## Methotrexate administration performance criteria

###### This checklist is suitable for the staff member wanting to obtain competency and their supervisor to identify criteria required to safely perform the procedure.

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| **Performance Criteria – Medication order** |
| * Confirms consent and provides education to the woman
 |
| * Checks “6 rights” of medication administration
 |
| **Performance criteria - Preparation** |
| * Wears appropriate personal protective clothing and equipment (PPE)
 |
| * All pre prepared products are be placed in labelled, sealed, impervious containers capable of protecting from spillage, leakage or breakage during transport
 |
| * Collects appropriate equipment
	+ Spill kit
	+ Purple sharps container
	+ Purple waste bin
	+ Portable trolley/ delineated work space
 | * Oral administration
	+ Disposable medication cups or
	+ Enteral syringes
	+ ± Syringe connectors
 | * Parenteral administration
	+ Luer lock needleless administration systems
	+ Luer lock syringes gauze
	+ 2%chlorhexidine/70% isopropyl alcohol swabs
	+ Extravasation equipment as per hospital protocol
 |
| **Performance criteria – Procedure**  |
| **Oral administration** |
| * Delineates the cytotoxic work area
 |
| * Gathers equipment, performs hand hygiene and PPE
 |
| * Whole tablets – safely administers
 |
| * Dissolvable tablets - Safely dissolves the tablet using a syringe prior to administration
 |
| * Part dose – Safely prepares the dose using a syringe connector and “waste” syringe
 |
| * Disposes of all material into cytotoxic waste
 |
| * Removes PPE
 |
| **Parenteral administration** |
| * Delineates the cytotoxic work area
 |
| * Gathers equipment; dons cytotoxic PPE and performs hand hygiene
 |
| * Checks the cytotoxic medication order against the syringe/bag
 |
| * Checks the cytotoxic medication order against the syringe/bag
* Maintains aseptic technique principles
 |
| * Inspects and prepares IV site. Swabs access site using aseptic technique
 |
| * IV bolus – express excess air/medication, administer medication, flush with 0.9% saline
 |
| * IV bag – Prime line with compatible fluid, connect cytotoxic bag at waist level on trolley, check the seal is secure, using aseptic technique connect to IV post, administer medication
 |
| * Discontinues infusion – as appropriate, leave bag connected and disconnect from IV port, flush with 0.9% saline
 |
| * Disposes of waste appropriately and clean trolley/tray
 |
| * Performs hand hygiene
 |
| * Gathers equipment; don cytotoxic PPE and perform hand hygiene
 |
| * Checks the cytotoxic medication order against the syringe/bag
 |
| * Checks the cytotoxic medication order against the syringe/bag
 |
| * Maintains aseptic technique principles
 |
| * Inspects and prepare IV site. Swab access site using aseptic technique
 |
| * IV bolus – express excess air/medication, administer medication, flush with 0.9% saline
 |
| **Intramuscular and subcut injections** |
| * Delineates the cytotoxic work area
 |
| * Cleans medication tray
 |
| * Gathers equipment
 |
| * Performs hand hygiene
 |
| * Dons PPE
 |
| * Opens syringe and attaches appropriate needle and administers medication
 |
| * Applies firm pressure to the injection site – does not rub
 |
| * Covers with occlusive dressing for 24 hours
 |
| * Disposes of equipment appropriately
 |
| * Performs hand hygiene
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