STUDENT'S NAME

DATE

FOR FACULTY USE ONLY DATE

EDUCATOR'S NAME PASS / FAIL



Skills Modules 3.0 Checklist: Diabetes Management
Administering Insulin

INSTRUCTIONS: Use the following checklist to evaluate competency in completing this skill. Select Satisfactory (S) or Unsatisfactory (U) for each step and provide comments as needed.

*Document the relevant information (amount of insulin, injection site, and client assessment) in the client's medical record.

Beginning Steps

STEP	S	U	EVALUATOR'S COMMENTS
Remove prescribed medication from medication supply system and compare the medication to the client's MAR. Check expiration date.			
Gather equipment and move the medication to the designated preparation area in the medication room or at the client's bedside.			
Remove the cap on the vial and scrub the top with antimicrobial wipe, allowing to fully dry.			
Remove cap from insulin syringe. Pull back the plunger and draw up the amount of air that is equal to the insulin dose.			
While holding the vial on the flat surface, pierce the top of the vial in the center and inject the air into the space above the insulin.			
With the needle still inserted into the vial, invert the vial. Keep the needle below the fluid level.			
Hold the vial with one hand and use the other hand to draw up prescribed amount of insulin. Keep the vial and syringe at eye level.			

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STEP	S	U	EVALUATOR'S COMMENTS
Remove any air bubbles in the syringe by firmly tapping the barrel of the syringe, injecting the air back into the vial past the fluid into the air space.	☐	☐	
Once the prescribed amount of insulin is withdrawn, remove the needle from the vial. Carefully replace the cap over the needle using the one-hand scoop method.	☐	☐	
Review the amount of insulin in syringe.	☐	☐	
Follow facility policy for required label checks and verification of medication dose with another nurse.	☐	☐	
Label multidose vial with date and time opened along with beyond-use date.	☐	☐	
Return vial to medication dispensing system per facility policy.	☐	☐	

Administering a Subcutaneous Injection

STEP	S	U	EVALUATOR'S COMMENTS
If prepared in medication room, transport medication to the client's bedside, keeping medication in sight at all times.	☐	☐	
*Introduce yourself to the client. *Verify client identification using two identifiers, compare information to MAR.	☐	☐	
*Determine whether the client has allergies.	☐	☐	
Follow facility policy for client medication administration.	☐	☐	

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STEP	S	U	EVALUATOR'S COMMENTS
*Provide privacy as needed. Explain procedure to client and perform any necessary assessments.	☐	☐	
*Perform hand hygiene and put on appropriate PPE if indicated.	☐	☐	
Position client exposing only the site for injection, identify site specific landmarks.	☐	☐	
Cleanse the area of the injection site with antimicrobial swab, using a firm, circular motion moving from center to outward of the injection site. Allow to fully dry.	☐	☐	
Remove the cap from the syringe.	☐	☐	
If indicated, use nondominant hand to gently pinch skin at the injection site. Hold the syringe in dominant hand between the thumb and forefinger.	☐	☐	
Quickly insert the needle into the injection site at a 45- or 90-degree angle. If skin is pinched release the skin fold once the needle is in the tissue.	☐	☐	
Use nondominant hand to stabilize the syringe, while sliding dominant hand to the end of the syringe. Depress the plunger, slowly injecting the insulin.	☐	☐	
Once insulin is injected, wait 5 seconds, then withdraw the needle maintaining same angle as it was inserted.	☐	☐	
Engage safety shield on needle and discard in appropriate receptacle.	☐	☐	
If blood or clear fluid is present at injection site, apply gentle pressure with gauze. Do not massage or rub injection site.	☐	☐	

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STEP	S	U	EVALUATOR'S COMMENTS
Assist client to comfortable position.	☐	☐	
*Provide client education.	☐	☐	
*Ensure that the client is in a safe position prior to leaving the room and has the call light within reach.	☐	☐	

References

Taylor, C., Lynn, P. and Bartlett, J. (2019). *Fundamentals of nursing* (9th ed.). Philadelphia: Wolters Kluwer.

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