

## Injectable Medications Competency Validation/Audit Tool

**Employee Name:**

Orientation

**Job Title:**

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.*

| <b>General Steps For All Injectable Medication</b>   | <b>Type of Validation</b><br>D=Demonstrate<br>V=Verbalize | <b>Meets Criteria</b><br>(Y or N) | <b>Comments/<br/>Recommendations</b> | <b>Recommendations Implemented</b><br>(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   |                                   |                                      |   |
| 2. Verifies expiration dates of medication and injection supplies prior to use.  | D   |                                   |                                      |   |
| 3. Checks patient/resident identification and medication orders according to the facility policy.  | D   |                                   |                                      |   |
| 4. 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   |                                   |                                      |   |
| 5. Wears personal protective equipment according to standard precautions.  | D   |                                   |                                      |   |
| 6. 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   |                                   |                                      |   |
| 7. Clean and disinfect the medication preparation area on a regular basis and any time there is evidence of soiling.   | D   |                                   |                                      |   |
| 8. Disposes used needles and syringes in a sharps container.   | D   |                                   |                                      |   |
| 9. Removes and discards personal protective equipment after administering injectable medications (if applicable)   | D   |                                   |                                      |   |
| 10. Performs hand hygiene appropriately.   | D   |                                   |                                      |   |

| <b>Medication Vials &amp; Pre-Filled Syringes</b>  | <b>Type of Validation</b><br>D=Demonstrate<br>V=Verbalize | <b>Meets Criteria</b><br>(Y or N) | <b>Comments/ Recommendations</b> | <b>Recommendations Implemented</b><br>(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   |                                   |                                  |   |
| 2. Assigns and labels insulin pens for individual patients/residents and stores appropriately to prevent inadvertent use on other patients/residents.  | D   |                                   |                                  |   |
| 3. Dedicates multidose vials to a single patient/resident whenever possible.   | D   |                                   |                                  |   |
| 4. 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   |                                   |                                  |   |
| 5. Dates multi-dose vials when they are first opened and discarded within 28 days unless the manufacturer specifies a different (shorter or longer) date. <i>Note: This is different from the expiration date printed on the medication.</i> | D   |                                   |                                  |   |
| 6. Keeps multi-dose vials used for more than one patient/resident in a centralized medication area.  | D   |                                   |                                  |   |
| 7. If multi-dose vials enter the immediate treatment area, they should be dedicated for single-use and discarded immediately after use.  | D   |                                   |                                  |   |
| 8. Disinfects the medication vial's rubber top with alcohol and allows to dry prior to piercing.   | D   |                                   |                                  |   |
| 9. Enters medication vials with a new needle and a new syringe, even when obtaining more doses for the same patient/resident.  | D   |                                   |                                  |   |

| <b>Intravenous Medications</b>   | <b>Type of Validation</b><br>D=Demonstrate<br>V=Verbalize | <b>Meets Criteria</b><br>(Y or N) | <b>Comments/ Recommendations</b> | <b>Recommendations Implemented</b><br>(Date & Initials) |
|--|---|-----------------------------------|----------------------------------|---|
| 1. Uses bags or bottles of intravenous solution for only one patient/resident only.          | D   |                                   |                                  |   |
| 2. Uses sterile, single-use intravenous tubing and connectors for one patient/resident only. | D   |                                   |                                  |   |

| <b>General Discussion</b>  | <b>Type of Validation</b><br>D=Demonstrate<br>V=Verbalize | <b>Meets Criteria</b><br>(Y or N) | <b>Comments/ Recommendations</b> | <b>Recommendations Implemented</b><br>(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. <ul style="list-style-type: none"> <li>• To prevent the medication from becoming contaminated</li> <li>• To prevent germs from being injected into the body</li> <li>• To prevent germs from being transmitted from one person to another</li> </ul> | V   |                                   |                                  |   |

Employee Name      Validator Name      Date

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Employee Name      Validator Name      Date