

## INSULIN ADMINISTRATION FOR QUALIFIED MEDICATION AIDE (QMA)

### COMPETENCY CHECKLIST

Instruction: The QMA must perform the procedure with 100% accuracy for competency. The QMA may attempt the procedure until 100% accuracy is achieved. (S= Successful U= Unsuccessful)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

| <b>PREPARING AN INSULIN PEN &amp; ADMINISTERING INSULIN SUBQ</b>   | <b>S</b> | <b>U</b> |
|--|----------|----------|
| 1. Gather the needed equipment & supplies. (Supplies include pen with medication, needle, alcohol wipes, medication, gloves & sharps container.)<br>(NOTE: Needle – 25-27 gauge, ¼ to 5/8 inch; insulin syringe marked in units) |          |          |
| 2. Check Medication Administration Record (MAR) for the insulin order. (1 <sup>st</sup> check)   |          |          |
| 3. Wash & dry hands thoroughly or use alcohol based hand rub (ABHR)  |          |          |
| 4. Remove the pen cap. Check the reservoir to make sure the insulin is clear and has no particles.   |          |          |
| 5. Wipe the pen tip with an alcohol wipe.  |          |          |
| 6. Remove the protective seal from a new needle, screw the needle in place.  |          |          |
| 7. Remove the outer needle cap and save.   |          |          |
| 8. Dial a dose of 2 units to prime the pen.  |          |          |
| 9. Hold the pen with the needle pointing straight up and tap lightly so the bubbles will rise to the top.  |          |          |
| 10. Press the injection button all the way in and check to see that the insulin comes out of the needle (If no insulin comes out, repeat the test. If insulin still does not come out, get a new needle.                         |          |          |
| 11. Check the order for the correct dose. Make sure the window shows “0” and then select the dose. Select the correct dose and dial until the number shows in the window. (2 <sup>nd</sup> check)                                |          |          |
| 12. Take the medication and supplies to the resident.  |          |          |
| 13. Knock, ask permission to enter resident room,<br>identify resident,<br>provide privacy,<br>wash & dry hand thoroughly or use ABHR  |          |          |
| 14. Position the equipment on a clean barrier within reach.  |          |          |
| 15. Put on gloves.   |          |          |
| 16. Clean the injection site with an alcohol wipe in a circular motion, starting at center and moving in an outward direction, and allow to dry.   |          |          |
| 17. Keep the pen straight and insert the needle into the skin. Using you thumb, press the injection button all the way down, when the number in the window returns to “0”, slowly count to 10 before removing the needle.        |          |          |
| 18. Release the button and remove the needle from the skin.  |          |          |
| 19. Put the outer needle cap back on the needle and unscrew or pull the needle from the pen.   |          |          |
| 20. Throw the needle away in the sharps container.   |          |          |
| 21. Dispose of supplies. Remove gloves. Wash hand or use ABHR.   |          |          |
| 22. Record the insulin administration.   |          |          |
| 23. Observe and report any concerns you or the resident have to the licensed nurse.  |          |          |

**NOTE:** Throughout the procedure the student should also be observed for proper infection control and safety practices in addition to resident rights and dignity.

Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional comments or instructions:

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