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JCAHPO
JOINT COMMISSION ON ALLIED HEALTH PERSONNEL IN OPHTHALMOLOGY®

Best Practices*
Procedure for Instillation of Eye Ointment

Purpose:

- To administer medications according to written physician orders.
- To maintain proper documentation of the administration of both prescription and non-prescription drugs.
- To use the proper techniques when administering ophthalmic medications.

Step Complete	Step #	Step
	1	Verify the identity of the patient.
	2	Verify the medical directive (orders) for the instillation of eye ointment.
	3	Check for history of any allergies.
	4	Ensure adequate room illumination.
	5	Wash hands. Put on gloves (optional).
	6	Check the medication label for correct application to eye(s). Check for expiration and verify which eye(s) is/are to be medicated.
	7	Explain the procedure to the patient including potential side effects.
	8	Position patient in a sitting position with head tilted back.
	9	Remove cap; hold the tip of the tube over the eye.
	10	Have the patient look up as the lower lid is gently pulled down; gently squeeze the tube to apply a one half inch (1 cm) ribbon of ointment into the inferior cul-de-sac. Do not allow the tip to touch the conjunctiva, eyeball, eyelid or eyelashes. If contact is made, the tube is considered contaminated and clinic policy should be followed with the contaminated tube.
	11	Release the eyelid and tell the patient to blink several times to allow even distribution of the ointment.
	12	Replace the cap immediately after use.
	13	Blot excess medication from face with tissue and dispose of tissue in waste container.
	14	Repeat above steps for the second eye if indicated.
	15	Clean area; store medication according to instructions.
	16	Remove gloves (if used). Dispose of gloves according to clinic policy.
	17	Assist patient to comfortable position.
	18	Wash hands.
	19	Record administration and time of instillation in medical record as required.

***Note: We recommend reviewing the task with your ophthalmologist to follow any special or specific physician instructions or orders.**