

(Insert Facility Name)  
(Employee Name)



This is a template and is not all inclusive. Facilities should individualize according to internal policies.

Self-Assessment Key		Instruction Method			Validation Method			
0 - No Experience 1 - Limited competency/proficiency 2 - Acceptable competency/proficiency 3 - Competent/Proficient (has independently performed during the past year)		P - Protocol/Policy Procedure E - Education S - Self Learning Assignment CP - Clinical Practice D - Demonstration			O - Observation RT - Return Demonstration T - Test VR - Verbal Review C - Certificate			
Injection Safety		Self - Assess	Instruction	Date	Validation Method	Date/Initials	Date/Initials	Date/initials
Complete Education Course from CDC <a href="https://www.cdc.gov/infectioncontrol/projectfirstline/videos/MultiDoseVial-LowRes.mp4">https://www.cdc.gov/infectioncontrol/projectfirstline/videos/MultiDoseVial-LowRes.mp4</a>								
Complete Project Firstline training <a href="http://www.cdc.gov/injectionsafety/providers/provider_faqs.html">www.cdc.gov/injectionsafety/providers/provider_faqs.html</a>								
Demonstrates appropriate preparation of injection(s): <ul style="list-style-type: none"> <li>Prepares multi-dose injections away from patient spaces in a clean area.</li> <li>Performs hand hygiene prior to touching vial.</li> <li>Checks label to determine whether vial is multi-dose or single dose (single dose vials should be used for only one patient).</li> <li>Checks expiration date.</li> <li>Checks the appearance of the solution (to see whether it looks the way the manufacturer states it should).</li> <li>Prepares medication as close as possible to the time of administration.</li> </ul>								

<ul style="list-style-type: none"> <li>Disinfects the top of the vial with alcohol each time and allows to dry prior to inserting needle.</li> <li>Prepares a new sterile syringe and sterile needle for each injection.</li> <li>Labels each filled syringe.</li> </ul>						
<p>Demonstrates appropriate administration:</p> <ul style="list-style-type: none"> <li>Verifies identity of patient (two patient identifiers- facility can insert individual policy information).</li> <li>Demonstrates knowledge of the appropriate route (IM, IV, SQ, etc.) for each injection.</li> <li>Performs hand hygiene prior to administration of medication.</li> <li>Wears gloves when exposure to blood, body fluids, or other infectious material is anticipated.</li> <li>Disinfects injection site.</li> <li>Administers medication aseptically.</li> <li>Discards of syringe at point of use.</li> <li>Removes gloves (if applicable).</li> <li>Performs hand hygiene.</li> </ul>						
<p>Articulates guidance for discarding multi-dose vials (28 days after initial access).</p>						
<p>Demonstrates appropriate documentation for multi-dose vials:</p> <ul style="list-style-type: none"> <li>Writes date and time on label the first time the vial is accessed.</li> <li>Discards vials if opened greater than 28 days.</li> </ul>						
<p>Demonstrates appropriate injection safety practices in immediate treatment area:</p> <ul style="list-style-type: none"> <li>Assures when it is necessary to prepare medications in immediate patient treatment areas (ORs, procedure rooms, anesthesia procedure carts, patient rooms and bays) <b><u>these medications are dedicated to a single patient.</u></b></li> </ul>						

Articulates "CRITICAL" injection safety practices:

- **Never** administer medications from the same syringe to more than one patient, even if the needle is changed or you are injecting through an intervening length of IV tubing.
- Do **not** enter a medication vial, bag, or bottle with a used syringe or needle.
- **Never** use medications packaged as single-dose or single-use for more than one patient. This includes ampoules, bags, and bottles of intravenous solutions.
- **Always** use aseptic technique when preparing and administering injections.

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