

OTC Topical Drug Administration: Checklist for Training
All content must be TAUGHT; do not give to personnel to just read

Content Covered	✓ Discussed	Comments:
1. Law that allows staff to use <u>some</u> OTC medications		
2. Requirement for <u>annual</u> training		
3. What kind of OTC topical medications staff can administer without a prescription		
4. What kind of OTC medications staff can NOT administer without a prescription		
5. Discussion of all terminology		
6. Person centered purchasing (person's choice of products)		
7. Requirement for Individual Specific Training (IST) prior to use of OTC medications on an individual		
8. Universal Precautions		
9. Allergies		
10. Reading the label for Drug facts ↳ Active ingredients & inactive ingredients		
11. Reading label for uses and directions ↳ When to use ↳ Where to use ↳ How to use the medication ↳ How much to use ↳ When to repeat use ↳ Expiration date		
12. Reading the label for warnings		
13. Reading the label for storage and other information		
14. Reading the label for number to call		
15. Requirement to report problems and ask individual specific questions to the person's (HCP) health care professional		
16. Documentation		
<p>This training on OTC topical medications does NOT qualify uncertified staff to administer medications. Staff MUST have the DODD Medication Administration Certification 1 before being allowed to administer medications.</p>		

Trainee name: _____ Date: _____

_____ Instructor initials Instructor Name _____

Comments:

OTC Topical Drug Administration: Return Demonstration Skills Checklist

Knowledge and Skills Demonstration	<div style="text-align: center;">✓</div> Demonstrated	Comments
1. Explains what Individual Specific Training (IST) is		
2. Explains need to receive IST for every person before using a topical medication		
3. Explains how to involve the individual in the choice of OTC product(s) to be used		
4. States how to confirm allergies before every use with every person, every time		
5. Demonstrates from a product label how to know: <ul style="list-style-type: none"> ◀ when to use ▶ where to use ◀ how to use ▶ how much to use ◀ when to repeat use 		
6. Demonstrates reading label for warning(s)		
7. Demonstrates checking for the expiration date		
8. Demonstrates reading the label for manufacturer phone number		
9. Can explain and give an example of the requirement to report a problem to the individual's HCP (health care professional)		
10. Washes hands and puts on gloves before applying OTC medication		
11. Demonstrates by using a sample of a non-drug lotion on another person following manufacturer instructions		
12. Demonstrates removing gloves and washing hands after applying the sample non-drug lotion		
13. Demonstrates documentation on a sample form		
14. States that OTC training must be done annually		
15. States understanding that OTC topical drug training does NOT permit staff to administer other types of medication(s)		

Trainee name: _____ **Date:** _____

_____ **Instructor initials** **Instructor Name** _____

Comments:

Individual Specific Training Form for Use of OTC Topical Drugs:

Individual's Name: _____

Person's allergies: _____

Person's preferred product(s):

◀ Product: _____	Reason for use: _____
◀ Product: _____	Reason for use: _____
◀ Product: _____	Reason for use: _____
◀ Product: _____	Reason for use: _____

Person's ability to:

- ◀ recognize need for product(s) (describe) _____
- ◀ apply product (describe) _____
- ◀ report problems with use of the product (describe) _____

Other individual specific information:

Where to document use of product: _____

IST provided by _____ to _____ on _____

IST provided by _____ to _____ on _____

IST provided by _____ to _____ on _____

IST provided by _____ to _____ on _____

IST provided by _____ to _____ on _____