STUDENT'S NAME

DATE

FOR FACULTY USE ONLY DATE

EDUCATOR'S NAME PASS / FAIL



Skills Modules 3.0 Checklist: Oral and Topical Medication Administration

Administering a Metered-Dose Inhaler Medication

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 (assessment findings, pharmacological and nonpharmacological interventions) in the client's medical record.

Step by Step

STEP	S	U	EVALUATOR'S COMMENTS
Check medication order against the original order in medical record.			
Assess need for medication, any interactions, safe dosing, adverse effects, and age/condition considerations.			
Limit distractions and prepare for only one client at a time.			
Check MAR and remove prescribed medication from the medication supply system.			
Compare medication label with MAR.			
Check expiration date and perform calculations.			
Gather supplies and take medications to the client's bedside at correct time.			

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STEP	S	U	EVALUATOR'S COMMENTS
*Introduce yourself to the client.	☐	☐	
*Provide privacy as needed.	☐	☐	
*Perform hand hygiene and put on appropriate PPE if indicated.	☐	☐	
*Verify client identification and scan barcode as per facility policy.	☐	☐	
Recheck medication label with MAR.	☐	☐	
*Determine whether the client has allergies.	☐	☐	
Complete assessments as indicated by medication.	☐	☐	
*Provide client education.	☐	☐	
Shake the MDI well.	☐	☐	
Remove cap from mouthpiece of MDI.	☐	☐	
Instruct client to take a deep breath and exhale completely.	☐	☐	

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STEP	S	U	EVALUATOR'S COMMENTS
Select administration method. • Insert mouthpiece into mouth and close lips tightly around mouthpiece. • Position mouthpiece 2 to 4 cm (1 to 2 in) in front of mouth.	☐	☐	
After a complete exhalation, have client depress inhaler once and inhale deeply and slowly through the mouth.	☐	☐	
Instruct client to hold their breath for 5 to 10 seconds, remove MDI, and then exhale slowly.	☐	☐	
After complete, have client rinse mouth with tap water, clean MDI and recap MDI.	☐	☐	
*Ensure that the client is in a safe position prior to leaving the room and has the call light within reach.	☐	☐	
Evaluate the outcome at the appropriate time frame.	☐	☐	

References

Lynn, P. (2019). *Taylor's clinical nursing skills: A nursing process approach* (5th ed.). Philadelphia, PA: Wolters Kluwer, p. 300-303

Potter, P.A., Perry, A.G., Stockert, P.A., Hall, A.M. (2017). *Fundamentals of nursing* (9th ed.). St. Louis, MO: Elsevier. pp. 664-665

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