

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

## Administering Topical Medication Module/Skill Checklist



### Objective

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

Topical medications come in many forms – ointments, lotions, pastes, creams, powders, sprays, and shampoos.

#### NOTE:

1) The RN or LPN is permitted to delegate **ONLY** after application of all components of the NC BON 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.

## DEFINITIONS

- **Ointments** are semi-solid preparations of drugs in an oil base.
- **Lotions** are medications dissolved in a liquid.
- **Pastes** are a mixture of powders and ointment and are often very stiff and sticky.
- **Creams** are medications in a suspension of oil and water and are easily applied to the skin.
- **Powders** are very finely ground medications that are usually sprinkled onto the affected area.
- **Sprays** are medications in a solution that can be atomized into a mist for ease of application.
- **Shampoos** are medications in a soap solution made for application to the scalp and hair.

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

## Administering Topical Medication Module/Skill Checklist



### Procedure

1. Perform skills in *General Medication Administration Checklist*.
2. Provide privacy if needed.
3. Cleanse hands.
4. Put on clean gloves.
5. After opening the container, place the lid with inside up to keep from contaminating the inside of the lid. Do not touch the inside of the container.
6. Use gauze or a cotton tipped applicator to apply cream or ointment as listed on the MAR.
7. If you get too much out of the container, do not put it back in the container because of risk of contaminating the remaining medication.
8. Use a new gauze or cotton tipped applicator **EACH** time medication is removed from the container to prevent contaminating the medication left in the container.
9. When finished getting the required amount of medication, replace and tighten the cap on container.
10. Apply a thin layer of medication to the client's affected skin.
11. Throw away supplies (such as gauze or cotton-tipped swabs) used in application.
12. Remove gloves and discard according to agency policy.
13. Cleanse hands.
14. Provide the **RIGHT DOCUMENTATION**.

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

## Administering Topical Medication Module/Skill Checklist



### SKILL CHECKLIST

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

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

SKILL PERFORMANCE OBJECTIVES	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Not Yet	COMMENTS
1. Perform skills in <i>General Medication Administration Checklist</i> .		
2. Cleanse hands.		
3. Provide privacy if needed.		
4. Put on clean gloves.		
5. When opening the container, place the lid with the inside up to keep from contaminating the inside of the lid.		
6. Use gauze or cotton tipped applicator to apply cream or ointment as listed on the MAR.		
7. Use a new gauze or cotton tipped applicator EACH time medication is removed from the container to prevent contaminating the medication left in the container. Apply to affected area.		
8. When finished, replace and tighten cap.		
9. Store medication container per agency policy.		
10. Throw away gloves and supplies used in application.		
11. Remove gloves.		
12. Cleanse hands.		



Pass



Redo

\_\_\_\_\_  
Evaluator Name

\_\_\_\_\_  
Date

