



Competency Checklist

Date:	
Employee Name:	
Preceptor/Evaluator's Name	
Competency:	Medication Administration, IV Push

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:
Goal: The medication is delivered safely to the patient via the intravenous route using sterile technique.			
1. Gather equipment/supplies: <ul style="list-style-type: none"> - Normal Saline flush - Alcohol Swabs - Gloves 			
2. Check the medication order against the original order in the medical record. <ul style="list-style-type: none"> • Clarify any inconsistencies. • Check the patient's chart for allergies. • Check a drug resource to clarify whether medication needs to be diluted before administration. • Verify the recommended infusion rate. 			
3. Perform hand hygiene and don gloves.			
4. Prepare medication for one patient at a time.			
5. Scan the patient's bar code on the identification band.			
6. Scan the bar code on the package.			
7. Compare the label with eMAR. Check expiration dates.			
8. Ensure that the patient receives the medications at the correct time.			
9. Identify the patient using name and identification number on the patient's identification band.			
10. Assess IV site for presence of inflammation or infiltration.			
11. Clean the access port of the medication lock with antimicrobial swab.			
12. Stabilize the port with your nondominant hand and attach the a syringe with normal saline into the access port.			
13. Release the clamp on the extension tubing of the medication lock. Aspirate gently and check for blood return.			
14. Gently flush with normal saline by pushing slowly on the syringe plunger. Observe the insertion site while inserting the saline. Remove syringe.			
15. Attach syringe with medication into the port and gently inject medication,			

using a watch to verify correct administration rate. Do not force the injection if resistance is felt.			
16. Remove the medication syringe from the port and flush with normal saline. Remove the syringe and clamp the tubing.			
17. Discard the syringe in the appropriate receptacle.			
18. Remove PPE, if used. Perform hand hygiene.			
19. Evaluate the patient's response to medication within appropriate time frame.			

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:	