



Skills Modules 3.0 Checklist: Oral and Topical Medication Administration

Administering Rectal Medications

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
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*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.

Assist client to Sims' position and drape as necessary.

After removing suppository from wrapper, apply lubricating jelly to rounded end as well as index finger of your dominant hand.

Separate buttocks with other hand and instruct client to breathe slowly.

STEP	S U EVALUATOR'S COMMENTS
Using lubricated index finger, insert suppository by sliding it alongside rectal wall, about 3 to 4 inches.	
Gently wipe excess lubricant from anus.	
Instruct client to stay in that position for 5 minutes.	
*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. 296-299