

Student \_\_\_\_\_

Date \_\_\_\_\_

Instructor \_\_\_\_\_

Date \_\_\_\_\_

**PERFORMANCE CHECKLIST FOR ADMINISTERING IV MEDICATIONS BY MINIPUMP**

	<b>S</b>	<b>U</b>	<b>NP</b>	<b>Comments</b>
1. Verified the health care provider's orders. Ensured the drug is compatible with the primary running IV solution and any other medications the patient is receiving.	_____	_____	_____	_____
2. Gathered the necessary equipment and supplies.	_____	_____	_____	_____
3. Prepared medication for one patient at a time.	_____	_____	_____	_____
4. Paused twice during preparation to compare the medication label carefully with the MAR.	_____	_____	_____	_____
5. Introduced self to the patient and family. Informed the patient of what medication will be administered.	_____	_____	_____	_____
6. Took medication to the patient at the correct time. Gave time-critical medications at the precise time ordered.	_____	_____	_____	_____
7. Performed hand hygiene. Provided for the patient's privacy.	_____	_____	_____	_____
8. Identified the patient using two identifiers. Compared these identifiers with the MAR or medical record. Asked the patient if he/she has allergies.	_____	_____	_____	_____
9. Compared the MAR or computer printout with the names of the medications on the medication labels.	_____	_____	_____	_____
10. Discussed the purpose of each medication, its action, and possible adverse effects. Explained that they will give the medication through the patient's existing IV line. Allowed the patient to ask questions. Encouraged	_____	_____	_____	_____

- the patient to report any symptoms of discomfort at the IV site.
11. Administered the IV medication by mini–infusion pump:
- A. Applied clean gloves. Assessed the IV site for any signs of phlebitis or infiltration.
- B. To check placement of the IV site: Used an antiseptic swab to clean the IV port closest to the patient. Allowed it to dry. Attached a prefilled syringe with 0.9% sodium chloride to the Y site closest to the insertion site. Pinched off the tubing above the Y site. Slowly pulled back on the plunger to check for blood return. Slowly flushed the Y site with 2-3 mL of the sodium chloride. Assessed the site for infiltration. Withdrew the syringe.
- C. Connected the syringe containing the medication to the mini–infusion pump tubing, and removed the end cap of the tubing. Did not contaminate the end of the tubing or the cap.
- D. Carefully applied pressure to the syringe plunger, allowing the tubing to fill with medication. Recapped the tubing.
- E. Placed the syringe into the mini–infusion pump. Made sure the syringe is secure.
- F. Wiped the Y-site with antiseptic swab. Allowed it to dry. Connected the mini–infusion pump tubing to the main IV line.

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| G. Connected the mini–infusion tubing to the main IV line or saline lock.   | _____ | _____ | _____ | _____ |
| H. Set the pump to deliver the medication over the period of time recommended by agency policy, a pharmacist, or a medication reference manual. Pressed the button on the pump to begin the infusion. | _____ | _____ | _____ | _____ |
| 12. Removed gloves. Instructed the patient to report any tenderness, swelling or discomfort at the IV site.   | _____ | _____ | _____ | _____ |
| 13. Stayed with the patient during the first several minutes of the infusion to observe for any signs of an allergic or adverse reaction.   | _____ | _____ | _____ | _____ |
| 14. Performed hand hygiene.   | _____ | _____ | _____ | _____ |
| 15. Documented the time infusion was initiated.   | _____ | _____ | _____ | _____ |
| 16. Once the medication has infused: Performed hand hygiene and applied clean gloves. Removed mini-infusing pump tubing and covered it with a sterile cap.  | _____ | _____ | _____ | _____ |
| 17. Removed and discarded gloves, and performed hand hygiene.   | _____ | _____ | _____ | _____ |
| 18. Helped the patient into a comfortable position, and placed toiletries and personal items within reach.  | _____ | _____ | _____ | _____ |
| 19. Placed the call light within easy reach, and made sure the patient knows how to use it to summon assistance.  | _____ | _____ | _____ | _____ |
| 20. Raised the appropriate number of side rails, and lowered the bed to the lowest position.  | _____ | _____ | _____ | _____ |
| 21. Reassessed the IV site for redness or swelling.<br><br>Evaluated the patient’s therapeutic response to the IV medication including any unintended effects.  | _____ | _____ | _____ | _____ |