



**Insulin Injection Observation Check List**

Observer: \_\_\_\_\_ Nurse: \_\_\_\_\_ Date: \_\_\_\_\_

Ward/Unit \_\_\_\_\_ Timeframe:  Breakfast  Lunch  Dinner  Bedtime  Other \_\_\_\_\_

Step	Step Performed	YES	NO	Not observed	n/a*
1	<b>Retrieves</b> insulin pen device from hospital-approved patient-specific storage area				
2	<b>Expiration</b> is documented on label				
3	<b>Obtains</b> replacement pen if expiration date is not documented or if expired*				
4	<b>Displays</b> use of proper hand hygiene prior to patient contact				
5	<b>Performs</b> patient identification (according to hospital policy)				
6	<b>Checks</b> medication label				
7	<b>Scans</b> the patient's ID band and the insulin pen bar code (prospectively, prior to administration) [when applicable]*				
8	<b>Mixes</b> insulin by <u>gently</u> tilting pen device back and forth 8-10 times or rolling in palm of hands ( <b>NPH insulin only</b> )*				
9	<b>Swabs</b> rubber stopper with alcohol swab				
10	<b>Attaches</b> <u>new</u> disposable needle onto the pen				
11	<b>Primes</b> pen before injection (e.g. dials 2 units on the dose selector, points needle up so that bubbles are forced to top, and firmly presses plunger until drop of insulin appears; repeat if needed until drop of insulin appears; if no drop appears after 6 attempts, changes pen device)				
12	<b>Dials</b> correct dose (e.g. based on patient-specific order)				
13	<b>Selects</b> appropriate injection site (e.g. abdomen, back of arm, thigh)				
14	<b>Pinches</b> fold of skin <sup>5</sup> at the injection site, <b>holds</b> pen at 90 degree angle <sup>#</sup> to skin, and <b>inserts</b> pen needle all the way into the skin				
15	<b>Lets</b> go of skin fold and <b>injects</b> the entire dose of insulin				
16	<b>Keeps</b> plunger pressed and <b>holds</b> against the skin for at least 5 seconds after injection is given				
17	<b>Removes</b> and <b>discards</b> needle in appropriate sharps container				
18	<b>Returns</b> pen device to hospital-approved patient-specific storage area in a timely manner (e.g. within 15 minutes of injection or prior to giving medications to another patient)				

Other observations of concern:

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\* Not applicable (applies to only 3 steps in the process).

<sup>5</sup> For 5mm BD mini needle, it is not necessary to pinch a skin fold.

<sup>#</sup> For children or very lean patients, a 45° angle is permissible if 8mm (5/16") or 12.7mm (1/2") length needle is used.

Note: For nurse, record first 3 letters of first name and last initial.