

# Injection Safety Program Planning Worksheet

1. Do you have an injection safety program at your facility?
2. Who are/will be the key players in your facility’s injection safety program? What role do they have?

A list of suggested players and short description of roles is below, not every facility will have the same members on their injection safety program team.

* Facility Administrator – Approves any expenditures, approves time required to set up and implement program. Provides feedback
* Medical director – Participates in program development, validates program with medical staff through education regarding participation importance, consultant for program structure and teaching. Provides feedback
* Director of Nursing – Approves and supports program, participates in program development, approves format and any documentation requirement, approves time needed to plan, implement and continue the program. Provides education supporting the program. Provides feedback
* Nursing managers - Participates in development of the program, supports administration of the program, assists in implementation. Provides feedback
* Anesthesiology Director – Participates in program development, validates program with anesthesia staff through education regarding participation importance. Provides feedback
* Infection Prevention Professional – Participates in program development provides staff education, develops learning objectives and program evaluation and monitoring key learning objectives in practice. Provides feedback.
* Pharmacists – Provides consultation for program development, supports administration of the program and provides feedback

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| Name of person at your facility | Role | Title |
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1. Who is/will be impacted by your facility’s injection safety program (i.e., your clients/patients, new employees, etc.)? What are some of the positive and negative ways these people are impacted?

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| Impacted people | Potential positive consequences | Potential negative consequences |
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1. If you do have an injection safety program, think about your current processes and compare these with the [Injection Safety Best Practices (PDF) (http://www.health.state.mn.us/divs/idepc/dtopics/infectioncontrol/is/amb/isbestpractices.pdf](http://www.health.state.mn.us/divs/idepc/dtopics/infectioncontrol/is/amb/isbestpractices.pdf)). Is there anything additional that your facility should be doing? If you do not have an injection safety program, consider the Injection Safety Best Practices document provided in your packet. How will you include these components in your facility’s program?

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| Proposed program component | Easy or hard to implement? | Low or high impact? |
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1. Are there any barriers to developing an injection safety program that you can identify?
2. Does your facility have written policies and procedures on injection safety, performing finger sticks and point of care testing (e.g. assisted blood glucose monitoring)
3. Does your facility use single dose vials whenever possible?
4. Does your facility prepare injections in a clean area away from the patient care area?
5. Does your facility provide newly hired staff with copies of injection safety policy and procedures as well as competency testing which includes observation of injection skills?
6. Does your facility require annual injection safety competency testing, including point of care testing, by observation?
7. Does your facility have written policy and procedures to track personnel access to control substances?
8. Does your facility regularly audit control substance access records?

#### Develop your rationale for starting an Injection Safety Program

1. What is your current process?
2. What do you want to happen/change?
3. How do you propose fixing the process?
4. Who will be involved in making those changes?
5. Are there any costs involved in making the proposed changes?
6. What is the desired end result?
7. How is the current process jeopardizing staff and patient safety? How will it improve patient care and safety?

The Minnesota Department of Health (MDH) is promoting and providing education as part of the national One & Only Campaign in Partnership with the CDC to promote Safe Injection Practices.

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To obtain this information in a different format, call: 651-201-5414.

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