, or unlocked the medicine drawer or cart.	_____	_____	_____	_____
C. Prepared medications for one patient at a time. Followed the six rights of medication administration.	_____	_____	_____	_____
D. Selected the correct drug. Confirmed the name of the medication by comparing the label with the MAR.	_____	_____	_____	_____
E. If the dosages on the label did not match the dosage prescribed, checked or calculated the correct amount of medication to give. Double-checked calculation. Checked the expiration date of all medications, and returned outdated medication to the pharmacy.	_____	_____	_____	_____
F. When preparing a unit-dose tablet or capsule, compared the packaged tablet or capsule with the MAR, and then put it into the medication cup without	_____	_____	_____	_____

- removing the wrapper. _____
- G. Used a single medication cup for tablets and capsules. _____
Placed medications that require a pre-assessment in a
separate medication cup. _____
- H. If patient needs half of a tablet or pill, split a scored _____
tablet with a clean pill-cutting device. Split the tablet
and discarded the other half. _____
- I. If the patient has difficulty swallowing, crushed each _____
medication separately using a pill-crushing device.
Mixed the ground tablet into a small amount of soft
food. Remembered to give each crushed medication
separately. _____
- J. When retrieving a controlled substance, checked the _____
controlled drug record for the previous count, and
compared it with the supply remaining to be sure they
match. _____
- K. Before going to the patient's room, verified the _____
patient's name on the MAR with the labels on the
prepared drugs. Logged out of automated dispensing
system after removing drugs. _____
5. Took oral medication to the patient at the correct time. _____
Gave time-critical medications at the precise time
ordered. Applied the six rights of medication
administration. _____
6. Administered the medication: _____
- A. Performed hand hygiene. _____
- B. Provided for the patient's privacy. _____

- C. Introduced self to the patient and family. _____
- D. Identified the patient using two identifiers. _____
- E. For highly acidic medications, offered the patient a nonfat snack if not contraindicated by the patient's condition. _____
- F. At the patient's bedside, again compared the MAR with the names of the medications on the medication labels and with the patient's name. _____
- G. Performed necessary pre-administration assessment for specific medications. _____
- H. Discussed the purpose of each medication, its action, and possible adverse effects. Allowed the patient to ask questions. _____
- I. Administered tablets or capsules with the patient in a sitting or side lying position. Offered water or the patient's preferred liquid to help swallow the medications, as long as it is compatible with the medication. _____
7. For liquid medications: _____
- A. Thoroughly mixed liquids before administration, unless drug in a unit-dose container with the correct volume. If the drug is in a multi-dose bottle, removed the bottle cap from the container and placed the cap upside-down on work surface. _____
- B. Held the label of the bottle against palm while pouring. _____
- C. Placed a medication cup on a level surface and poured _____

- the liquid to the desired level.. _____
- D. Wiped the lip and neck of the bottle with a paper _____
towel, and recapped the bottle. _____
- E. If giving less than 10 mL, prepared medication in an _____
oral syringe. _____
8. For orally disintegrating formulations: Removed the _____
medication from the packet just before administering it. _____
Tore the package open carefully. Did not push the _____
tablet through the foil. Placed the medication on top of _____
the patient's tongue. Cautioned him or her against _____
chewing the medication. _____
9. For buccally administered medications: Had the patient _____
place the medication in his/her mouth against the _____
mucous membranes of the cheek and gums until it _____
dissolves. _____
10. For sublingually administered medications: Had the _____
patient place the medication under the tongue and allow _____
it to dissolve completely. Cautioned the patient against _____
chewing or swallowing the tablet. Cautioned the patient _____
against chewing or swallowing lozenges _____
11. For powdered medications: Mixed with liquids at the _____
bedside and gave the mixture to the patient to drink. _____
12. If the patient is unable to hold medications, placed the _____
medication cup to his/her lips and gently introduced _____
each drug into the mouth, one at a time. Did not rush or _____
force medication administration. If necessary, placed _____
the medication directly into the patient's mouth. _____

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| 13. Stayed until the patient completely swallowed each medication or took it by the prescribed route. Asked the patient to open his/her mouth if not certain whether he/she swallowed the medication. | _____ | _____ | _____ | _____ |
| 14. Helped the patient return to a comfortable position. | _____ | _____ | _____ | _____ |
| 15. Disposed of soiled supplies, and performed hand hygiene. | _____ | _____ | _____ | _____ |
| 16. Placed toiletries and personal items within reach. | _____ | _____ | _____ | _____ |
| 17. Placed the call light within easy reach, and make sure the patient knows how to use it to summon assistance. | _____ | _____ | _____ | _____ |
| 18. Raised the appropriate number of side rails and lowered the bed to the lowest position. | _____ | _____ | _____ | _____ |
| 19. Left the patient's room tidy. | _____ | _____ | _____ | _____ |
| 20. Documented the medication administration immediately after administration. | _____ | _____ | _____ | _____ |