## 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 | | |