



For faculty use only

Date _____

Educator's name _____

Score _____

ATI Skills Modules Checklist for Medication Administration 4

Student's name _____ Date _____

Item		Check/ initial	Comments
Verify order	Patient record		
	Assess for procedure need		
Identify, gather, and prepare equipment and supplies	Preparing intravenous injectable medications		
	Preparing intravenous bolus (push) medications (MAR, medication, syringe with needle, antimicrobial wipe)		
	Preparing large-volume intravenous medication solutions (MAR, IV fluid, IV tubing, medication, syringe with needle, antimicrobial wipes, label)		
	Preparing "piggyback" intravenous medications (MAR, IV fluid, secondary IV tubing, medication, syringe with needle, antimicrobial wipes, label)		
	Administering intravenous bolus (push) medications (MAR, medication in syringe with needle, antimicrobial wipes, flush syringe)		
	Administering large-volume intravenous medication solutions (MAR, medication in IV solution bag, IV tubing, antimicrobial wipe)		
	Administering "piggyback" intravenous medications (MAR, medication in piggyback IV solution bag, secondary IV tubing)		
Apply principles of aseptic practice	Hand hygiene		
	Personal protective equipment		
	Disposal of waste		

Item		Check/ initial	Comments
Communicate effectively	Privacy		
	Patient identification		
	Patient teaching		
	Ensure consent form has been signed		
Provide for a safe environment	Body mechanics		
	Equipment placement		
	Patient safety		

Demonstrate procedural steps			
Item	Task	Check/ initial	Comments
Preparing intravenous injectable medications	Preparing intravenous bolus (push) medications:		
	Access MAR.		
	Perform medication checks.		
	Review patient's profile.		
	Use medication distribution system.		
	Perform medication label check #1.		
	Choose syringe size appropriate for volume of medication.		
	Inspect medication for color, clarity, and expiration date.		
	Perform calculations as needed.		
	Open vial and cleanse aspiration port.		
	Inject air equal to amount to withdraw.		
	Invert vial and withdraw slightly more than dose volume.		
	Tap syringe to raise air bubbles and slowly express them.		
	Withdraw needle and express excess medication.		
	Confirm medication volume by visualizing at base of meniscus.		
	Use safety device to cover needle.		
	Perform medication label check #2.		
	Take medication and flush solution to bedside.		
	Preparing large-volume intravenous medication solutions:		
	Access MAR.		
	Perform medication checks.		
	Review patient's profile.		
	If adding more than one medication to infusion, check drug and solution compatibility.		
	Select prescribed IV fluid, checking it for color, clarity, and expiration date.		
	Compare solution with MAR.		
	Use medication distribution system.		
	Perform medication checks.		
	Prepare medication.		
	Cleanse injection port on IV solution bag.		
	Remove cap and insert needle or needleless device through center of port and inject medication.		
	Withdraw syringe and secure safety device.		
	Discard in sharps container.		
	Mix by gently turning bag end to end.		
	Label bag.		
	Perform medication checks.		

Demonstrate procedural steps			
Item	Task	Check/ initial	Comments
Preparing intravenous injectable medications (continued)	Preparing "piggyback" intravenous medications:		
	Access MAR.		
	Perform medication checks.		
	Review patient's profile.		
	If adding more than one medication to piggyback solution, check drug and solution compatibility.		
	Select prescribed IV fluid, checking it for color, clarity, and expiration date.		
	Compare solution with MAR.		
	Use medication distribution system.		
	Perform medication checks.		
	Prepare medication.		
	Cleanse injection port on IV solution bag.		
	Remove cap and insert needle or needleless device through center of port and inject medication.		
	Withdraw syringe and secure safety device.		
	Discard in sharps container.		
	Mix by gently turning bag end to end.		
	Label bag.		
	Perform medication checks.		
Administering intravenous bolus (push) medications	Place medication near bedside.		
	Access MAR.		
	Identify patient.		
	Perform medication checks.		
	Confirm patency by accessing and aspirating for blood return.		
	Gently flush with sterile normal saline.		
	Inspect and palpate site for occlusion, infiltration, or venous irritation.		
	Cleanse injection port and allow it to dry.		
	Secure medication syringe to Luer-Lok port and inject medication into line at appropriate rate.		
	Dispose of syringe.		
	Cleanse injection port.		
	Flush with sterile normal saline.		
	Secure the saline lock clamp if needed.		

Demonstrate procedural steps			
Item	Task	Check/ initial	Comments
Administering large-volume intravenous medication solutions	Place prepared medication bag and tubing near bedside.		
	Access MAR.		
	Identify patient.		
	Perform medication checks.		
	Determine appropriate infusion rate.		
	Remove the IV tubing from its packaging.		
	Place roller clamp in off position.		
	Remove protective sheaths from IV bag's tubing port and tubing's insertion spike.		
	Insert spike into IV bag's port.		
	Hang solution on IV pole at least 35 inches above access site.		
	Compress and release drip chamber to fill it halfway.		
	Label IV tubing.		
	Release roller clamp and prime tubing.		
	Invert and tap tubing to eject air bubbles.		
	Load tubing and program pump.		
	Perform medication checks.		
	Confirm patency by accessing and aspirating for blood return.		
	Cleanse injection port and allow it to dry.		
	Secure medication syringe to Luer-Lok port and inject medication into line at appropriate rate.		
	Slowly flush with sterile normal saline.		
	Inspect and palpate site for occlusion, infiltration, or venous irritation.		
	Cleanse injection port.		
	Connect tubing and begin the infusion.		
Administering "piggyback" intravenous medications	Place prepared medication bag and secondary tubing near bedside.		
	Access MAR.		
	Identify patient.		
	Perform medication checks.		
	Determine appropriate infusion rate.		
	Remove the secondary IV tubing from its packaging.		
	Place roller clamp in off position.		
	Remove protective sheaths from IV bag's tubing port and tubing's insertion spike.		
	Insert spike into IV bag's port.		
	Label IV tubing.		

Demonstrate procedural steps			
Item	Task	Check/ initial	Comments
Administering “piggyback” intravenous medications (continued)	Compress and release drip chamber to fill it halfway.		
	Release roller clamp and prime tubing.		
	Tap tubing to eject air bubbles.		
	Hang the bag as per facility policy.		
	Connect the secondary tubing to the appropriate port on the primary line.		
	Program secondary mode of pump.		
	Perform medication checks.		
	Begin the piggyback infusion.		

Documentation			
Item	Task	Check/ initial	Comments
Document per facility policy	Name of drug		
	Dose		
	Route (including bolus, piggyback)		
	Date, time, initials or signature		
	Medication withheld or refused and reason		
	Patient's response to medication or treatment		
	Appearance of IV site before, during, and after administration		
	Amount and type of fluid to which medication is added		
	Whether it is infused by an electronic pump or by gravity		
	Period of time during which medication is infused		
	Flow rate		
	Amount and type of fluid for flushing IV line before and after medication administration		

Comments