

SCDDSN Employee Checklist - Ear Drop Medication

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 in administration of ear drop medications unless all items are rated as 'YES'.						
Does the employee complete all of the following steps independently?						
Item				✓ off time		
FOR EAR DROP MEDICATION				1	2	3
Preparation:						
Identifies when medications need to be reordered and notifies appropriate person OR a system is in place to support the employee in re-ordering medication						
Confirms the identity of consumer using at least 2 methods of identification						
Locates Medication Administration Record (MAR) and pen						
Washes hands						
Identifies and removes correct ear drop medication from locked medication supply comparing the label with MAR – 1st Medication Check						
Identifies the purpose of the ear drop medication						
Identifies the most common side effects of the ear drop medication						
Identifies who to contact if problems with medication occur						
Identifies correct site for application of ear drop medication						
Applying the medication:						
Prepares site for application (e.g. gently cleans the ear with soft cloth and dries the site)						
Rechecks that the medication selected is correct – 2nd Medication Check						
Warms the drops to near body temperature by holding the container in the palm of hand for a few minutes						
If the drops are a cloudy suspension, shake the bottle well for 10 seconds						
Opens medication container						
Checks the dropper tip to make sure it is not chipped or cracked						
Rechecks label of medication to ensure medication is correct – 3rd Medication Check						
Draws the medication into the dropper, or holds the dropper-top bottle with the dropper tip down						
Tilts the affected ear up or have individual lie on his/her side with head supported on padded surface						
Pulls the ear backward and upward to open the ear canal						
Places the correct number of drops in the ear						
Gently presses on the small skin flap over the ear to help the drops run into the ear canal keeping the ear tilted up for a few minutes						
Inserts a soft cotton plug into the ear only if included in orders from the primary care provider						
Replaces and tightens the cap or dropper of the medication container						
Washes hands						
Documents the medication administered on the MAR						
Returns medication to the appropriate locked storage area						
Clean up:						
Wipes off counter						
Returns MAR to proper location						
Washes hands						

Signatures upon successful completion:

Reviewer: _____ Employee: _____ Date: _____