

**Competency Evaluation Tool for 'Annual' *Insulin Administration via Insulin Pen* by MAP Certified Staff Training and Demonstration**

<b>Name of Individual:</b>	<b>Prescribed Insulin Pen including dose and frequency:</b>
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The Certified staff must be observed by the Trainer successfully completing an actual administration of Insulin via Insulin Pen during a 'Medication Pass' on an annual basis.

Pass (P), Fail (F), N/A	Comments	Procedure for Demonstration of Insulin Administration via Insulin Pen:
<b>The Certified staff successfully:</b>		
1.		Completes the Annual 'General Knowledge' Insulin Administration via Insulin Pen Training.
2.		Completes the Annual 'Individual Specific' Insulin Administration via Insulin Pen Training.
3.		Follows all procedures for preparation of Insulin via Insulin Pen for administration according to MAP Regulations, Policies, and Curriculum (i.e., follows the Medication Administration Process).
4.		Follows Standard Universal Precautions.
5.		Reviews the Insulin HCP order, pharmacy label and MAR.
6.		Completes blood glucose monitoring as ordered and documents the result.
7.		Follows pen instructions (e.g., uncapping, priming, applying needle onto the pen, etc.).
8.		Dials pen to correct dose of Insulin.
9.		Has a second Insulin trained staff review the HCP order, pharmacy label, MAR for accuracy and to confirm the correct dose is dialed on the Insulin Pen.
10.		Informs individual what is being done.
11.		Selects an appropriate site on the body for injection
12.		Appropriately cleanses the skin site to be injected.
13.		"Pinches" up the skin.
14.		Holds the Insulin Pen at a 90-degree angle to the pinched skin, presses the injection device slowly and steadily until the medication has been administered, holds in place the required number of seconds (specific to the prescribed Insulin Pen before removing needle).
15.		Removes the needle from the pen with the safety cap and properly disposes of the sharp.
16.		Recaps the pen.
17.		Returns the Insulin Pen to its storage area.
18.		Documents the administration of the Insulin on the Medication Administration Record.
19.		Ensures the second Insulin trained staff documents the verification on the Medication Administration Record.

Based on this Competency Evaluation Tool, the Certified Staff named below has successfully completed the 'Annual' demonstration of Insulin administration via Insulin Pen, and I, as Trainer, have determined this Certified staff continues to have the necessary knowledge and skills to administer Insulin via an Insulin Pen to the above-named individual.

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