

## **Section 5**

### **Medication Administration Skills Checklists**

## Medication Administration Skills Checklists

During the Medication Administration – 5-hour Training Course, you will be tested on skills listed below. You will be expected to do the skill 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 it 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.

### **SKILLS:**

1. Hand Hygiene/Gloves
2. General Medication Administration
3. Oral Medication Administration
4. Sublingual Medication Administration
5. Eye Medication Administration
6. Ear Medication Administration
7. Inhalant Medication Administration
8. Nasal Medication Administration
9. Transdermal Medication Administration
10. Topical Medication Administration
- Optional (if employee will perform skill)**
11. 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. All documentation on the checklist for the final check off is to be in ink.
3. The date, name of student, and name and credentials of the evaluator are to be written on each page of the checklist.
4. 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)
5. Indicate if the student Passes or needs to ReDo by checking the block provided.
6. **Instructor keeps all the checklists for your record. The student will receive the required certificate upon successful completion of the training course but the student does not receive the skills checklist.**