

SKILLS COMPETENCY CHECKLIST—INSULIN BY SYRINGE

(Sample checklist to be individualized as needed to address specific care needs of the individual receiving proxy caregiver services)

Name of Instructor: _____ License Number: _____
Name of Individual Receiving Care: _____
Name of Proxy Caregiver Being Trained: _____
Training Completion Date: _____
(Licensed Healthcare Professional (LHP) Sign-Off Required—Skills Competency Assessment)
<p>I certify that this unlicensed caregiver (without prompting or error) has satisfactorily demonstrated the following skills or tasks with 100% accuracy to me, a healthcare professional. I am licensed in good standing in Georgia as indicated below. (Check applicable box.)</p>
<input type="checkbox"/> registered nurse <input type="checkbox"/> physicians assistant <input type="checkbox"/> physician <input type="checkbox"/> pharmacist
LHP Signature: _____ License Number: _____ Date: _____

Insulin Administration By Syringe	Satisfactory Demonstration: Date:	LHP Initials	Needs Additional Training—notes	LHP Initials
A. States names, purpose of procedure, dosage and location of current medical orders. Caregiver verifies that it is the right medication being given to the right person at the right time with the right dosage using the right route for delivery of the medication.				
B. Identifies necessary supplies				
1. Insulin(s) syringe, cotton ball and alcohol wipe <ul style="list-style-type: none"> • *Shorter acting insulin = Regular, Lispro, Aspart • **Longer acting insulin = Lantus, NPH, Lente • Insulin cartridge from pump 				
2. Sharps disposal container				
3. Medication Administration Record				
4. Gloves				

C. Procedure				
1. Washes hands and puts on gloves properly				
2. Gathers supplies				
3. If longer acting insulin** is used, it will require mixing. Gently rolls the bottle between the palms or turns the bottle from end to end at least 20 times. Does not shake the bottle. Observes insulin to determine whether clumps are present. Does not use if clumps are present. (Note: proxy caregiver is not permitted to measure and mix two different kinds of insulin in the same syringe, etc.)				
4. Wipes top of bottle with alcohol wipe and lets dry for 5 seconds.				
5. Pulls the plunger down to let air equal to the number of units of shorter acting insulin* into the syringe.				
6. Places the vial of insulin flat on table and pushes the needle through the center of the rubber top of the insulin bottle.				
7. Pushes the air into the bottle and leaves the needle in the bottle.				
8. Turns the insulin bottle and syringe upside down.				
9. Pulls the plunger down slowly to the correct number of units.				
10. Looks for air bubbles, taps the syringe to raise air bubbles to the top, pushes the air bubbles back in the bottle and repeats step 7.				
11. Checks to make sure the correct number of units is in the syringe and removes the syringe from the bottle.				
12. Verifies the dosage with the Medication Administration Record and the prescription label.				
13. Assists the individual with choosing the injection site: <ul style="list-style-type: none"> • Pinches skin and inserts insulin and needle • Pushes plunger in to deliver insulin and counts to five with skin pinched and needle in place. 				

<ul style="list-style-type: none"> • Lets go of pinched skin but keeps needle in place in skin and counts to five. • Removes insulin syringe and needle from skin. Dabs cotton ball as needed. 				
14. Disposes of syringe with needle intact into a sharps container. Does not recap syringe.				
15. Removes gloves and disposes of them properly. Washes hands.				
16. Documents actions in Medication Administration Record.				
D. Caregiver can state the signs and symptoms of hyperglycemia (increased thirst, frequent urination, increased blood sugar) and hypoglycemia (shakiness, dizziness, sweating, hunger, headache, pale skin color, mood changes, confusion and jerky movements).				
E. Caregiver knows when and how to contact a licensed healthcare professional where signs and symptoms of hyperglycemia or hypoglycemia are observed.				
F: Other Specialized Steps (Insert any other special instructions re: use of insulin by syringe for this particular individual’s care needs and verify competencies for added tasks.)				