



### Competency Checklist

<b>Date:</b>	
<b>Employee Name:</b>	
<b>Preceptor/Evaluator's Name</b>	
<b>Competency:</b>	<b>Administering a Subcutaneous Injection</b>

#### INDICATORS OF PERFORMANCE LEVEL SUMMARY

How Met		Level of Competency	
O	Direct Observation/Return Demonstration	1	Below expected standards
V	Verbalization/Discussion	2	Fully meets standards
T	Test	3	Well above standards. May precept peers
NA	Not applicable		

If overall performance or competency is rated below the minimum competency level of 2, that performance or competency must be reassessed within 30 days of this review.

The employee demonstrates skills and competence in the following:	How Met	Level of Competency 1 2 3	Evaluated by:
1. Gather equipment and supplies: <ul style="list-style-type: none"> <li>• Appropriate gauge syringe depending on substance being administered</li> <li>• Alcohol swabs</li> <li>• Gloves</li> </ul>			
2. Check each medication order against the original order in the medical record according to facility policy. Clarify any inconsistencies. Check the patient's chart for allergies.			
3. Perform hand hygiene and put on PPE, if indicated.			
4. Scan the patient's bar code on the identification band.			
5. Scan the bar code on the medication package.			
6. Prepare medications. Compare the label with the eMAR. Check expiration dates and perform calculations, if necessary.			
7. Identify the patient utilizing the name and identification number on the patient's identification band.			
8. Ensure that the patient receives the medications at the correct time.			
9. Identify the appropriate landmarks for the site chosen.			
10. Cleanse the area around the injection site with an antimicrobial swab. Use a firm, circular motion while moving outward from the injection site. Allow area to dry.			
11. Remove the needle cap by pulling it straight off. Hold the syringe in your dominant hand between the thumb and forefinger.			
12. Grasp and bunch the area surrounding the injection site or spread the skin taut at			

the site.			
13. Hold the syringe in the dominant hand between the thumb and forefinger. Inject the needle quickly at a 45- to 90-degree angle.			
14. After the needle is in place, release the tissue. If you have a large skin fold pinched up, ensure that the needle stays in place as the skin is released. Immediately move your nondominant hand to steady the lower end of the syringe. Slide your dominant hand to the end of the plunger. Avoid moving the syringe.			
15. Inject the medication slowly (at a rate of 10 seconds per milliliter).			
16. Withdraw the needle quickly at the same angle at which it was inserted, while supporting the surrounding tissue with your nondominant hand.			
17. Using a gauze square, apply gentle pressure to the site after the needle is withdrawn. Do not massage the site.			
18. Do not recap the used needle. Engage the safety shield or needle guard and discard the needle and syringe in the appropriate receptacle.			
19. Remove gloves and additional PPE. Perform hand hygiene.			
20. Document the administration of the medication immediately after administration.			

🍏 Employee is competent to perform the above tasks independently and without supervision

🍏 Employee's level of competence is below 2. Reassess competency on: \_\_\_\_\_

Employee's Signature:	
Evaluator's Signature:	