# **Injectable Medications Competency Validation/Audit Tool**

**Employee Name:**

**Job Title:**

* Orientation
* Annual
* Other

*Note: The following are key infection prevention practices for preparing and administering injectable medications safely. Clinical steps will vary based on the type of injectable medication and procedure. This validation/audit does not apply to pharmacy personnel.*

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| **General Steps For All Injectable Medication**  | **Type of Validation**D=DemonstrateV=Verbalize | **Meets Criteria**(Y or N) | **Comments/****Recommendations** | **Recommendations Implemented**(Date & Initials) |
| 1. Stores, prepares, and uses all supplies (e.g., medication vials, insulin pens, needles, and syringes) as instructed by the manufacturer and to prevent contamination.
 | D  |    |   |  |
| 1. Verifies expiration dates of medication and injection supplies prior to use.
 | D  |    |   |  |
| 1. Checks patient/resident identification and medication orders according to the facility policy.
 | D  |    |   |  |
| 1. Performs hand hygiene with alcohol-based hand rub or wash with soap and water prior to preparing and before and after administering an injectable medication.
 | D |  |  |  |
| 1. Wears personal protective equipment according to standard precautions.
 | D  |  |  |  |
| 1. Prepares injections using aseptic technique in a clean area away from potential sources of contamination (e.g., at least three feet from sinks or other water sources; free from items that could have come in contact with blood or potentially infectious materials).
 | D  |    |   |  |
| 1. Clean and disinfect the medication preparation area on a regular basis and any time there is evidence of soiling.
 | D |  |  |  |
| 1. Disposes used needles and syringes in a sharps container.
 | D |  |  |  |
| 1. Removes and discards personal protective equipment after administering injectable medications (if applicable)
 | D |  |  |  |
| 1. Performs hand hygiene appropriately.
 | D |  |  |  |
| **Medication Vials & Pre-Filled Syringes** | **Type of Validation**D=DemonstrateV=Verbalize | **Meets Criteria**(Y or N) | **Comments/****Recommendations** | **Recommendations Implemented**(Date & Initials) |
| 1. Uses single-dose or single-use medication vials for only one patient/resident only as part of a single case, procedure, injection. Does not combine leftover contents for later use.
 | D |  |  |  |
| 1. Assigns and labels insulin pens for individual patients/residents and stores appropriately to prevent inadvertent use on other patients/residents.
 | D |  |  |  |
| 1. Dedicates multidose vials to a single patient/resident whenever possible.
 | D |  |  |  |
| 1. If multi-dose vials must be used for multiple patients/residents, both the needle or cannula and syringe used to access the multi-dose vial are sterile. Discards multi-dose vials if sterility is compromised or questionable.
 | D  |  |  |  |
| 1. Dates multi-dose vials when they are first opened and discarded within 28 days unless the manufacturer specifies a different (shorter or longer) date. *Note: This is different from the expiration date printed on the medication*.
 | D  |  |  |  |
| 1. Keeps multi-dose vials used for more than one patient/resident in a centralized medication area.
 | D |  |  |  |
| 1. If multi-dose vials enter the immediate treatment area, they should be dedicated for single-use and discarded immediately after use.
 | D  |  |  |  |
| 1. Disinfects the medication vial’s rubber top with alcohol and allows to dry prior to piercing.
 | D |  |  |  |
| 1. Enters medication vials with a new needle and a new syringe, even when obtaining more doses for the same patient/resident.
 | D  |  |  |  |
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| **Intravenous Medications** | **Type of Validation**D=DemonstrateV=Verbalize | **Meets Criteria**(Y or N) | **Comments/****Recommendations** | **Recommendations Implemented**(Date & Initials) |
| 1. Uses bags or bottles of intravenous solution for only one patient/resident only.
 | D |  |  |  |
| 1. Uses sterile, single-use intravenous tubing and connectors for one patient/resident only.
 | D |  |  |  |
|  |
| **General Discussion** | **Type of Validation**D=DemonstrateV=Verbalize | **Meets Criteria**(Y or N) | **Comments/****Recommendations** | **Recommendations Implemented**(Date & Initials) |
| 1. Employee verbalizes why aseptic technique and standard precautions are used during the preparation and administration of injectable medications to prevent the spread of bloodborne pathogens.
	* To prevent the medication from becoming contaminated
	* To prevent germs from being injected into the body
	* To prevent germs from being transmitted from one person to another
 | V  |    |   |  |

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