



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

HOME CARE ATTENDANT ASSIGNMENT TASK TRAINING RECORD - Eye 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. Ask the client to lie down or sit in a chair with their head tilted back.			
5. Clean eyes if needed.			
6. Shake eye drop bottle to mix the liquid inside.			
7. Remove the cap from the bottle and place it on a clean surface.			
8. Tell the client to look up and away from you to minimize blinking.			
9. Gently pull down client's lower eye lid to make a pocket.			
10. Give the drop into pocket.			
11. Ask the client to close eye and roll the eye ball around to spread medication over the eye.			
12. Recap the eye drop bottle.			
13. Wait one minute between multiple drops of the same medication to same eye.			
14. Wait five minutes between different eye medications to same eye.			
15. Remove disposable gloves and discard.			
16. Wash hands.			
17. 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: _____