Preparing and Injecting with an Insulin Pen
(Skill #14)

Insulin pens are not all the same so it is critical to read and completely understand the operating instructions for the pen that the resident has. The insulin pen user manual provides information about proper use and storage of the device.

Two types of insulin pens:

Disposable pens which come pre-filled with insulin and the pen is discarded when the insulin is used.

Reusable pens which are loaded with a new insulin cartridge when the old cartridge is used. This pen is **ONLY** used for the specific resident it is ordered for. **Never share an insulin pen.**

Basic steps that are common to most models and types of pens are listed below.

- Remove the pen cap.
- Check the insulin (type, amount and appearance).
- Attach the pen needle and remove caps.
- Follow the pen manufacturer's directions to prepare or prime your particular pen.
- Dial the dose and inject.
- Remove the needle from the pen and dispose of properly.
- Replace the pen cover.

Remember to follow Standard Precautions.

Skill #14: Preparing and Injecting with an Insulin Pen

Student Name _____

Basic Skills Objectives/Steps May vary depending on type of insulin pen!	Performed Correctly?	
	Yes	**No**
1. Perform skills in Skill #4A: General Medication Administration Preparation Steps		
2. Provide privacy		
3. Get help to assist with administration to a confused resident		
4. Assist resident if needed to prepare for injection		
5. Get supplies		
6. Put on clean gloves		
7a. **Disposable Pen** • Remove the pen cap. • Wipe stopper with alcohol swab		
7b. **Reusable Pen** • Remove the cartridge holder from the pen body. • Insert the insulin cartridge into the cartridge holder. • Reattach the holder to the pen body. Wipe stopper with alcohol swab		
8. Take out new pen needle		
9. Position the needle along the axis of the pen		
10. Pierce the center of the cartridge		
11. Screw on the needle		
12. Pull off the outer and inner shield		
13. Follow the pen manufacturer's directions to prepare or prime your particular pen		
14. Wipe injection site with alcohol swab. Select insulin dose		
15. Perform the injection using the recommended technique		
16. Discard the needle and any supplies immediately and appropriately, i.e. into a sharps container		
17. Remove gloves		
18. Cleanse hands		
19. Perform skills in Skill #4B: General Medication Administration Subsequent Steps		

☐ **Pass** ☐ **Redo**

Comments:

_____ _____

Evaluator Name/Credentials **Date**