

“On the Job” Competency Check-off Sheet for Administering Medications

Name: _____

Date(s): _____

During the “on the job” competency evaluation, the QMAP **MUST** demonstrate **ALL** of the following to achieve 100% competency.

Indicate successful completion with a checkmark in each box provided.

- 1. Washes/gloves hands. Appropriately demonstrates when hands are washed or gloved.
- 2. Checks the medication three (3) times during preparation.
- 3. Correctly states how to identify the right client.
- 4. Explains the procedure to the client.
- 5. Uses the six (6) rights.
- 6. Documents regularly scheduled medication.
- 7. Documents PRN medication.
- 8. Checks MRB for cleanliness and repair.
- 9. Documents MRB filled.
- 10. Looks up a drug before administration (optional)
- 11. Wears gloves when administering medications that could come into contact with body fluids and mucous membranes by all routes.

As different routes of administering medication are evaluated, the QMAP must include the following key points to achieve 100% competency.

- 12. Pills – oral
 - Client positioned upright (standing or sitting)
 - Accuracy when one (1) pill is the correct dose
 - Accuracy when calculation of other than one (1) pill is correct dose
- 13. Liquid – oral, pours amount accurately
 - Shakes bottle before pouring if it is a suspension
 - Label is toward palm surface when pouring
 - Bottle cap placed with open side upward
- 14. Sublingual
 - Correct placement of pill
 - Instructs client not to chew the tab
 - Nitroglycerin – can give up to 3 pills, each 5 minutes apart
- 15. Ear drops
 - Correct ear (i.e., knows right from left)
 - Positions head correctly
 - Correct number of drops
- 16. Eye drops
 - Retracts lower lid to make pocket or holds open both upper and lower lids
 - Correct eye (i.e., knows right from left)
 - Placement of drops
 - Correct number of drops
- 17. Eye ointment
 - Retracts lower lid to make pocket
 - Correct eye (i.e., knows right from left)
 - Placement of ribbon of medication

- 18. Topical lotions and crèmes
 - Use of gloves as appropriate
 - Correct body location
- 19. Nasal spray or drops
 - Proper positioning
 - Gives cues to client to breathe in with the spray
 - Correct number of drops or puffs of spray
- 20. Inhaler
 - Shakes container before using
 - Indicates when test spray is needed
 - Placement
 - Gives cues to client on breathing in and holding breath
 - Correct number of puffs
- 21. Transdermal patches
 - Privacy of client
 - Removal of old patch
 - Appropriate location
 - Skin preparation
 - Correct application
- 22. Fill a Medication Reminder Box (MRB)
 - Cross-checks MAR with doctor’s order sheet and MRB label with MAR
 - Proceeds in organized manner
 - Uses tweezers/gloves to handle medications
 - Correct ordered medication in each time slot
 - Correct number of medications for each administration time

Verbal explanation/demonstration from the QMAP without direction or assistance from the evaluator is allowed **only** for 23 and 24.

- 23. Rectal suppository: supervision on the job for safe performance
 - Privacy of client
 - Placement of client on left side if possible
 - Use of lubricant
 - Insertion of suppository 2-3 inches
- 24. Vaginal suppository: supervision on the job for safe performance
 - Privacy of client
 - Placement of client on back with knees bent
 - Insertion of suppository 2-3 inches

COMMENTS: _____

 Evaluator name and title: