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

Name _____ Date _____

Unit _____ Position _____

Instructor/Evaluator: _____ Position _____

SKILL 5-4

Removing Medication From a Vial

Goal: The medication is withdrawn into a syringe in a sterile manner; the medication is free from contamination; and the proper dose is prepared.

Excellent	Satisfactory	Needs Practice		Comments
____	____	____	1. Gather equipment. Check the medication order against the original order in the medical 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 medications 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 the 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. Remove the metal or plastic cap on the vial that protects the self-sealing stopper.	
____	____	____	10. ***Scrub the self-sealing stopper top with the antimicrobial swab and allow to dry.***	
____	____	____	11. Remove the cap from the needle or blunt cannula by pulling it straight off. ***If the vial in use is a multidose vial,*** touch the plunger only at the knob and draw back an amount of air into the syringe that is equal to the specific dose of medication to be withdrawn. If the vial in use is a single-use vial, there is no need to draw air into the syringe.	

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SKILL 5-4

Removing Medication From a Vial *(Continued)*

Excellent	Satisfactory	Needs Practice		Comments
____	____	____	12. Hold the vial on a flat surface. Pierce the self-sealing stopper in the center with the needle tip and inject the measured air into the space above the solution. ***Do not inject air into the solution.*** If the vial in use is a single-use vial, there is no need to inject air into the vial.	
____	____	____	13. Invert the vial. ***Keep the tip of the needle or blunt cannula below the fluid level.***	
____	____	____	14. Hold the vial in one hand and use the other to withdraw the medication. ***Touch the plunger only at the knob. Draw up the prescribed amount of medication while holding the syringe vertically and at eye level.***	
____	____	____	15. If any air bubbles accumulate in the syringe, tap the barrel of the syringe sharply and move the needle past the fluid into the air space to re-inject the air bubble into the vial. Return the needle tip to the solution and continue withdrawal of the medication.	
____	____	____	16. After the correct dose is withdrawn, remove the needle from the vial and carefully replace the cap over the needle. Some facilities require changing the needle, if one was used to withdraw the medication, before administering the medication.	
____	____	____	17. ***Check the amount of medication in the syringe with the medication dose and discard any surplus.***	
____	____	____	18. ***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.***	
____	____	____	19. ***If a multidose vial is being used, label the vial with the date and time opened and the beyond-use date, and store the vial containing the remaining medication according to facility policy.*** Limit the use of multiple-dose vials and dedicate them to a single patient whenever possible (CDC, n.d.b).	
____	____	____	20. ***Lock the medication supply system before leaving it.***	
____	____	____	21. Perform hand hygiene.	
____	____	____	22. Proceed with administration, based on prescribed route.	

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