



Client's Name:
PHIN:
Resource Coordinator:
Office Location:

HOME CARE ATTENDANT ASSIGNMENT TASK TRAINING RECORD - Ear Drops			
HCA Name: _____			
Date Trained: _____			
Steps to review with Home Care Attendant	Met	Not Met	Comments
1. Wash hands.			
2. Apply disposable gloves.			
3. Review Five Rights of Medication Assistance: <ul style="list-style-type: none"> • Right Person • Right Drug • Right Dose • Right Time • Right Route 			
4. Position client lying down with affected ear upward.			
5. Cleanse any visible dirt/wax/discharge from ear (do not use Q-Tips or Tweezers to remove any debris from ears, use a moist wash cloth and scoop with finger).			
6. Adult: Straighten the ear canal – hold lobe upward and backward			
7. Child: Straighten the ear canal – hold lobe downward and backward.			
8. Drop prescribed number of drops into ear canal.			
9. Advise client to remain in same position for 5 minutes.			
10. DO NOT place anything in client's ear (e.g. Cotton Balls, Kleenex, etc.).			
11. Remove disposable gloves and discard.			
12. Wash hands.			
13. Document correctly on the Home Care Medication Assignment Record – Home Care Attendant.			

Nurse Signature: _____

Home Care Attendant Signature: _____

FORWARD TO NURSE EDUCATOR – CLIENT SPECIFIC SERVICES WITHIN 24-48 HOURS

Procura Entry Completed

Reviewed by: _____