

## PROCEDURE CHECKLIST

### Skill : Reconstituting and Withdrawing Medication From a Vial

Check (✓) Yes or No

PROCEDURE STEPS	Yes	No	COMMENTS
1. Reviews the physician's orders and the medication administration record (MAR) for the correct patient, medication, dose, route, and time.			
2. Reviews a drug book for actions, required assessments, correct dosage, route, side effects, and expected results; reviews the drug insert for proper diluent, volume, and instructions for reconstitution.			
3. Assesses the patient's allergies.			
4. Follows the "Initial Implementation Steps."			
5. Selects the correct medication vial, checking for the medication name, dosage strength, dosage volume, dosage route and its appropriateness, and expiration date. Assesses vial for cloudiness or color changes.			
6. Washes hands.			
7. Performs at least three medication label comparisons to the MAR.			
8. Removes the cap from the medication vial and the diluent vial for access to the contents. Cleans the rubber stoppers of both vials with separate alcohol swabs.			
9. Attaches the needle to the syringe using aseptic technique.			
10. Draws up the specified volume of the specified diluent, maintaining sterile technique.			
11. Wipes the stopper of the medication vial again with an alcohol wipe and injects diluent into medication vial.			
12. If using a multiple-dose vial, writes the date, time, and initials on the label.			
13. Calculates the volume to withdraw from the vial to equal the physician's medication order.			
14. Pulls back on the syringe plunger to draw up an amount of air equal to the amount of medication to withdraw from the vial.			
15. On a flat surface, holds the vial in one hand. Injects air through the rubber stopper into the vial, keeping the tip of the needle above the fluid line.			
16. Inverts the vial and move the needle tip below the fluid level. Withdraws the ordered amount of medication. Keeps the syringe at eye level.			
17. Checks the syringe for air bubbles. If bubbles are present, taps the syringe to remove them.			

18. Removes the needle from the vial, holding the barrel of the syringe securely and maintaining sterility of the needle. Activates the safety device.			
19. Changes the needle to prevent injecting the patient with a dull needle. Before removing the needle from the tip of the syringe, pulls back slightly on the plunger to move the medication away from the tip of the syringe and reduce the risk of contamination or loss of medication. Removes the needle and aseptically applies the new needle. Pushes the plunger gently to dispel air from the syringe.			
20. Drops the contaminated needle into the sharps container.			
21. Rechecks calculations.			

Recommendation: Pass \_\_\_\_\_ Needs more practice \_\_\_\_\_

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Date: \_\_\_\_\_