

Competency Evaluation Tool for Return-Demonstration of 'Medication Administration' via the Individual's Gastrostomy (G) or Jejunostomy (J) Tube

Name of Individual: _____

Type of G or J Tube: _____

Before administering medication to the individual via the G or J Tube route, Certified staff must observe the Trainer demonstrate the correct technique. Certified staff must then be observed by the Trainer, successfully completing a return-demonstration of medication administration (via the G or J Tube).

	Pass (P), Fail (F), N/A	Comments	Procedure for Demonstration of Medication Administration via the Individual's Gastrostomy (G) or Jejunostomy (J) Tube:
			The Certified staff:
1.			Follows all procedures for preparation and administration of medication via the individual's Gastrostomy (G) or Jejunostomy (J) Tube, according to MAP Regulations, Policies, and Curriculum.
2.			Checks individual's Health Care Provider (HCP) Orders and/or Protocol.
3.			Washes hands.
4.			Assembles necessary equipment and enough water for pre and post medication water flushes.
5.			Prepares medications according to the 'Medication Administration Process'.
6.			Shakes suspensions vigorously before pouring. Crushes pills finely before mixing with water (or other HCP Ordered liquid).
7.			Informs individual what is being done.
8.			Checks the placement (e.g., measuring tape) of the G or J Tube (if included in the HCP Order and/or Protocol).
9.			Positions individual in the correct position.
10.			Clamps/pinches G or J Tube before unplugging or disconnecting feeding.
11.			Removes plug or disconnects feeding.
12.			Plug and/or tubing (that is connected to feeding bag) are placed on a clean surface, so that they remain free from contamination.
13.			While G or J Tube is still clamped/pinched, inserts tip of syringe (which has been separated from plunger) into G or J Tube.
14.			Pours HCP instructed amount (e.g., 20 mL) of water (or other HCP Ordered liquid) into syringe and allows it to flow into the stomach or intestine (following HCP Order and/or Protocol).
15.			Pinches off G or J Tube just prior to syringe being completely emptied.
16.			Pours medication into barrel of syringe followed by HCP Ordered amount of water (e.g., 5 mL to 10 mL) that is poured in-between each type of medication administered.
17.			Ends medication administration with HCP Ordered amount (e.g., 20 mL) of water flush.
18.			Inserts plug or reconnects G or J Tube to feeding pump tubing and (checks setting on feeding pump), unclamps G or J Tube, and turns feeding pump on.
19.			Documents the medication administration according to MAP Regulations, Policies, and Curriculum.

Based on this Competency Evaluation Tool, I, as approved Trainer (RN or HCP), have determined that the Certified Staff named below is competent to administer medications via the G or J Tube to the **identified individual**.

Date: _____	Trainer's Printed Name: _____
Certified Staff's Printed Name: _____	Trainer's Signature: _____
Certified Staff's Signature: _____	Trainer's Contact Information: _____