



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	Retrieves insulin pen device from hospital-approved patient-specific storage area				
2	Expiration is documented on label				
3	Obtains replacement pen if expiration date is not documented or if expired*				
4	Displays use of proper hand hygiene prior to patient contact				
5	Performs patient identification (according to hospital policy)				
6	Checks medication label				
7	Scans the patient's ID band and the insulin pen bar code (prospectively, prior to administration) [when applicable]*				
8	Mixes insulin by <u>gently</u> tilting pen device back and forth 8-10 times or rolling in palm of hands (NPH insulin only)*				
9	Swabs rubber stopper with alcohol swab				
10	Attaches <u>new</u> disposable needle onto the pen				
11	Primes 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	Dials correct dose (e.g. based on patient-specific order)				
13	Selects appropriate injection site (e.g. abdomen, back of arm, thigh)				
14	Pinches fold of skin ⁵ at the injection site, holds pen at 90 degree angle [#] to skin, and inserts pen needle all the way into the skin				
15	Lets go of skin fold and injects the entire dose of insulin				
16	Keeps plunger pressed and holds against the skin for at least 5 seconds after injection is given				
17	Removes and discards needle in appropriate sharps container				
18	Returns 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:

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

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

[#] 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.