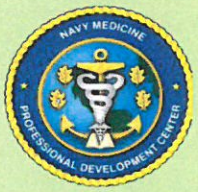
HOSPITAL CORPSMAN SKILLS BASIC (HMSB)

Performance Check List (PCL)

Clinical Skill: **Medication Administration**

Circle One: **Initial Evaluation** **Re-Evaluation**

Command:



Member's Name: _____ **Date:** _____

Rank:_____

Objective: Prepare, administer and document medication via the oral and parenteral routes.

Safety Guidelines:

- Follow universal precautions and wear proper PPE
- All blood spills will be handled via command policy
- Dispose of all needles in the sharps containers
- Members **will not double stick** their patient
- Do not recap any **DIRTY** needles
- Accidental needle sticks will be handled via command policy
- Ensure a 1:1 Evaluator/member ratio

Evaluator Assistance: No more than three (3) evaluator assists are allowed per portion. *Note: Evaluator Assist: Any assistance provided by the evaluator during the skill demonstration process whether verbally or physically, which aids the member in the successful completion of the skill or the parts of the skill identified by the objective.*

Performance Standard:

- Assemble and administer oral medications. (Alternative: Simulate with verbalization)
- Perform an Intramuscular and Subcutaneous injection.
- All skills will be graded either **PASS/FAIL**. Member must complete at least **80%** of all parts with **no critical items (*) missed.** Failure to successfully complete a critical item (*) will result in a failure and remediation will be required.

Condition: Member and patient or group of two (2) members

Equipment:

Oral

- Pill counter
- Medication order
- Fluid for consumption (as needed)
- Pill Knife (as needed)
- Medication (Unit Dose)

Parenteral Administration

For subcutaneous injection:

- 0.9% sodium chloride (as needed)
- Alcohol swabs
- 2x2 gauze
- Non-sterile gloves
- Syringe with needle
- Sharps container
- Medication (as needed)

For intramuscular injection:

- 0.9% sodium chloride (as needed)
- Alcohol swabs
- 2x2 gauze
- Non-sterile gloves
- Syringe with needle
- Sharps container
- Medication (as needed)

Documentation for all:

- SF 510, SF 600 or localized form
- DD 792

MEDICATION ADMINISTRATION PREPARATION	PASS	FAIL
Oral:		
1. *Verify medication order using the six rights and three checks		
2. *Check for drug allergies		
3. *Educate patient on procedure and medications to be administered		
4. Gather equipment		
5. *Calculate dosage and check expiration date		
6. *Identify patient using two identifiers		
7. *Perform hand hygiene and don non-sterile gloves		
Parenteral:		
1. *Verify medication order using the six patient rights and 3 checks.		
2. *Check for drug allergies		
3. *Educate patient on procedure and medications to be administered		
4. Gather equipment		
5. *Calculate dosage and check expiration date		
6. Prepare syringes:		
*Wipe the stopper with an alcohol pad		
*Pull the plunger of the syringe back to the exact mark on the barrel of the syringe for the prescribed amount of medication		
*Remove needle aseptically and insert into the vial at a slight angle with lateral pressure, vial should remain flat on the work surface		
*Keep the needle tip above the solution line and push the plunger into the barrel to inject the air		
*Pick-up and invert vial, hold it at eye level and pull the needle back so the tip is below the solution level		
*Pull the plunger down until slightly more than required amount of medication is in the syringe		
*Hold the syringe at eye level and tap any air bubbles to the top near the needle		
*Expel excess air and fluid, leaving the exact amount of the dose in the syringe		
*Place vial back on work surface and remove the needle from the vial of medication		
*Recap the needle using the one hand "scoop" method		
*Label syringe with patient's name, identification number, name of medication, dose, vehicle, and route (PINDVR)		
7. *Identify patient using two patient identifiers		
8. * Perform hand hygiene and don gloves		
ADMINISTERING ORAL MEDICATIONS	**PASS**	**FAIL**
1. Properly count and distribute oral medications (Unit Dose)		
2. Administer medication and ensure medication is swallowed completely		
ADMINISTERING PARENTERAL MEDICATIONS FOR SUBCUTANEOUS INJECTION (ARM)	**PASS**	**FAIL**
1. Select site for injection and expose for good visibility		
2. *Gently cleanse area with alcohol pad, working outward 2 inches		
3. Hold swab or gauze between third and fourth fingers of the non-dominant hand		
4. Pick up syringe in your dominant hand, holding horizontally and remove guard		
5. *Support the skin at the site by gently bunching up the tissue between your thumb and index finger of your non-dominant hand		
6. *Hold the barrel of the syringe in your dominant hand between the thumb and index		

finger, bracing with the remaining three fingers		
7. *Insert the needle bevel up into the skin at a 45 degree angle with a firm quick forward thrust		
8. *Release pinched up skin from the non-dominant hand		
9. *Aspirate by pulling back on the plunger with your non-dominant hand		
10. *If no blood returns, inject the medication by pushing the plunger into the barrel with a slow continuous motion		
11. Remove the needle, drawing it straight out with a quick motion		
12. *Apply pressure to the site with a gauze		
13. *Dispose of the needle/syringe in sharps container		
14. Assess the injection site for complications and apply an adhesive bandage if needed		
15. *Doff gloves and perform hand hygiene		
16. *Check for any adverse effects within 15 minutes and document in Patients record		
PARENTERAL MEDICATIONS FOR INTRAMUSCULAR INJECTION (DELTOID)	**PASS**	**FAIL**
1. *Locate and expose Deltoid site for good visibility:		
2. Demonstrate how to properly identify the precise injection site		
3. *Gently cleanse area with alcohol pad, working outward 2 inches		
4. Hold swab or gauze between third and fourth fingers of the non-dominant hand		
5. Pick up syringe in your dominant hand, holding horizontally and remove guard		
6. *Spread the skin taut at the site with the non-dominant hand		
7. *Grasp the barrel of the syringe firmly between your thumb and index finger of your dominant hand, like a dart		
8. *Plunge the needle, bevel up, firmly into the muscle at a 90 degree angle with a quick, firm forward thrust until the desired depth is reached		
9. *Pull the plunger back with the non-dominant hand to aspirate for blood		
10. *If no blood returns, inject the medication by pushing the plunger into the barrel with a slow continuous motion		
11. *Remove the needle, drawing it straight out with a quick motion		
12. *Apply pressure to the site with gauze, do NOT massage		
13. *Dispose of the needle /syringe in sharps container		
14. Apply sterile bandage if needed		
15. *Doff gloves and perform hand hygiene		
16. *Check for any adverse effects within 15 minutes and document in Patients record		

Member Passed: ____/59	**Calculated percentage:**
Circle: PASS / FAIL	**Evaluator Initials:**

Print and sign below:

Evaluator: _____ **Date:** _____

Member: _____ **Date:** _____

Comments:_____

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