

SCDDSN Employee Checklist - Insulin Pen Injection

Employee:					
✓ off time	Consumer Initials	Reviewer	Credential	Date	
1					
2					
3					
SCORING: If the employee completes the task independently (without verbal prompts or manual assistance), place a 'Y' in the check off results column for YES. If the employee does not complete the task or requires verbal or manual guidance, place a 'N' in the check off results column for NO. An employee is not considered competent to administer insulin injections unless all items are rated as 'YES'.					
Does the employee complete all of the following steps independently?					
Item			✓ off time		
FOR INSULIN INJECTION			1	2	3
Getting Ready:					
Identifies when insulin and supplies need to be reordered and notifies appropriate person OR a system is in place to support the individual in re-ordering insulin					
Washes hands					
Confirms the identity of the consumer using at least 2 methods of identification					
Locates and places the following items on a clean surface:					
<ul style="list-style-type: none"> • Insulin pen • Alcohol prep pads • Pen needle • Medication Administration Record (MAR) and pen 					
Identifies the correct insulin pen to be used and removes from locked storage area-					
1st Medication Check					
Checks the expiration date – Does not give if expired					
Identifies the purpose of insulin					
Identifies the most common side effects of insulin					
Selects the site for insulin administration ensuring sites are rotated					
Puts on gloves					
Cleans site with alcohol prep pad					
Rechecks that the insulin pen selected is correct – 2nd Medication Check					
Removes pen cap					
Looks at insulin to be sure it is clear or evenly mixed (cloudy white) with no clumping of particles. Does not use if drug appears to have pieces in it or is discolored.					
<ul style="list-style-type: none"> • Short or rapid acting insulin and Lantus or Levemir should be clear. • Intermediate or mixed insulin should be cloudy and white. It will look cloudy and white AFTER it is mixed. • Gently mixes intermediate or mixed insulin before use by rolling pen between hands 10 times and turning the pen up and down 10 times. Repeats if necessary until insulin is cloudy and white. 					
Identifies how much insulin is to be given based on the primary care prescriber's order.					
			1	2	3

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Preparation of the insulin pen:			
Wipes the tip of the pen where the needle will attach with alcohol prep pad			
Removes the protective seal from new needle			
Screws needle onto insulin pen			
Removes the outer needle cover and sets aside			
Removes inner needle cover to expose the needle – discards the cover			
Safety Test – Priming the insulin pen:			
Looks at the dose window and turns dosage knob to '2' units			
Holds the pen with the needle pointing up			
Lightly taps the reservoir so air bubbles rise to the top of the reservoir			
Presses the injection button until at least a drop of insulin appears. Repeats this step if needed until a drop appears.			
Selecting the correct dose:			
Looks at the dose window to make sure it shows '0'			
Checks the amount of insulin to be given based on the primary care prescriber's order			
Uses dosage knob to dial the correct dose			
Rechecks the amount of insulin to be given based on the primary care prescriber's order and the administration amount selected in the insulin pen – 3rd Medication Check			
Administering the medication:			
Keeping the pen straight, inserts the needle into skin at a 45 to 90 degree angle.			
Curled fingers around the pen leaving the thumb free to press the injection button			
Keeps needle inserted and continues to press injection button until the dosage window returns to '0'. (Counts to 10)			
Releases injection button			
Removes needle from skin			
Places an alcohol swab over the injection site if bleeding occurs. Presses gently on the swab until bleeding stops. Does not rub skin.			
Places the outer needle cover over the needle and twists the outer needle cover to unscrew the needle. [Never leaves needle on pen when not in use.]			
Disposes of needle in sharps container			
Puts pen cap back on the insulin pen			
Removes and properly disposes of gloves			
Returns insulin pen to proper locked storage location			
Documents amount of insulin administered and injection site on MAR			
Clean up:			
Wipes off counter			
Returns MAR to proper location			
Washes hands			

Signatures upon successful completion:

Reviewer: _____ Employee: _____ Date _____