

Certification 1 Skills Checklist: Administering MDI with Spacer

Follow steps 1-8 on "General Checklist for Administering Oral Medications" then

- _____ 9. Check equipment and clean if dirty.
- _____ 10. Wash hands and put on gloves.
- _____ 11. Identify person to receive the medicine and explain you are giving his/her medication for that specific hour.
- _____ 12. Assist person to a comfortable sitting position.
- _____ 13. Tell person the name of the medication and its purpose when you give the medication to him/her.
- _____ 14. Give person tissues.
- _____ 15. Invert canister and shake thoroughly.
- _____ 16. Insert metal canister into end of mouthpiece; remove protective cap from the inhaler and from the spacer.
- _____ 17. If canister is new and never used, you will need to prime it. With mouth-piece pointing into the air, away from everyone, press once on the canister base to ensure canister contains medication and is operating properly. Continue to prime the canister per manufacturer's instructions. If canister is used daily, you do not need to prime it. If canister has not been used in the last 3 days or per manufacturer's instructions, prime it before use.
- _____ 18. Put the inhaler into the spacer.
- _____ 19. Have person exhale deeply away from the spacer.
- _____ 20. Bring the spacer to person's mouth, put the mouthpiece between his/her teeth and close their lips around it.
- _____ 21. Press the top of the canister once.
- _____ 22. Have person breathe in very slowly until he/she has taken a full breath. If you hear a whistle sound, the person is breathing in too fast.
- _____ 23. Have person hold his/her breath for up to 10 seconds, then remove mouthpiece and ask person to exhale slowly. If more than 1 puff is ordered, wait 30 seconds, then repeat steps 19-23 for subsequent puffs. Be sure to wait 30 seconds between puffs!
- _____ 24. If a second inhaler (a 2nd medication given per inhaler) is ordered, wait at least 5 minutes before administering the 2nd inhaled medication and repeat steps 13-23.
- _____ 25. Replace protective cap and have person rinse mouth with water and then spit it out. Be sure person does NOT swallow rinsing water! They will get a systemic effect if they swallow the rinsing water.
- _____ 26. Leave person in a comfortable position following observation of the results.
- _____ 27. Remove and dispose of gloves properly and wash hands.
- _____ 28. Clean and store equipment.
- _____ 29. Document medication(s) given including:
 - ◀ Name of medication
 - ◀ Your initials
 - ◀ Number of inhalations given
 - ◀ Note any complaints / any action taken

Trainee name: _____ Date: _____

_____ Instructor initials Instructor Name _____

Comments:

Certification 1 Skills Checklist: Administering MDI Inhalers without Spacer

Follow steps 1-8 on “General Checklist for Administering Oral Medications” then

- _____ 9. Check equipment and clean if dirty.
- _____ 10. Wash hands and put on gloves.
- _____ 11. Identify person to receive the medicine and explain you are giving his/her medication for that specific hour.
- _____ 12. Assist person to a comfortable sitting position.
- _____ 13. Tell person the name of the medication and its purpose when you give the medication to him/her.
- _____ 14. Give person tissues.
- _____ 15. Insert metal canister into end of mouthpiece and remove protective cap.
- _____ 16. Invert canister and shake thoroughly.
- _____ 17. If canister is new and never used, you will need to prime it. With mouth-piece pointing into the air, away from everyone, press once on the canister base to ensure canister contains medication and is operating properly. Continue to prime the canister per manufacturer’s instructions. If canister is used daily, you do not need to prime it. If canister has not been used in the last 3 days or per manufacturer’s instructions, prime it before use.
- _____ 18. Have person exhale deeply, then place the mouthpiece directly in his/her mouth between teeth (keep tongue flat under mouthpiece) and seal lips around the mouthpiece holding canister vertically.
- _____ 19. Have person slowly inhale through the mouth while pressing firmly on the upended canister.
- _____ 20. Have person hold his/her breath for up to 10 seconds, then remove mouthpiece and ask person to exhale slowly. If more than 1 puff is ordered, wait 30 seconds, then repeat steps 18-20 for subsequent puffs. Be sure to wait 30 seconds between puffs!
- _____ 21. If a second inhaler (a 2nd medication given per inhaler) is ordered, wait at least 5 minutes before administering the 2nd inhaled medication and repeat steps 13-20.
- _____ 22. Replace protective cap and have person rinse mouth with water and spit water out. Do not let person swallow the rinse water. The person will get a systemic effect if they swallow the rinse water.
- _____ 23. Leave person in a comfortable position following observation of the results.
- _____ 24. Remove and dispose of gloves properly and wash hands.
- _____ 25. Clean and store equipment.
- _____ 26. Document medication(s) given including:
 - ◀ Name of medication ▶ Your initials
 - ◀ Number of inhalations given ▶ Note any complaints / any action taken

Trainee name: _____ Date: _____

_____ Instructor initials Instructor Name _____

Comments:

Certification 1 Skills Checklist: Administering DPI Inhalers

Follow steps 1-8 on “General Checklist for Administering Oral Medications” then

- _____ 9. Check equipment and clean if dirty.
- _____ 10. Wash hands and put on gloves.
- _____ 11. Identify person to receive the medicine and explain you are giving his/her medication for that specific hour.
- _____ 12. Assist person to a comfortable sitting position.
- _____ 13. Tell person the name of the medication and its purpose when you give the medication to him/her.
- _____ 14. Give person tissues.
- _____ 15. Load the dry medicine in the inhaler chamber as directed by the manufacturer.
- _____ 16. Have person exhale normally away from the inhaler chamber.
- _____ 17. Have the person place the mouthpiece in their mouth with lips sealed around the mouthpiece, **forcefully inhale** through the mouth.
- _____ 18. Have person hold his/her breath for up to 10 seconds, then remove mouthpiece and ask person to exhale slowly. If more than 1 puff is ordered, wait 30 seconds, then repeat steps 15-18 for subsequent puffs. Be sure to wait 30 seconds between puffs!
- _____ 19. Close the mouthpiece and replace protective cap and have person rinse mouth with water and then spit water out. Do NOT allow person to swallow rinse water, they will get a systemic effect.
- _____ 20. Leave person in a comfortable position following observation of the results.
- _____ 21. Remove and dispose of gloves properly and wash hands.
- _____ 22. Cleanse and replace equipment as specified on the MAR.
- _____ 23. Document medication(s) given including:
 - ◀ Name of medication
 - ◀ Your initials
 - ◀ Number of inhalations given
 - ◀ Note any complaints / any action taken

Trainee name: _____ Date: _____

_____ Instructor initials Instructor Name _____

Comments:

Certification 1 Skills Checklist: Administering Nebulizer Treatment

Follow steps 1-8 on “General Checklist for Administering Oral Medications” then

- _____ 9. Check equipment and clean if dirty.
- _____ 10. Wash hands and put on gloves.
- _____ 11. Identify person to receive the medicine and explain you are giving his/her medication for that specific hour.
- _____ 12. Assist person to a comfortable sitting position.
- _____ 13. Tell person the name of the medication and its purpose when you give the medication to him/her.
- _____ 14. Give person tissues.
- _____ 15. Plug in the nebulizer.
- _____ 16. Place the pre-measured dose of medication into the nebulizer’s dispensing chamber.
- _____ 17. Have the person place the mouthpiece in his/her mouth having them use their lips to form a tight seal on the mouthpiece. (If the person uses a mask instead of a mouthpiece, be sure the mask fits well.)
- _____ 18. Turn the machine on. Adjust flow of oxygen / air as ordered. Encourage the person to breathe normally during treatment with occasional deep breaths; the medication works better with deep inhalations, but avoid hyperventilation.
- _____ 19. Follow physician’s or nurse’s instructions re: taking and documenting the person’s pulse and respirations.
- _____ 20. Continue the treatment until all medication is given, usually 10-15 minutes.
- _____ 21. If needed, assist person to wipe face and apply lip balm.
- _____ 22. Remove and dispose of gloves properly and wash hands.
- _____ 23. Clean and store equipment.
- _____ 24. Document medication(s) given including:
 - ◀ Name of medication
 - ◀ Pulse and respirations at end of treatment
 - ◀ Your initials
 - ◀ Note any complaints / any action taken

Trainee name: _____ Date: _____

_____ Instructor initials Instructor Name _____

Comments:
