

## Delegation of Medication Administration to Unlicensed Assistive Personnel (UAP)

## Administering Vaginal Medications Module/Skill Checklist



### Objective

At the completion of this module, the UAP should be able to administer vaginal medications.

### NOTE:

1) The RN or LPN is permitted to delegate **ONLY** after application of all components of the NCBON Decision Tree for Delegation to UAP and **after careful consideration that delegation is appropriate:**

- a) for **this** client,
- b) with **this** acuity level,
- c) with **this** individual UAP's knowledge and experience, and
- d) **now** (or in the time period being planned).

2) Successful completion of the "Infection Control" module by the UAP should be documented prior to instruction in medication administration by this or ANY route.

### Procedure

1. Perform skills in *General Medication Administration Checklist*.
2. Provide privacy for the client. Have client void before procedure.
3. Put on clean gloves.
4. Position the client on her back with both knees bent and legs spread.
5. Remove foil or wrapper from vaginal suppository/tablet and insert into applicator. This applicator may be used each time the medication is administered for THIS CLIENT.
6. Apply a small amount of lubricant to suppository/tablet and applicator tip.
7. Separate the client's labia with your non dominant gloved hand and insert the applicator 2-3 inches along the back wall of the vagina. Gently depress the plunger, pushing the suppository/tablet into the vagina.
8. If administering vaginal cream, fill the applicator from the client's tube of cream. Separate the client's labia with your non dominant hand and insert the applicator 2-3 inches along the back of the vaginal wall. Gently depress the plunger, pushing the medication into the vagina.

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9. Remove the applicator and wrap it up in a clean paper towel to be cleaned in a few minutes.
10. Wipe away excess lubricant from client's genitals.
11. Remove gloves and throw away according to the agency's policy.
12. Assist client to comfortable position. Ask her to stay on her back for 5 to 10 minutes, helping to prevent the medication from falling out.
13. Replace and tighten cap on cream tube.
14. Store remaining medication according to agency policy.
15. Put on a new pair of clean gloves.
16. Take applicator to a sink and wash the applicator with soap and water. Dry it and store the applicator according to agency policy for future use **with this client ONLY**.
17. Remove gloves and throw away according to the agency's policy.
18. Cleanse hands.
19. Provide the **RIGHT DOCUMENTATION**.



**SKILL CHECKLIST**

UAP Name (print) \_\_\_\_\_

ID Number \_\_\_\_\_

SKILL PERFORMANCE OBJECTIVES	<div style="text-align: center;">                     ✓ Pass / X Not Yet                 </div>	COMMENTS
1. Perform skills in <i>General Medication Administration Checklist</i> .		
2. Provide privacy.		
3. Position client on back with both knees bent and legs spread.		
4. Put on clean gloves.		
5. Remove foil or wrapper from suppository/tablet and insert into applicator.		
6. Apply a small amount of lubricant to suppository/tablet and applicator.		
7. Separate the client's labia with your non-dominant gloved hand and insert the applicator with the suppository/tablet along the back of the vaginal wall for the length of the applicator. Gently depress the plunger pushing the medication into the vagina.		
8. <b>VAGINAL CREAM:</b> Fill the applicator from the client's medication tube. Separate the client's labia with your non-dominant gloved hand and insert the applicator 2-3 inches. Gently depress the plunger, pushing the medication into the vagina.		

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<b>SKILL PERFORMANCE OBJECTIVES</b> <i>(continued)</i>	<div style="text-align: center;">                     ✓                      Pass                      x                      Not                      Yet                 </div>	<b>COMMENTS</b>
9. Wipe away excess medication from the client's genitals if necessary.		
10. Remove gloves.		
11. Assist client to a comfortable position. Ask her to stay on her back for 5 to 10 minutes.		
12. <b>VAGINAL CREAM:</b> Replace and tighten cap on tube of cream and store according to agency policy.		
13. Put on a new pair of clean gloves.		
14. Wash the applicator with soap and water, dry and store per agency policy, ready for the next medication administration.		
15. Remove gloves.		
16. Cleanse hands.		



**Pass**



**Redo**

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**Evaluator Name**

\_\_\_\_\_  
**Date**