Complete this checklist for each unlicensed medication aide (UMA) student during the required 4-hour clinical or skills lab portion of the UMA training program or to evaluate competency of a registered UMA on an annual basis. The RN to student/UMA ratio must be 1:1.

Prior to Medication Administration, the Student or UMA:

- Checked the medication administration record (MAR) and reviewed for completeness, accuracy, known allergies
- Checked medication resources and references as needed
- Clarified questions with the nurse
- Washed hands
- Collected needed items (e.g. med cup, water, straw)

During Medication Administration, the Student or UMA:

- Selected the right medication (e.g. from patient’s med drawer)
- Completed the “Rights” of medication administration including right drug, dose, route, time, and patient
- Checked the expiration date of medication
- Prepared medication correctly (e.g. poured correct amount)
- Identified patient according to agency policy (e.g. checked patient ID bracelet against MAR, called resident by name, or used bar code scanner)
- Provided privacy as appropriate
- Explained medication procedure to patient
- Obtained & documented required measurements (e.g. blood pressure, pulse)
- Positioned patient appropriately to administer drug

Verify competency for each route a nurse will be delegating to the UMA.

If a route was not demonstrated and is later required, an RN instructor may provide education and may validate competency for that route at that time.

- Administered medication appropriately and safely for the following routes:
  - Ear
  - Eye
  - Inhaled
  - Nose
  - Oral
  - Rectal
  - Sublingual
  - Topical
  - Vaginal

Following Medication Administration, the Student or UMA:

- Used appropriate infection control procedures according to agency policy (e.g. discarded med cup appropriately, washed hands)
- Handled patient carefully and respectfully
- Recorded the right documentation on the MAR according to agency policy
- Reported and recorded patient observations/concerns