



Skills Modules 3.0 Checklist: Oral and Topical Medication Administration

Administering Ophthalmic Medications (Drops and Ointment)

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.			

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.			
Provide tissue to client.			
If necessary, gently clean eyelids and/or eyelashes prior to administration. Always wipe from inner to outer ends of eye.			
Have client tilt head backward and slightly turned toward affected side.			

STEP	S	U	EVALUATOR'S COMMENTS
Remove cap from bottle, ensuring not to contaminate end.			
Have the client look up while gently applying downward pressure on the lower eyelid.			
Rest the side of your hand on the forehead for stability and hold the medication near the eye.			
Squeeze prescribed number of drops or amount of ointment into the conjunctival sac and release lower lid.			
Instruct client to close eyes.			
If using drops, gently press inner canthus to prevent flow in to tear duct.			
Instruct client to not rub the eye.			
Repeat if necessary, in other eye.			
After complete, recap bottle without contaminating tip.			
*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. 266-270