



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

HOME CARE ATTENDANT ASSIGNMENT TASK TRAINING RECORD - Eye Ointment

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 client to lie down or sit in chair with their head tilted back.			
5. Clean eyes if needed.			
6. Remove cap from tube and place on clean surface.			
7. Tell client to look upward.			
8. Gently pull down lower eye lid.			
9. Squeeze out a thin ribbon of ointment from tube starting at inner corner of eye to outer corner of eye.			
10. Do not touch eye with tube.			
11. Ask client to close eye and roll eye ball around to spread medication over eye.			
12. Recap tube.			
13. Wipe off excess ointment with a clean washcloth.			
14. Wait five minutes between each eye medication.			
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: _____