



Tips for Creating Instruction Sheets for Nurses: Use of Insulin Pens for Hospitalized Patients

For training purposes, it can be helpful to have instruction sheets for nurses about how to use the different types of insulin pen devices used in your hospital.

- Search the internet for the instruction sheets for the specific insulin pen devices used in your hospital.
- If you use more than one type of insulin pen device for hospitalized patients, plan to develop an instruction sheet for each type of pen device or an instruction sheet that distinguishes between the different types of pens.
- Adapt the instruction sheet, which may have been developed from the perspective of a patient, so that it reflects your hospital procedures, as well as the perspective of a nurse administering the insulin to a patient. For example,
 - Add information related to use of automatic needle guards if these are used in your hospital.
 - Replace patient storage instructions with the hospital's policy for storage of insulin pens.
 - Include information related to the expiration date and storage of unused pen devices.
 - Include information related to the expiration date and storage of opened pens.
- Clearly state that insulin pen devices or needles should NOT be shared between patients.
- Work with the hospital's multidisciplinary committees to gain approval and adoption of the instruction sheets.
- Ensure that the approved instruction sheets are readily available to end users.