

# **Section J**

## **Medication Administration Skills Checklists**

## Medication Administration Skills Checklists

During the Medication Administration – 10/15-hour Training Course, you will be tested on skills listed below. You will be expected to do the skills without comments or instruction from your instructor/evaluator.

The goal is achieve a “Pass” by demonstrating the skill as outlined on the checklist and completing the skills in the time allowed. Errors that affect the safety of the resident receiving the medication or the Medication Aide will require a Redo. An example of such an error is not performing the SIX RIGHTS of Medication Administration.

### SKILL SETS:

1. Handwashing
2. Alcohol-based Hand Rub
3. Putting On and Removing Gloves
- 4a. General Medication Administration Preparation Step
- 4b. General Medication Administration Subsequent Steps
5. Oral Medication Administration
6. Sublingual Medication Administration
7. Oral Inhalant Medication Administration
8. Eye Medication Administration
9. Ear Medication Administration
10. Nasal Medication Administration
11. Transdermal Medication Administration
12. Topical Medication Administration

### **Optional (if employee will perform skill)**

13. & 14. Injections-Insulin Administration

## **Instructions for Completing the Medication Administration Skills Checklists**

1. You will need to print a set of checklists for each student to use during the training session. Walk around and observe students and provide instruction for skill steps not performed at an acceptable level. The training session is to prepare the student for the skills check off.
2. Review instructions for preparation of the medication administration skills slips for check off or validation of skill performance. MARs will be needed for final check-off of skills. Your pharmacy may be able to provide sample MARs for each skill or the sample blank MAR or MARs in the training courses may be used.
3. All documentation on the checklist for the final check off is to be in ink.
4. The date, name of student, and name and credentials of the evaluator are to be written on each page of the checklist.
5. As the student performs the skills, place a check beside skills steps performed at an acceptable level (Yes) and an X by skill steps not performed at an acceptable level (No)
6. Indicate if the student Passes or needs to ReDo by checking the block provided.
7. **Instructor keeps all the checklists for your record, unless the skills validation of a student/employee is for a specific adult care home. The student will receive a certificate upon successful completion of the training course but the student does not receive the skills checklist.**

## Medication Administration Skills Slips

The checklists are designed for use as a total group or individually throughout your class. You will need to have a medication administration record for each checklist for students to use for the General Administration Checklists.

Make a copy of the two pages of the Skills Slips. Use colorful paper to make it more interesting. Cut on the dotted lines.

Clip together the skills you want a student to perform. Refer to the table below for **recommended** groupings of skills and general instructions for the appropriate course.

Have the student draw out a set of skills to demonstrate as you designate throughout the check-off day. The other students are to watch so that everyone continues to learn and be involved. If a student does not perform the skill at a satisfactory level and needs a Redo, you must have them do ANOTHER set, not the same one.

Remember to always give feedback in a constructive and respectful manner.

**10-hour Training Course** (Each student will perform at least one set of skills.)

Each skill set is to include general medication administration, hand hygiene, administering an oral solid and a liquid medication. Skill sets for liquid medications are to include measurement with metered cup, measurement of volume less than 5 ml or amount not on the metered cup and requiring a calibrated syringe or dropper and measurement of liquid by mg requiring a special dropper or syringe. Skill sets for solid oral medications should include cutting, crushing, powder such as bulk laxatives, administration of a controlled drug and administration of medications requiring more than one strength or more than one tablet for dosage. The other two skills\* for each set may be selected by the instructor.

### Recommended groupings of skill slips for 10-hour training

Set 1	Set 2	Set 3	Set 4	Set 5
Gen. Med Adm	Gen. Med Adm	Gen. Med Adm	Gen. Med Adm	Gen. Med Adm
Hand Hygiene	Hand Hygiene	Hand Hygiene	Hand Hygiene	Hand Hygiene
Oral Meds (liquid)	Oral Meds (liquid)	Oral Meds (liquid)	Oral Meds (liquid)	Oral Meds (liquid)
Oral Meds (cut)	Oral Meds (crushing)	Oral meds (powder)	Oral meds	Oral med
Topical*	Transdermal*	Eye *	Nasal*	Eye *
Inhalant*	Ear*	Sublingual*	Topical*	Transdermal*

**15-hour Training Course (Each student will need demonstrate each of the skills or all of the skill sets.)**

Each skill set is to include general medication administration, hand hygiene and administering an oral solid or liquid medication. Skill sets for liquid medications are to include measurement with metered cup, measurement of volume less than 5 ml or amount not on the metered cup and requiring a calibrated syringe or dropper and measurement of liquid by mg requiring a special dropper or syringe. Skill sets for solid oral medications should include cutting, crushing, powder such as bulk laxatives, administration of a controlled drug and administration of medications requiring more than one strength or more than one tablet for dosage.

**Recommended groupings of skill slips for 15-hour training**

Set 1	Set 2	Set 3	Set 4	Set 5
Gen. Med Adm	Gen. Med Adm	Gen. Med Adm	Gen. Med Adm	Gen. Med Adm
Hand Hygiene	Hand Hygiene	Hand Hygiene	Hand Hygiene	Hand Hygiene
Oral Meds (liquid)	Oral Meds (liquid.)	Oral Meds (liquid)	Oral Meds (cut)	Oral Meds (crushing)
Oral Meds (powder)	Oral Meds (controlled drug)	Oral Inhalant	Nasal	Oral med (more than one strength or more than one tablet)
Topical	Transdermal	Eye	Ear	Sublingual

## Medication Administration Skills Slips

<b>General Medication Administration &amp; Oral Medications</b>	<b>General Medication Administration &amp; Ear Drops</b>
<b>General Medication Administration &amp; Eye Drops</b>	<b>General Medication Administration &amp; Eye Ointment</b>
<b>General Medication Administration &amp; Oral Liquids</b>	<b>General Medication Administration &amp; Topical Cream or Ointment</b>
<b>Hand Washing</b>	<b>Clean Gloving</b>
<b>Alcohol-Rub Hand Cleaning</b>	<b>General Medication Administration &amp; Subcutaneous Injection with syringe (Insulin) (if included in course)</b>

<p><b>General Medication Administration &amp; Subcutaneous Injection with pen (Insulin) (if included in course)</b></p>	<p><b>General Medication Administration &amp; Transdermal Medications</b></p>
<p><b>General Medication Administration &amp; Sublingual Medications</b></p>	<p><b>General Medication Administration &amp; Nose Drops/Sprays</b></p>
<p><b>General Medication Administration &amp; Oral Inhalant Medication</b></p>	

**Note: Multiple copies of skill slips for Oral Liquids, Oral Medications and Hand Hygiene will be needed.**