

**Performance Checklist (PCL)**Clinical Skill: **Medication Administration**Circle One: **Initial Evaluation****Re-Evaluation**

Command:

**A. INTRODUCTION**

Upon successful completion of this performance checklist, a Hospital Corpsmen (HM) assigned to Budget Submitting Office (BSO) 18 Patient Care Facility or Reserve command will be able to administer intramuscular (IM), subcutaneous (Sub-Q), oral and nasal medications on a live and/or simulated patient.

**B. EQUIPMENT LIST:** The primary evaluator is responsible for checking all of the equipment listed below is available and functional prior to the evaluation:

1. Live and/or simulated patient
2. Mannequin arms
3. 0.9% sodium chloride vial
4. Alcohol swabs
5. 2x2 gauze
6. Topical medication
7. Sublingual medication
8. Nasal medication
9. Non-sterile gloves
10. Tape
11. Sterile dressing
12. Tissues
13. SF 510
14. MAR
15. Syringe with needle
16. Sharps container
17. Unit-dose cartridge
18. Cartridge holder/tubex

**C. REFERENCES**

1. Mosby's Skills online
2. Hospital Corpsman Skills Basic, BUMED INSTRUCTION 1510.23 (series)

**D. SAFETY PRECAUTIONS**

1. Evaluee may not take equipment out of the lab
2. Evaluee will follow universal precautions and wear proper BSI
3. All blood spills will be reported to the evaluator immediately
4. Dispose of all needles in the sharps container

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5. Evaluatee will not double stick their patient
6. Do not recap and DIRTY needles
7. Evaluatee will notify the evaluator if ANY accidental stick occurs

E. JOB STEPS

Evaluatee Instructions:

1. The purpose of this performance checklist is to evaluate the HM's skill in administering IM, Sub-Q, oral and nasal medications on a live and/or simulated patient.
2. The evaluatee must attempt to perform each step and may be required to answer clarification questions from the evaluator.
3. The evaluatee is not allowed to use the reference during the evaluation of this performance checklist.

Evaluator Instructions:

1. Evaluate one HM at a time.
2. Study the performance checklist and become proficient in using the rubric.
3. Before starting the evaluation, answer evaluatee's questions and make sure they understand what they are supposed to do. Once readiness has been established, evaluate the HM's performance using the rubric and checklist provided below.

F. STANDARD

SATISFACTORY PERFORMANCE: The evaluatee must achieve a minimum passing score of 70% (111 points) of all parts, with no critical (\*) items missed.

UNSATISFACTORY PERFORMANCE: Failure to achieve a minimum passing grade of 70% (111 points). Evaluatee who demonstrate unsatisfactory performance will be remediated and/or counseled IAW Reference 2.

G. DIRECTIONS FOR SCORING

Evaluators will use the "Maximum Points Performance" description to determine if the evaluatee has successfully demonstrated the "Event" listed in the rubric below and should receive 2 points. Evaluatees that require prompting may receive a partial point score of 1 point if the event is not a "Critical" event. The "Partial Points" column will be blacked out on the rubric for all "Critical" events, these events are annotated with an asterisk on the checklist. For non-critical events, the evaluatee will receive 0 points if they do not successfully complete the event after evaluator prompting.

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Rubric

Event	Max Points	Maximum Points Performance	Partial Points	Partial Points Performance	Failing Points
<b>PERFORM MEDICATION VERIFICATION</b>					
Verify medication	2	Verify medication order using the six rights and three checks		Critical	0
Check expiration date	2	Check expiration date on medication	1	Prompt required	0
Check for drug allergies	2	Check for drug allergies		Critical	0
Patient preparation	2	Determine if the patient is ready for the procedure	1	Prompt required	0
Gather equipment	2	Gather equipment	1	Prompt required	0
Hand hygiene	2	Perform hand hygiene and don non-sterile gloves	1	Prompt required	0
<b>ADMINISTER ORAL MEDICATIONS</b>					
Count and distribute oral medication	2	Count and distribute oral medications (Unit Dose)	1	Prompt required	0
Administer medication	2	Administer medication and ensure medication is swallowed completely	1	Prompt required	0
<b>ADMINISTER NASAL MEDICATION</b>					
Blow nose	2	Direct patient to gently blow nose to clear nostrils	1	Prompt required	0
Position patient	2	Position patient in a seated position with head tilted slightly forward so bottle or syringe is upright	1	Prompt required	0
Close one nostril	2	Close one nostril	1	Prompt required	0
Apply medication	2	Press firmly down once on nasal medication	1	Prompt required	0
Breathe through mouth	2	Have patient breathe out through mouth and not through nose	1	Prompt required	0
Repeat steps	2	Repeat the above steps for the other nostril	1	Prompt required	0

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Event	Max Points	Maximum Points Performance	Partial Points	Partial Points Performance	Failing Points
Doff gloves	2	Doff gloves and perform hand hygiene		Critical	0
Check for any adverse effects	2	Check for any adverse effects within 15 minutes		Critical	0
Document	2	Document procedure in the patient's record	1	Prompt required	0
<b>PREPARE PARENTERAL MEDICATIONS</b>					
Verify medication	2	Verify medication order using the six rights and three checks		Critical	0
Allergies	2	Check for drug allergies		Critical	0
Patient ready	2	Determine if the patient is ready for the procedure	1	Prompt required	0
Gather equipment	2	Gather equipment	1	Prompt required	0
Calculate dosage	2	Calculate dosage	1	Prompt required	0
Prepare syringes	2	Prepare syringes	1	Prompt required	0
Remove tab	2	Remove the plastic tab covering the vial rubber stopper (New vial should be used for each evaluatee otherwise replace plastic tab before evaluation)	1	Prompt required	0
Wipe stopper	2	Wipe the stopper with an alcohol pad	1	Prompt required	0
Piece of tape	2	Roll a piece of tape, sticky side out	1	Prompt required	0
Uncap and place on tape	2	Uncap the needle and place needle guard on tape, open end toward the Corpsman	1	Prompt required	0
Pull plunger to correct spot	2	Pull the plunger of the syringe back to the exact mark on the barrel of the syringe for the prescribed amount of medication	1	Prompt required	0
Insert needle into vial	2	Insert the needle into the vial at a slight angle with lateral pressure, vial should remain flat on the work space	1	Prompt required	0
Tip above solution	2	Keep the needle tip above the solution line and push the plunger into the barrel to inject the air	1	Prompt required	0

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Event	Max Points	Maximum Points Performance	Partial Points	Partial Points Performance	Failing Points
Invert vial	2	Pick-up and invert vial, hold it eye level and pull the needle back so the tip is below the solution level	1	Prompt required	0
Pull back plunger	2	Pull the plunger down until slightly more than required amount of medication is in the syringe	1	Prompt required	0
Air bubbles	2	Hold the syringe at eye level and tap any air bubbles to the top near the needle	1	Prompt required	0
Expel excess air	2	Expel excess air and fluid, leaving the exact amount of the dose in the syringe	1	Prompt required	0
Place vial on work surface	2	Place vial back on work surface and remove the needle from the vial of medication	1	Prompt required	0
Recap the needle	2	Recap the needle using the one hand "scoop" method		Critical	0
Label syringe	2	Label syringe with patient's name, identification number, name of medication, dose, vehicle and route (PINDVR)		Critical	0
Identify patient	2	Identify patient using two patient identifiers		Critical	0
Hand hygiene	2	Perform hand hygiene and don gloves		Critical	0
<b>ADMINISTER SUBCUTANEOUS INJECTION (ARM)</b>					
Select site	2	Select the site for injection and expose for good visibility	1	Prompt required	0
Cleanse area	2	Gently cleanse area with alcohol pad	1	Prompt required	0
Hold gauze	2	Hold swab or gauze with non-dominant hand	1	Prompt required	0
Pick up syringe	2	Pick up prepared syringe in your dominant hand, holding horizontally	1	Prompt required	0
Remove guard	2	Remove needle guard by pulling it straight off and away with the other hand	1	Prompt required	0
Support skin	2	Support the skin at the site by gently bunching up the tissue between your thumb and index finger of your non-dominant hand	1	Prompt required	0

**PERFORMANCE CHECKLIST (PCL)  
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Event	Max Points	Maximum Points Performance	Partial Points	Partial Points Performance	Failing Points
Hold barrel correctly	2	Hold the barrel of the syringe in your dominant hand	1	Prompt required	0
Insert needle	2	Insert the needle bevel up into the skin at a 45 degree angle with a firm quick forward thrust		Critical	0
Release skin	2	Release pinched up skin from the non-dominant hand	1	Prompt required	0
Inject medication	2	Inject the medication by pushing the plunger into the barrel with a slow continuous motion	1	Prompt required	0
Remove needle	2	Remove the needle, drawing it straight out with a quick motion	1	Prompt required	0
Apply gauze	2	Apply pressure to the site with a gauze pad	1	Prompt required	0
Dispose of needle	2	Dispose of the needle/syringe in sharps container		Critical	0
Assess site	2	Assess the injection site for complications and apply an adhesive bandage if needed	1	Prompt required	0
Doff gloves	2	Doff gloves and perform hand hygiene		Critical	0
Adverse effects	2	Check for any adverse effects within 15 minutes		Critical	0
Document	2	Document procedure in the patient's record	1	Prompt required	0
<b>ADMINISTER INTRAMUSCULAR INJECTION (DELTOID)</b>					
Select site	2	Select and expose the injection site	1	Prompt required	0
Locate deltoid	2	Locate the deltoid site	1	Prompt required	0
Locate acromion process	2	Locate the acromion process	1	Prompt required	0
Place fingers	2	Place four fingers across the deltoid muscle, with little finger on the acromion process	1	Prompt required	0
Form an upside "L"	2	Form an upside "L" against the arm	1	Prompt required	0
Identify precise site	2	The area in between is the precise injection site	1	Prompt required	0
Cleanse area	2	Gently cleanse the area with alcohol pad	1	Prompt required	0

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Event	Max Points	Maximum Points Performance	Partial Points	Partial Points Performance	Failing Points
Hold gauze	2	Hold swab or gauze with the non-dominant hand	1	Prompt required	0
Pick up needle	2	Pick up prepared syringe in you dominant hand, holding horizontally	1	Prompt required	0
Remove guard	2	Remove needle guard by pulling it straight off and away with the other hand	1	Prompt required	0
Spread skin taut	2	Spread the skin taut at the site with the non-dominant hand	1	Prompt required	0
Grasp barrel	2	Grasp the barrel of the syringe firmly with dominant hand ( like a dart)	1	Prompt required	0
Plunge needle into site	2	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		Critical	0
Steady barrel	2	Steady the barrel of the syringe with the dominant hand	1	Prompt required	0
Aspirate	2	Pull the plunger back with the non-dominant hand to aspirate for blood		Critical	0
Inject medication	2	If no blood returns, inject the medication by pushing the plunger into the barrel with a slow continuous motion	1	Prompt required	0
Remove needle	2	Remove the needle, drawing it straight out with a quick motion	1	Prompt required	0
Apply pressure to the site	2	Apply pressure to the site with gauze, do <b>NOT</b> massage	1	Prompt required	0
Dispose of needle	2	Dispose of the needle/syringe in sharps container		Critical	0
Apply bandage	2	Apply sterile bandage if needed	1	Prompt required	0
Doff PPE and perform hand hygiene	2	Doff gloves and perform hand hygiene		Critical	0
Adverse effects	2	Check for any adverse effects within 15 minutes		Critical	0
Document	2	Document the procedure in the patients record	1	Prompt required	0

PERFORMANCE CHECKLIST (PCL)  
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Evaluee: \_\_\_\_\_ Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

	Possible Points	Points Awarded
<b>PERFORM MEDICATION VERIFICATION</b>		
*Verify medication order using the six rights and three checks	2	
Check expiration date on medication	2	
*Check for drug allergies	2	
Determine if the patient is ready for the procedure	2	
Gather equipment	2	
Perform hand hygiene and don non-sterile gloves	2	
<b>SUBTOTAL</b>	<b>12</b>	
<b>ADMINISTER ORAL MEDICATIONS</b>		
Count and distribute oral medications (Unit Dose)	2	
Administer medication and ensure medication is swallowed completely	2	
<b>SUBTOTAL</b>	<b>4</b>	
<b>ADMINISTER NASAL MEDICATION</b>		
Direct patient to gently blow nose to clear nostrils	2	
Position patient in a seated position with head tilted slightly forward, so bottle or syringe is upright	2	
Close one nostril	2	
Press firmly down once on nasal medication	2	
Have patient breathe out through mouth and not through nose	2	
Repeat the above steps for the other nostril	2	
*Doff gloves and perform hand hygiene	2	
*Check for any adverse effects within 15 minutes	2	
Document procedure in the patient's record	2	
<b>SUBTOTAL</b>	<b>18</b>	
<b>PREPARE PARENTERAL MEDICATIONS</b>		
*Verify medication order using the six rights and three checks	2	
*Check for drug allergies	2	
Determine if the patient is ready for the procedure	2	
Gather equipment	2	
Calculate dosage	2	
Prepare syringes	2	
Remove the plastic tab covering the vial rubber stopper	2	
Wipe the stopper with an alcohol pad	2	
Roll a piece of tape, sticky side out	2	
Uncap the needle and place needle guard on tape, open end toward the Corpsman	2	



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Pull the plunger of the syringe back to the exact mark on the barrel of the syringe for the prescribed amount of medication	2	
Insert the needle into the vial at a slight angle with lateral pressure, vial should remain flat on the work space	2	
Keep the needle tip above the solution line and push the plunger into the barrel to inject the air	2	
Pick-up and invert vial, hold it eye level and pull the needle back so the tip is below the solution level	2	
Pull the plunger down until slightly more than required amount of medication is in the syringe	2	
Hold the syringe at eye level and tap any air bubbles to the top near the needle	2	
Expel excess air and fluid, leaving the exact amount of the dose in the syringe	2	
Place vial back on work surface and remove the needle from the vial of medication	2	
*Recap the needle using the one hand "scoop" method	2	
*Label syringe with patient's name, identification number, name of medication, dose, vehicle and route (PINDVR)	2	
*Identify patient using two patient identifiers	2	
*Perform hand hygiene and don gloves	2	
<b>SUBTOTAL</b>	<b>44</b>	
<b>ADMINISTER SUBCUTANEOUS INJECTION (ARM)</b>		
Select the site for injection and expose for good visibility	2	
Gently cleanse area with alcohol pad	2	
Hold swab or gauze with non-dominant hand	2	
Pick up prepared syringe in your dominant hand, holding horizontally	2	
Remove needle guard by pulling it straight off and away with the other hand	2	
Support the skin at the site by gently bunching up the tissue between your thumb and index finger of your non-dominant hand	2	
Hold the barrel of the syringe in your dominant hand	2	
*Insert the needle bevel up into the skin at a 45 degree angle with a firm quick forward thrust	2	
Release pinched up skin from the non-dominant hand	2	
Inject the medication by pushing the plunger into the barrel with a slow continuous motion	2	
Remove the needle, drawing it straight out with a quick motion	2	
Apply pressure to the site with a gauze pad	2	
*Dispose of the needle/syringe in sharps container	2	
Assess the injection site for complications and apply an adhesive bandage if needed	2	
*Doff gloves and perform hand hygiene	2	
*Check for any adverse effects within 15 minutes	2	
Document procedure in the patient's record	2	
<b>SUBTOTAL</b>	<b>34</b>	

PERFORMANCE CHECKLIST (PCL)  
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<b>ADMINISTER INTRAMUSCULAR INJECTION (DELTOID)</b>		
Select and expose the injection site	2	
Locate the deltoid site	2	
Locate the acromion process	2	
Place four fingers across the deltoid muscle, with little finger on the acromion process	2	
Form an upside "L" against the arm	2	
The area in between is the precise injection site	2	
Gently cleanse the area with alcohol pad	2	
Hold swab or gauze with the non-dominant hand	2	
Pick up prepared syringe in you dominant hand, holding horizontally	2	
Remove needle guard by pulling it straight off and away with the other hand	2	
Spread the skin taut at the site with the non-dominant hand	2	
Grasp the barrel of the syringe firmly with your dominant hand (like a dart)	2	
*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	2	
Steady the barrel of the syringe with the dominant hand	2	
*Pull the plunger back with the non-dominant hand to aspirate for blood	2	
If no blood returns, inject the medication by pushing the plunger into the barrel with a slow continuous motion	2	
Remove the needle, drawing it straight out with a quick motion	2	
Apply pressure to the site with gauze, do <b>NOT</b> massage	2	
*Dispose of the needle/syringe in sharps container	2	
Apply sterile bandage if needed	2	
*Doff gloves and perform hand hygiene	2	
*Check for any adverse effects w <sub>i</sub> thin 15 minutes	2	
Document the procedure in the patients record	2	
<b>SUBTOTAL</b>	<b>46</b>	

PERFORMANCE CHECKLIST (PCL)  
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<b>PERFORMANCE CHECKLIST TOTAL SCORE</b>	Possible Points	Points Awarded
<b>PERFORM MEDICATION VERIFICATION</b>	12	
<b>ADMINISTER ORAL MEDICATIONS</b>	04	
<b>ADMINISTER NASAL MEDICATION</b>	18	
<b>PREPARE PARENTERAL MEDICATIONS</b>	44	
<b>ADMINISTER SUBCUTANEOUS INJECTION (ARM)</b>	34	
<b>ADMINISTER INTRAMUSCULAR INJECTION (DELTOID)</b>	46	
<b>SUBTOTAL</b>	<b>158</b>	
<b>TOTAL POINTS SCORED BY EVALUEE</b>		

Evaluator signature: \_\_\_\_\_ Date: \_\_\_\_\_ PASS / FAIL