

Competency Checklist Procedure for Installation of Eye Drops

Note: The Department recommends that unlicensed personnel, prior to installing eye drops, resolve any issues of concern and confusion regarding the assigned task with his/her supervising physician/optometrist.

Purpose:

To verify proper understanding of the procedures for:

- administering medications according to physician/optometrist orders.
- maintaining proper documentation of the administration of eye medications.
- proper techniques, including infection control procedures, when administering eye medications.

**Step
Number**

Step

1. Verify the identity of the patient.
2. Verify the medical directive (orders) for the safe instillation of eye drops (for example is the anterior chamber angle open?).
3. Check for history of any allergies.
4. Wash hands. Use aseptic techniques and protocols following infection control guidelines currently in place.
5. Check the medication label for correct application to eye(s).
Check for expiration and verify which eye(s) is/are to be medicated.
6. Explain the procedure, including potential side effects, to the patient or the patient's designated health care surrogate.
7. Position patient in a sitting position with head tilted back.
8. Remove cap; hold the dropper over the eye.
9. Have the patient look up as the lower lid is gently pulled down; squeeze the dropper to release one drop into the inferior cul-de-sac.
Do not allow the dropper to touch the conjunctiva, eyeball, eyelid or eyelashes. If contact is made, the bottle is considered contaminated and clinic policy should be followed with the contaminated bottle.
10. Release the eyelid and tell patient to close the eye gently for 30 seconds to contain the drop, allowing even distribution of the eye drop, and preventing rapid clearance of medication caused by blinking.
11. Replace the cap immediately after use.
12. Blot excess medication from face with tissue and dispose of tissue in waste container.
13. Repeat above steps for the second eye if indicated.
14. Clean area; store medication according to instructions.
15. Remove gloves (if used). Dispose of gloves according to clinic policy.
16. Assist patient to comfortable position.
17. Wash hands.
18. Record administration and time of instillation in medical record as required.

Trainee Signature

Date

Supervising Physician/Optometrist Signature

Date