MEDICATION ADMINISTRATION TRACER TOOL

Name: _____   Unit: _____   Date of Review: _____

INSTRUCTIONS: Complete one tracer for each medication pass episode. Select all applicable medication types
Title: Medication(s)
Oral__ Epidural/Nerve Block __ IM __ SQ __ Transdermal__ Inhaler__ NG/GT/OG__ IV Push __ IV Infusion __ PCA__ Topical__ Ophthalmic __ Other_

Q	Title	Criteria	YES	NO	NA	Comments
1.	MAR Verification	Withdraws medication(s) from Pyxis after verifying against Handheld MAR or Hyperspace eMAR.				
2.	Hand Hygiene	Performs hand hygiene prior to administration.				
3.	Patient Identification	Scans the patient barcode AFTER two (2) patient identifiers established.				
4.	Barcode Scanning	Scans medication barcodes.				
5.	Barcode Troubleshooting	Follows proper process if a barcode is unreadable during patient or medication scanning.				
6.	Medication Purpose	For new medication(s), RN explains purpose and anticipated indications of administered medication(s).				
7.	Side Effects	For new medication(s), RN explains side effects of administered medication(s).				
8.	"Accept" Documentation	Documents "accept" AFTER administration.				
9.	Independent Double Check	When an independent double check is required, the 2nd nurse completes their review **independent** of the primary nurse.				
10.	Distractions	Preparation and administration were free from distractions or interruptions. If not, please select: ☐ Self-initiated ☐ Urgent (i.e. codes, falls, Medical Emergency, etc.) ☐ Non-urgent (i.e. ADL requests, pt. concern, etc. other staff request)				
11.	Errors	Errors did NOT occur during medication administration. If an error occurred, please select which type(s) Technique, Time, Route, Dose, Patient, Medication, etc.				
12.	Labels	The medication was labeled throughout process from preparation to administration.				
13.	Pyxis Dispensing	The nurse withdrew medication for only one patient.				
SQ/IM /IV Push	Vial Disinfected	Disinfects vial stopper or ampule neck with alcohol wipe or Prevantics.				
SQ/IM /IV Push	Aseptic Vial Access	Accesses vials and ampules aseptically with a new needle and a new syringe.				
SQ/IM	Skin Cleansed	SQ or IM injection sites cleansed with alcohol pad in circular motion from center outward; are allowed to dry.				
SQ	Insulin Pen Primed	For Insulin Pens, the pen is primed prior to setting the dose.				
SQ	Insulin Administration	For SQ Novolog insulin, the needle is held against the skin for at least 10 seconds.				

Q	Title	Criteria	YES	NO	NA	Comments
NG/GT/OG	Separate Administration	To avoid clogging of tubes, medications are administered separately.				
NG/GT/OG	Enteral Tube Flushed	The tube is flushed with sufficient sterile water or bottled water before and after medication administration.				
IV Push	NS Reconstitution	Medication is reconstituted appropriately with NS vials. NS flushes are not to be used for reconstitution.				
IV Push/ IV Infusion	Port Scrubbed	Injection port scrubbed appropriately with alcohol or Prevantics.				
IV Push/ IV Infusion	Port Dried	Injection port is dried for the appropriate time after being scrubbed.				
IV Push	IV Push Time	IV push is administered per recommended time.				
IV Push	IV Flushed	The IV is flushed before and after medication administration.				
IV Infusion	IV Pump Scanned	The pump channel is scanned.				
IV Infusion	IV Pump Orders	The RN confirms the orders match the Alaris pump programming.				
IV Infusion	IVPB Height	IVPB height is at least 9.5 inches away from the top of the primary bag				
IV Infusion	Basic Mode	The pump is programmed using the drug library. If basic mode was used, please describe the rationale.				
PCA	PCA Barcode	The PCA barcode is affixed to allow scanning and visualization without opening the Alaris door.				
PCA	PCA Expiration	PCA label includes a manually written expiration date, which is visible without opening the Alaris door.				
PCA	EtCO2	EtCO2 monitoring is in place per policy. If not, please describe rationale.				
Epidural/ PNB	Signage	Head of bed signage is in place for Epidural and/or Nerve Block infusion.				
Epidural/ PNB	Epidural/PNB Labels	Infusion bag and tubing are labeled (Epidural – yellow; PNB – blue)				
Epidural/ PNB	Epidural/PNB Pump	Epidural or Nerve Block is on its own separate pump (CADD) and IV pole.				
Epidural/ PNB	Epidural/PNB Placement	Epidural or Nerve Block is on the opposite side of bed than the IV medications.				
Epidural/ PNB	Epidural /PNB Line Tracing	RN traces the epidural or nerve block line from the pump to the patient's access site prior to the start of infusion.				
Misc.	Just in Time Coaching	Just in Time coaching was performed. If yes, please describe.				

General Comments: