

Behavioral Objectives for the Administration of Medications

Trainee: _____ Date of Observations: _____

	First Check	Second Check	Third Check	Comments
Record Observation Dates →				
1. Checked the person's medication record to verify that medications are scheduled for this time and day.				
2. Identified the medication information to be obtained prior to giving a drug.				
a. Why is it being given.				
b. How soon should it work.				
c. What side effects might occur and what should be done if they do.				
c. Will this drug interact adversely with any other drugs being taken.				
e. Are there any special instructions.				
3. Identified where to obtain this information.				
4. Cleaned work area.				
5. Washed hands.				
6. Checked that the label on the medication container corresponds with the medication record.				
a. before the container is taken from the storage area.				
b. before the medication is removed from the container.				
c. before the container is returned to the storage area.				
7. Poured tablets into lid of medication bottle to medication cup.				
8. Shook liquids.				
9. Poured liquids away from label.				
10. Poured liquids at eye level.				
11. Wiped off bottle after recapping.				
12. Prepared: the right medication				
a. in the right dosage.				
b. at the right time.				
c. for the right route.				
d. for the right person				

	First Check	Second Check	Third Check	Comments
Record Observation Dates → → →				
13. Prepared one person's medication at a time.				
14. Positively identified person.				
15. Explained to the person why the physician ordered the medication if they are interested.				
16. Informed the person that they were receiving medication.				
17. Administered only that medication that he/she prepared.				
18. Administered: the right medication.				
a. in the right dosage.				
b. at the right time.				
c. by the right route.				
d. for the right person.				
19. Gave with at least 4 oz. of water.				
20. Assisted person in taking his/her medication.				
21. Remained with person until he/she swallowed the medication.				
22. Washed hands.				
23. Immediately documented medication.				
24. Documented accurately.				
25. Before giving a PRN, checked to see when it was given last.				
26. Documented giving a PRN on the medication sheet <u>and</u> in the notes.				
27. Did a follow up as to how effective the PRN was.				

EACH PERSON MUST KNOW:

1. Oral Medications:

- a. What are: Scored tablets? _____
- b. What are: Enteric coated tablets? _____

2. Topical:

- a. How to go about setting up a topical medication. _____
- b. Knows the difference between an ointment and a cream. _____

3. All Droppers:

- a. Check all glass droppers for chips or cracks. _____
- b. Check for how fast gtts flow out of a squeeze bottle. _____
- c. Do not touch dropper to eye, ear or nose. _____

4. Ear Drops:

- a. Warm drops to body temperature. _____
- b. Position on side or head tilted with affected ear up. _____
- c. Pull ear up and back for adult. _____
- d. Stay in position 3-5 minutes. _____

5. Eye Ointment or Drops:

- a. Head back and tipped to correct side (so as not to contaminate unaffected eye). _____
- b. Make pocket with lower lid. _____
- c. Plug tear duct for 10 seconds. _____
- d. Blink to distribute ointment. _____
- e. Dab with Kleenex, do not rub. _____
- f. Wait 5 minutes between eye gtts if more than one is ordered to same eye. _____

6. Nose Drops:

- a. Blow nose before drops. _____
- b. Lie down or tilt head. _____
- c. Remain in position 3-5 minutes. _____

7. Rectal Suppository:

- a. Privacy. _____
- b. Position to side with upper leg raised. _____
- c. Lubricate suppository, rectum and finger. _____
- d. Deposit suppository 1 – 1 ½ inches. _____
- e. Place suppository against rectal wall. _____
- f. Remain lying for 15 minutes. _____

8. Vaginal Suppository:

- a. Privacy. _____
- b. Position lying flat on back with knees flexed. _____
- c. Identify correct opening. _____
- d. Insert suppository about 2 inches. _____
- e. Remain in position for 10 –15 minutes to decrease loss of medication. _____
- f. Offer sanitary pad to protect clothing. _____

ADDITIONAL COMMENTS:

Trainer

Date

Comments by Trainee:

Trainee

Date