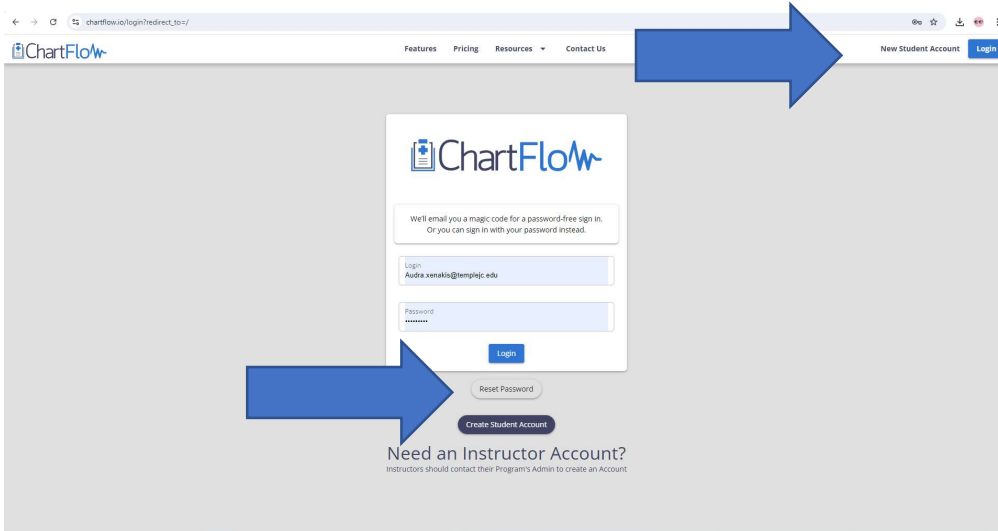


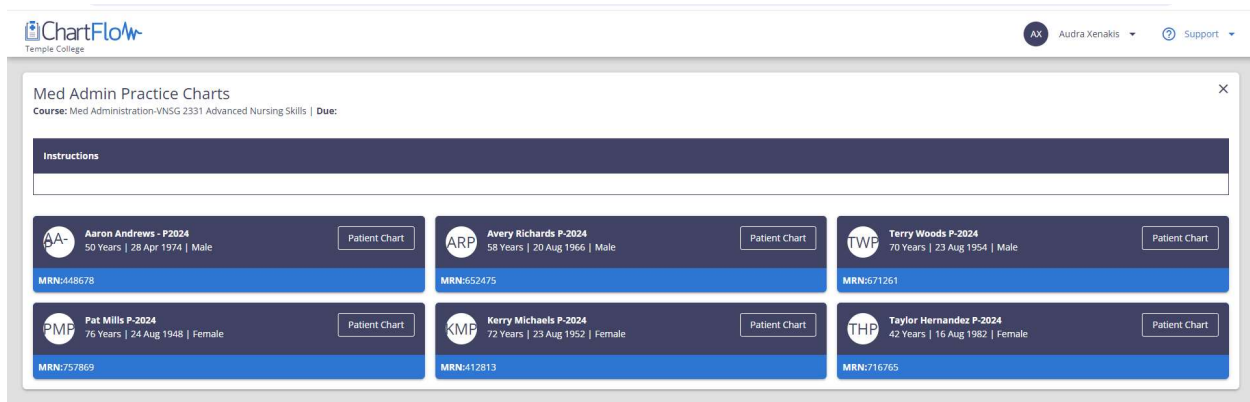
## Medication Administration Skill Check-Off:

Website: <https://www.chartflow.io/>

1. Choose New Student Account
  - a. Use your Temple College email
  - b. Choose password
2. Then Login to system



1. Review the Demo Course if this is your first time
2. Then open the Med Administration Course
  1. Choose a patient to practice by clicking on "Patient Chart"
  2. The Electronic Medical Record for that patient will open



For Medication Administration Skill: **PRE-ACCURACY CHECK STEP 1**

*\*Verify client chart by name and date of birth in EHR*

*\* Verify allergies in EHR*

When the Electronic Medical Record (EHR) opens **VERIFY and VERBALIZE:**

- a. Verify client's name
- b. Verify client's date of birth
- c. Verify client's allergies
- d. Write these down!

Verify Name,  
DOB, Allergies

Start	End	Visit Type	Reason for Visit	Actions
23 Jul 2024 17:16		Inpatient	Pneumonia	

For Medication Administration Skill: **PRE-ACCURACY CHECK STEP 2**

*\*Checking that Healthcare Provider (HCP) prescription is complete (medication, dose, frequency/time, and route) and active in **ORDERS***

**\*Wash hands**

1. Go to the Left-hand side of the screen
2. Choose **"Orders"**
  - a. You MUST be in **ORDERS, NOT** the Medication Administration Record (MAR)
3. Review **EACH medication prescription** (order) and **VERIFY and VERBALIZE:** that each has:
  - a. Medication Name
  - b. Medication Dose
  - c. Medication Frequency/Time
  - d. Medication Route
  - e. Prescription/Order that is **ACTIVE (current and not discontinued)**
4. If any prescription (order) is incomplete
  - a. Verbalize order is incomplete
  - b. Do **not** administer medication

**5. WASH HANDS!**

**You MUST actually wash hands (using hand sanitizer) before touching any medications!**

Choose  
ORDERS

Date/Time	Order
23 Jul 2024 17:21	Complete Blood Count (CBC) Complete Blood Count (CBC) Daily
23 Jul 2024 17:21	Pulmonary Function Tests Respiratory interventions Dose: 12000
	Oxygen (O2 Therapy)

Verify  
medication

Wash  
Hands

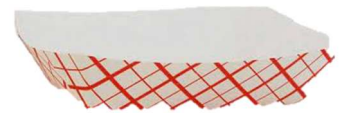


For Medication Administration Skill: **1<sup>st</sup> ACCURACY CHECK**

*\*Perform-1<sup>st</sup> accuracy medical label check with MAR when removing medications from the client drawer*

*Recognize the need to hold medications based on medication order if applicable*

1. **VERBALIZE** you are performing your **1<sup>st</sup> Accuracy Check**
2. Go to the Left-Hand side and **Choose MAR** (Medication Administration Record)
3. Determine **how many medications** you are giving and **VERBALIZE the number** of medications you are giving
4. Choose **first medication** on the MAR for the **determined time** to be administered (for example 0700 medications)
5. **Find the medication** in the client drawer
6. **Compare and VERBALIZE** the medication **LABEL to MAR** for:
  - a. Right drug
    - i. Check for EXPIRATION of medication
  - b. Right dose
  - c. Right route
  - d. Right time
  - e. Right patient
    - i. Review ALLERGIES!
  - f. Right parameters
    - i. If medication has parameters; review client's last set of vital signs
7. **Place verified medication** to be given in the **Medication Tray**
8. Repeat process with remaining medications as determined time
9. **If any medication needs to be held** (allergies or parameters), **VERBALIZE** you would **not administer** medication



Choose MAR

Determined Time

Check Medication "Rights"

Vital Signs

## For Medication Administration Skill: 2<sup>nd</sup> ACCURACY CHECK

\*Perform- 2<sup>nd</sup> Accuracy medication label check with MAR and medications. Place medications to be given in disposable tray.

\*Calculate correct dosage.

Take medications and necessary supplies to the client's bedside.

\*Wash hands.

Identify self to the client as a student nurse.

\*Verify client using two client verifiers and SCAN the client's armband.

Explain procedure to client.

1. **VERBALIZE** you are performing your **2<sup>nd</sup> Accuracy Check**
2. **Pick up** the first medication in the Medication Tray to be administered.
  - a. **Use the first medication listed on the MAR**
  - b. **VERBALIZE everything** you are doing
  - c. **Use the Label** on the medication/NOT on the baggie
3. **Compare** medication **LABEL to MAR** for: Use the **Medication LABEL NOT the Baggie!** **VERBALIZE!**

- a. Right Drug
- b. Right dose
- c. Right route
- d. Right time
- e. Right patient

### i. Review ALLERGIES!

- f. Right parameters

## 4. Calculate correct dosage

- a. **Write down** the correct dosage
- b. **Use only number** of mg, units...**NOT "tablets", "capsules"...**

## 5. Place verified and calculated medication in second medication tray

## 6. Repeat for each medication to be given

## 7. VERBALIZE number of medications you are given, again and ensure it is correct

## 8. Select necessary supplies for medications (syringes, cups, straw, alcohol wipes...)

- a. **Medications can NEVER be left at the bedside**
- b. If need to leave room for additional supplies, etc. you **MUST take medications with you!**
- c. When **re-entering room**, you **MUST re-verify** your client by name and date of birth and armband

## 9. Enter Client's room

## 10. Wash hands!

- a. Do **NOT** touch client without washing your hands

## 11. Introduce yourself as a student nurse

## 12. Verify the client's name and date of birth by listening to client answer and viewing the armband

- a. You **MUST look** at the armband while verifying

## 13. SCAN the client's armband

- a. You **MUST look at armband while scanning** and **compare to Chartflow/EMR**
- b. Verify you have the correct client
- c. **VERBALIZE** you have the correct client

## 14. Verify Allergies by asking about allergies and viewing allergy band for correctness

- a. You **MUST look** at the allergy armband while verifying
- b. **Verify allergies in Chartflow/EMR** and **VERBALIZE** the client's allergies

## 15. Explain to the client that you are going to administer their medications



## Selection of necessary supplies:

Select necessary supplies based on dosage calculations

### Syringes:

- (1) combination 3 ml syringe 22 Gauge X 1 ½ inch syringe needle
- (1) combination 1 ml (TB) syringe 27 Gauge X ½ inch syringe/needle
- (1) combination Insulin syringe (with UNITS) ½ ml 29 Gauge X ½ inch syringe needle

### Needle:

- (1) 23 Gauge X 1 inch needle

Alcohol wipes

4X4 Gauze

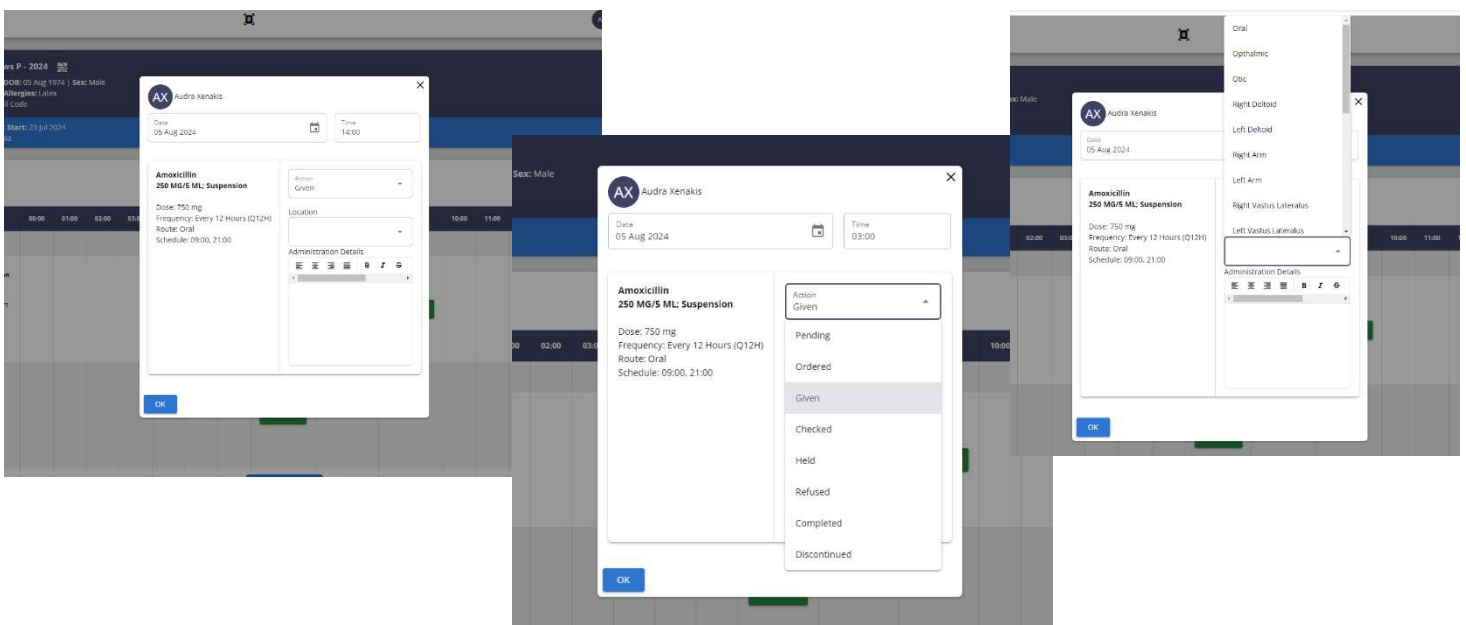
Medications



## For Medication Administration Skill: **3<sup>rd</sup> ACCURACY CHECK**

*\*Perform- 3<sup>rd</sup> Accuracy medication label check with MAR at bedside then SCAN the medication label  
Ask the client their knowledge of medications.*

1. **VERBALIZE** you are performing your **3<sup>rd</sup> Accuracy Check**
2. **Wash hands**
3. **Apply gloves**
4. **Pick up the first medication** to be administered
5. **Compare Medication LABEL to MAR** for:
  - a. Right drug
    - i. Check for EXPIRATION of medication
  - b. Right dose
    - i. Ensure your dosage calculation is correct!
  - c. Right route
  - d. Right time
  - e. Right patient
    - i. Review ALLERGIES!
  - f. Right parameters
6. **SCAN** the medication **LABEL on BAGGIE**
7. Medication information **will appear on the ChartFlow** screen
8. **If all is correct:**
  - a. **Prepared the first medication as**
    - i. Oral tablets in cup
    - ii. Oral liquid suspension in cup
    - iii. Injections in syringe
9. **Ask client knowledge** about medication and provide education as needed
10. **Administer** medication **one at a time**
11. **Immediate document** in Chartflow/EMR administration of medication
12. **Repeat** these steps for EACH medication
13. **Remember...Scan, Give, Document**





**For Medication Administration Skill: ADMINISTERING ORAL MEDICATIONS**

*Assist client to a sitting position*

*\* Prior to administering medications, assess for swallowing: offer water/liquids prior to administering*

**1. Wash hands**

2. Assist client to **sitting** or Fowler's position
3. **Assess for swallowing** by offering cup of water to drink

**4. Administering Tablets**

- a. Take tablet(s) out of bag
- b. Aseptically place in tablet in medicine cup
- c. Hand to client for self-administration OR pour table in client's mouth
- d. Immediately document in Chartflow/EMR in MAR
  - i. Document medication dosage in correct amount (NOT tablets, capsules...)
  - ii. Document in Comment Section if parameters were used

**5. Administering Suspensions**

- a. Obtain medication bottle and medication cup with measurements
- b. Pour the correct amount of liquid medication in medication cup
- c. Hand to client for self-administration OR pour liquid in client's mouth
- d. Immediately document in Chartflow/EMR in MAR
  - i. Document medication dosage in correct amount (NOT tablets, capsules...)
  - ii. Document in Comment Section if parameters were used



## For Medication Administration Skill: **INTRAMUSCULAR (IM) MEDICATIONS**

\* *Wear clean gloves*

*Provide privacy to client throughout procedure*

\**Select appropriate injection site and locate the site on the manikin*

*Use alcohol swab to appropriately clean injection site*

\* *Select appropriate needle and syringe for administration*

\**Clean top of vial with alcohol and allow to air dry.*

*Inject an amount of air into the vial equal to the desired dose/amount to be removed.*

\* *Withdraw the correct dose/volume of medication.*

*Hold syringe like a dart.*

\* *Use Z-track method to deliver injection aseptically.*

\* *Aspirate site BEFORE injection, then administer medication with appropriate angle of syringe/needle*

*Hold the syringe in place for 10 seconds after administering medication.*

*Withdraw the needle and apply counter pressure with a gauze pad.*

\**Uses proper one-handed technique to activate safety immediately and dispose in sharps container.*

*Removes gloves and washes hands.*

*Administers correct dosage for all medications.*

\**Maintains aseptic technique and safety measures throughout procedure.*

\* *Accurately documents medication administration in MAR.*

### 1. **Wash hands and apply gloves**

### 2. Provide **privacy**

### 3. **Select Syringe and change needle:**

- (1) combination 3ml syringe 22 or 23 Gauge X 1 inch syringe/needle
- (1) change **needle** of 23 Gauge X 1 inch needle (for Deltoid muscle)

### 4. **Clean top of vial** with alcohol and allow to **air dry**

### 5. **Inject** an amount of **air equal** to the desired dose/volume to be removed

### 6. **Withdraw** correct volume of medication

### 7. Use **ONE-HAND needle/syringe to activate safety device**

- Activation of safety device **MUST be performed** with One-Hand technique
- Activation of safety device **CANNOT be** performed on bed, table, etc.

### 8. **Change needle** to appropriate size (23 Gauge X 1-inch needle for **DELTIOD** muscle) using aseptic technique

### 9. **Demonstrate and VERBALIZE** proper **location** for injection! (**DELTIOD** muscle)

- For deltoid injection;** demonstrate AND verbalize location (3 fingers below the acromion process)

### 10. **Clean injection site** with alcohol pad and let **air dry.**

### 11. Hold syringe **like a dart** and at a **90-degree angle**

### 12. **Use Z-Track** method to deliver injection aseptically

### 13. **ASPRIRATE BEFORE injection!**

### 14. **Administer** medication with appropriate angle of syringe and needle

### 15. Hold the syringe in place for **10 SECONDS** after administering the medication

### 16. Withdraw the needle and apply counter pressure with swab (**4X4 gauze**)

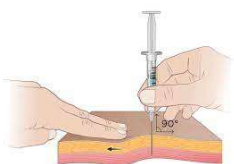
### 17. Use proper **ONE-HANDED** technique to **activate safety IMMEDIATELY** and **dispose in sharps** container

### 18. Withdraw need and apply **counter pressure** with gauze pad

### 19. **Remove gloves and wash hands**

### 20. **Immediately document administration in MAR**

- Document medication **DOSAGE** (not "tablets, capsules...") amount
- Document in **COMMENT SECTION** **LOCATION** of injection site





## For Medication Administration Skill: **SUBCUTANEOUS (SQ) MEDICATIONS**

\* Wear clean gloves

Provide privacy to client throughout procedure

\*Select appropriate injection site and locate the site on the manikin

Use alcohol swab to appropriately clean injection site

\* Select appropriate needle and syringe for administration

\*Clean top of vial with alcohol and allow to air dry.

Inject an amount of air into the vial equal to the desired dose/amount to be removed.

\* Withdraw the correct dose/volume of medication.

Hold syringe like a dart.

\*Pinch the skin with non-dominant hand.

\*Do NOT aspirate, then administer medication with appropriate angle of syringe/needle.

Withdraw the needle and apply counter pressure with a gauze pad.

\* Uses proper one-handed technique to activate safety immediately and dispose in sharps container.

Removes gloves and washes hands.

Administers correct dosage for all medications.

\*Maintains aseptic technique and safety measures throughout procedure.

\* Accurately documents medication administration in MAR.

HEPARIN INJECTION	INSULIN INJECTION
<ol style="list-style-type: none"><li>1. <b>Wash hands and apply gloves</b></li><li>2. <b>Select combination syringe and needle</b> (1) combination <b>1ml (TB) syringe 27 Gauge X ½ inch</b> syringe/needle for SQ abdomen</li><li>3. <b>Clean top of vial</b> with alcohol swab and allow to air dry</li><li>4. <b>Inject an amount of air equal</b> to the desired dose/volume to be removed</li><li>5. <b>Withdraw</b> correct/volume of medication</li><li>6. Use <b>ONE-HAND needle re-cap technique!</b></li><li>7. <b>Demonstrate AND verbalize proper location for injection!</b> (At least 2 inches away from the abdominal umbilicus)</li><li>8. Hold syringe <b>like a dart</b> and at a <b>90-degree angle</b></li><li>9. <b>Pinch</b> abdomen skin with non-dominant hand</li><li>10. <b>Do NOT aspirate!</b></li><li>11. <b>Administer</b> medication</li><li>12. <b>Withdraw</b> the needle and apply <b>counter pressure with gauze pad</b> Use proper <b>ONE-HANDED</b> technique to <b>activate safety IMMEDIATELY</b> and <b>dispose</b> in sharps container</li><li>13. <b>Remove gloves and wash hands</b></li><li>14. <b>Immediately document administration in MAR</b></li><li>15. Document medication <b>DOSAGE</b> (not “tablets, capsules...”) amount</li><li>16. Document in <b>COMMENT SECTION LOCATION</b> of injection site</li></ol>	<ol style="list-style-type: none"><li>1. <b>Wash hands and apply gloves</b><ol style="list-style-type: none"><li>a. <b>Select combination INSULIN syringe and needle:</b> Syringe will have <b>UNITS!!!</b></li><li>b. (1) combination Insulin syringe (with UNITS) ½ ml 29 Gauge X ½ inch syringe/needle for SQ abdomen</li></ol></li><li>2. <b>Clean</b> top of vial with alcohol swab</li><li>3. <b>Inject an amount of air equal</b> to the desired dose/<b>UNITS</b> to be removed</li><li>4. <b>Withdraw</b> correct/<b>UNITS</b> of medication</li><li>5. Use <b>ONE-HAND needle re-cap technique</b></li><li>6. <b>Demonstrate AND verbalize proper location for injection!</b> (At least 2 inches away from the abdominal umbilicus)</li><li>7. Hold syringe <b>like a dart</b> and at a <b>90-degree angle</b></li><li>8. <b>Pinch</b> abdomen skin with non-dominant hand</li><li>9. <b>Do NOT aspirate!</b></li><li>10. <b>Administer</b> medication</li><li>11. <b>Withdraw</b> the needle and apply <b>counter pressure with gauze pad.</b> Use proper <b>ONE-HANDED</b> technique to <b>activate safety IMMEDIATELY</b> and <b>dispose</b> in sharps container</li><li>12. <b>Remove gloves and wash hands</b></li><li>13. <b>Immediately document administration in MAR</b></li><li>14. Document medication <b>DOSAGE</b> (not “tablets, capsules...”) amount</li><li>15. Document in <b>COMMENT SECTION LOCATION</b> of injection site</li></ol>

**REMEMBER: You MUST use an INSULIN syringe with UNITS for insulin injections!**