## PROCEDURE CHECKLIST
### Chapter 23: Administering Ophthalmic Medications

Check (✓) Yes or No

<table>
<thead>
<tr>
<th>PROCEDURE STEPS</th>
<th>Yes</th>
<th>No</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepares and administers medications according to “Medication Guidelines: Steps to Follow for All Medications.”</td>
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<td>2. If possible, assists patient to high Fowler’s position with head slightly tilted back.</td>
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<td>3. If needed, cleans edges of eyelid from inner to outer canthus.</td>
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### Instilling Eye Drops

4a. Holding eyedropper, rests dominant hand on patient’s forehead.  
4b. With nondominant hand, pulls the lower lid down to expose the conjunctival sac.  
4c. Positions eyedropper 1/2 to 3/4 inch (13 to 19 mm) above patient’s eye; does not let dropper touch the eye.  
4d. Asks patient to look up; drops correct number of drops into conjunctival sac. Does not drop onto cornea.  
4e. Asks patient to gently close and move the eyes.  
5. If medication has systemic effects, presses gently against the same side of the nose to close the lacrimal ducts for 1 to 2 minutes.

### Administering Eye Ointment

6a. Rests dominant hand, with eye ointment, on patient’s forehead.  
6b. With nondominant hand, pulls the lower lid down to expose the conjunctival sac.  
6c. Asks patient to look up.  
6d. Applies a thin strip of ointment (about 1 inch; 2 to 2.5 cm) in conjunctival sac; twists wrist to break off the strip.  
6e. Does not let tube touch the eye.  
6f. Asks patient to gently close eyes for 2 to 3 minutes.  
7. Explains that vision will be blurred for a short time.

Recommendation: Pass _____ Needs more practice _____

Student: ______________ Date: ______________
Instructor: ______________ Date: ______________

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