

Skill Checklists for Taylor's Clinical Nursing Skills.
A Nursing Process Approach, 5th edition

Name _____ Date _____

Unit _____ Position _____

Instructor/Evaluator: _____ Position _____

			SKILL 5-17	
			Administering Ear Drops	
Excellent	Satisfactory	Needs Practice	Goal: The drops are administered successfully and the patient experiences the intended effect of the medication.	Comments
_____	_____	_____	1. Gather equipment. Check medication order against the original order in the health record, according to facility policy. Clarify any inconsistencies. Check the patient's health record for allergies.	
_____	_____	_____	2. Know the actions, special nursing considerations, safe dose ranges, purpose of administration, and adverse effects of the medication to be administered. Consider the appropriateness of the medication for this patient.	
_____	_____	_____	3. Perform hand hygiene.	
_____	_____	_____	4. Move the medication supply system to the outside of the patient's room or prepare for administration at the medication supply system in the medication area. Alternatively, access the medication administration supply system at or inside the patient's room.	
_____	_____	_____	5. Unlock the medication supply system or drawer. Enter pass code and scan employee identification, if required.	
_____	_____	_____	6. <i>Prepare medications for one patient at a time.</i>	
_____	_____	_____	7. Read the eMAR/MAR and select the proper medication from the patient's medication drawer or medication supply system.	
_____	_____	_____	8. Compare the label with the eMAR/MAR. Check expiration dates and perform calculations, if necessary. Scan the bar code on the package, if required.	
_____	_____	_____	9. <i>Depending on facility policy, the third check of the label may occur at this point. If so, when all medications for one patient have been prepared, recheck the labels with the eMAR/MAR before taking the medications to the patient. However, many facilities require the third check to occur at the bedside, after identifying the patient.</i>	
_____	_____	_____	10. <i>Lock the medication supply system before leaving it.</i>	
_____	_____	_____	11. Transport medications to the patient's bedside carefully, and keep the medications in sight at all times.	
_____	_____	_____	12. <i>Ensure that the patient receives the medications at the correct time.</i>	
_____	_____	_____	13. Perform hand hygiene and put on PPE, if indicated.	

			SKILL 5-17	
			Administering Ear Drops (Continued)	
Excellent	Satisfactory	Needs Practice		
			Comments	
—	—	—	14. <i>Identify the patient. Compare the information with the eMAR/MAR. The patient should be identified using at least two of the following methods</i> (The Joint Commission, 2018):	
—	—	—	a. Check the name on the patient's identification band.	
—	—	—	b. Check the identification number on the patient's identification band.	
—	—	—	c. Check the birth date on the patient's identification band.	
—	—	—	d. Ask the patient to state his or her name and birth date, based on facility policy.	
—	—	—	15. <i>Complete necessary assessments before administering medications. Check the patient's allergy bracelet or ask the patient about allergies. Explain the purpose and action of each medication to the patient.</i>	
—	—	—	16. Scan the patient's bar code on the identification band, if required.	
—	—	—	17. <i>Based on facility policy, the third check of the label may occur at this point. If so, recheck the labels with the eMAR/MAR before administering the medications to the patient.</i>	
—	—	—	18. Put on gloves.	
—	—	—	19. Cleanse external ear of any drainage with cotton ball or washcloth moistened with normal saline or water.	
—	—	—	20. Place patient on his or her unaffected side in bed, or, if ambulatory, have patient sit with head well tilted to the side so that the affected ear is uppermost.	
—	—	—	21. Remove the cap from the medication bottle, being careful not to touch the inner side of the cap or the tip of the container.	
—	—	—	22. Straighten auditory canal by pulling cartilaginous portion of pinna up and back for an adult.	
—	—	—	23. Invert and hold medication bottle in the ear with its tip above the auditory canal. Do not touch the dropper to the ear.	
—	—	—	24. <i>Squeeze container and allow drops to fall on the side of the canal. Avoid instilling in the middle of the canal, to avoid instilling directly onto the tympanic membrane.</i>	
—	—	—	25. Release pinna after instilling drops, and have patient maintain the head position to prevent escape of medication.	
—	—	—	26. Gently press on the tragus a few times.	

[illegible]