

**Division of Developmental Disabilities Services**  
**Competency Evaluation Tool**  
**Enteral Tube Medication Administration**  
**TO BE USED for SHARED LIVING NON-**  
**NURSES ONLY**

<b>DATE:</b>	<b>STAFF NAME:</b>
<b>SERVICE RECIPIENT:</b>	<b>OBSERVER:</b>

	YES	NO	COMMENTS
<b>1. Follows all aspect of the DDDS Shared Living Medication Administration curriculum.</b>			
<b>2. Checks MAR and/or physician’s order.</b>			
<b>3. Completes hand hygiene.</b>			
<b>4. Gathers/assembles necessary equipment.</b>			
<b>5. Prepares medications for administration by crushing/opening each tablet/capsule and mixing separately with a minimum of 15 cc of water (unless otherwise ordered). Liquid medications are also to be poured separately and mixed with a minimum of 15 cc of water (unless otherwise ordered).</b>			
<b>6. Explains procedure to service recipient.</b>			
<b>7. Positions service recipient in correct position.</b>			
<b>8. Protects clothing with a barrier.</b>			
<b>9. Applies non-sterile gloves.</b>			
<b>10. Clamps/Pinches enteral tube before opening enteral tube port to prevent air from entering.</b>			
<b>11. Places plug appropriately to avoid contamination. (As applicable)</b>			
<b>12. While enteral tube is still clamped, places tip of 60cc syringe into end of enteral tube.</b>			
<b>13. Verifies proper placement of the <i>gastrostomy</i> as instructed by the HCP if part of the service recipient’s protocol.</b>			

	YES	NO	COMMENTS
14. Pours prescribed amount of water (at least 30cc unless otherwise indicated) in syringe to flush tube and allow to flow into tube, taking care not to allow air to enter tube.			
15. Pours medication into syringe using same technique as with water. Each medication is to be administered separately with a minimum of 15 cc of water between each medication (unless otherwise ordered).			
16. Pours prescribed amount of water into syringe (at least 30cc unless otherwise indicated) to flush tube after medication administration.			
17. Clamps/pinches tube after administration of medications to prevent air from entering the stomach.			
18. Removes syringe and closes the port of the feeding tube.			
19. Ensures tube is secured under clothing.			
20. Removes gloves and dispose of properly.			
21. Completes hand hygiene.			
22. Accurately documents that medications have been given.			

Based on this Competency Evaluation Tool, I \_\_\_\_\_ have  
*(Name of RN)*

determined that \_\_\_\_\_ is competent to administer  
*(Name of Unlicensed Assistive Personnel)*

medications via enteral tube to: \_\_\_\_\_.  
*(Name of Service Recipient)*

\_\_\_\_\_  
*Signature of RN* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Unlicensed Assistive Personnel* \_\_\_\_\_  
*Date*