



Competency Checklist

Date:	
Employee Name:	
Preceptor/Evaluator's Name	
Competency:	Administering an Intramuscular Injection

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. 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.			
2. Perform hand hygiene and put on PPE, if indicated.			
3. Prepare medications			
4. Compare the label with the CMAR/MAR. Check expiration dates and perform calculations, if necessary. Scan the bar code on the package, if required.			
5. Identify the patient utilizing the name and identification number on the patient's identification band.			
6. Scan the patient's bar code on the identification band			
7. Identify the appropriate landmarks for the site chosen.			
8. 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.			
9. Remove the needle cap by pulling it straight off. Hold the syringe in your dominant hand between the thumb and forefinger.			
10. Displace the skin in a Z-track manner by pulling the skin down or to one side about 1" (2.5 cm) with your nondominant hand and hold the skin and tissue in this position.			
11. Quickly dart the needle into the tissue so that the needle is perpendicular to the			

patient's body. This should ensure that it is given using an angle of injection between 72 and 90 degrees.			
12. Use the thumb and forefinger of your nondominant hand to hold the lower end of the syringe. Slide your dominant hand to the end of the plunger. Inject the solution slowly (10 seconds per milliliter of medication).			
13. Once the medication has been instilled, wait 10 seconds before withdrawing the needle.			
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15. Do not recap the used needle. Engage the safety shield or needle guard and discard the needle and syringe in the appropriate receptacle.			
16. Remove gloves and additional PPE. Perform hand hygiene.			
17. 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	