

## SCDDSN Employee Checklist - Eye Drop Medication

<b>Employee:</b>					
✓	off time	Consumer Initials	Reviewer	Credential	Date
1					
2					
3					
<b>SCORING:</b> If the employee completes the task independently ( <b>without verbal prompts or manual assistance</b> ), 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. <b>An employee is not considered competent in administration of eye drop medications unless all items are rated as 'YES'.</b>					
Does the employee complete all of the following steps independently?					
Item			✓ off time		
FOR EYE DROP MEDICATION			1	2	3
<b>Preparation:</b>					
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 eye drop medication from locked medication supply comparing the label with MAR – <b>1st Medication Check</b>					
Identifies the purpose of the eye drop medication					
Identifies the most common side effects of the eye drop medication					
Identifies who to contact if problems with medication occur					
Identifies correct site for application of eye drop medication					
<b>Applying the medication: <i>Avoid touching the dropper tip against the eye or anything else. Eye drops and droppers must be kept clean.</i></b>					
Puts on clean procedure gloves					
Prepares site for application (e.g. gently cleans edges of eyelid from inner to outer canthus)					
Rechecks that the medication selected is correct – <b>2nd Medication Check</b>					
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 – <b>3rd Medication Check</b>					
Tilts the individual's head back					
Pulls down the lower lid of the eye with index finger to form a pocket					
Holds the dropper tip down with the other hand as close to the eye as possible without touching it					
Instructs the individual to look up					
Gently squeezes the dropper so that a single drop falls into the pocket made by the lower eyelid					
Removes index finger from the lower lid					
Instructs the individual to close the eye and tip head down as through looking at the floor. Encourages individual not to blink or squeeze eyelids					
Places a finger on the tear duct and applies gentle pressure					
Wipes any excess liquid from the face with a tissue					
If more than one drop is to be administered in the same eye, waits at least 5 minutes					

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before instilling the second drop.			
Replaces and tightens the cap on the dropper bottle			
Removes and properly disposes of gloves			
Washes hands			
Documents the medication administered on the MAR			
Returns medication to the appropriate locked storage area			
<b>Clean up:</b>			
Wipes off counter			
Returns MAR to proper location			
Washes hands			

**Signatures upon successful completion:**

Reviewer: \_\_\_\_\_ Employee: \_\_\_\_\_ Date: \_\_\_\_\_

SAMPLE