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

Name _____ Date _____

Unit _____ Position _____

Instructor/Evaluator: _____ Position _____

SKILL 5-21

Administering a Rectal Suppository

Goal: The medication is administered successfully into the rectum and the patient experiences the intended effect of the medication.

Excellent	Satisfactory	Needs Practice		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. ***Prepare medications for one patient at a time.***	
____	____	____	7. Read the eMAR/MAR and select the proper medication from medication supply system or the patient's medication drawer.	
____	____	____	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. ***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.***	
____	____	____	10. ***Lock the medication supply system before leaving it.***	
____	____	____	11. Transport medications to the patient's bedside carefully, and keep the medications in sight at all times.	
____	____	____	12. ***Ensure that the patient receives the medications at the correct time.***	
____	____	____	13. Perform hand hygiene and put on PPE, if indicated.	

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SKILL 5-21

Administering a Rectal Suppository *(Continued)*

Excellent	Satisfactory	Needs Practice		Comments
____	____	____	14. ***Identify the patient. Compare the information with the eMAR/MAR. The patient should be identified using at least two of the following methods*** (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. ***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.***	
____	____	____	16. Scan the patient's bar code on the identification band, if required.	
____	____	____	17. ***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.***	
____	____	____	18. Put on gloves.	
____	____	____	19. Assist the patient to his or her left side in a Sims' position. Drape accordingly to expose only the buttocks.	
____	____	____	20. Remove the suppository from its wrapper. Apply lubricant to the rounded end. Lubricate the index finger of your dominant hand.	
____	____	____	21. Separate the buttocks with your nondominant hand and instruct the patient to breathe slowly and deeply through his or her mouth while the suppository is being inserted.	
____	____	____	22. Using your index finger, insert the suppository, round end first, ***along the rectal wall.*** Insert about 3 to 4 in.	
____	____	____	23. Use toilet tissue to clean any stool or lubricant from around the anus. Release the buttocks. Encourage the patient to remain on his or her side for at least 5 minutes and retain the suppository for the appropriate amount of time for the specific medication.	
____	____	____	24. Remove gloves and any additional PPE, if used. Perform hand hygiene.	
____	____	____	25. Document the administration of the medication immediately after administration.	
____	____	____	26. Evaluate the patient's response to the medication within an appropriate time frame.	

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