



Institution Name: Directorate General of Nursing Affairs, MoH

Document Title: Policy & Procedure on Intravenous Medication Administration

Approval Process

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Acronyms:

MoH	Ministry of Health
DGNA	Directorate General of Nursing Affairs
HQ	Headquarters
DGQAC	Directorate General Of Quality Assurance Center
PPE	Protective Personal Equipment
IV	Intravenous
IMAA	Intravenous Medication Administration Assessment



Policy & Procedure on Intravenous Medication Administration

1. Introduction

This policy provides direction towards best practice, and must always be used in combination with professional judgement. Each registered nurse is accountable to keep up to-date with advances in the administration of intravenous medication and comply with the policy. All evidence based procedures related to this policy can be found within each healthcare institution on the Al Shifa Health information system under Lippincott nursing procedure. Lippincott Nursing Procedures will provide the clinical practice standards to guide safe and effective intravenous medication administration.

2. Scope

This policy applies to all nurses working in the Ministry of Health care institutions and private institutions undertaking the role of preparing and administering IV medications.

3. Purpose

- 3.1 To provide a proper guide to nurses on IV drug administration to ensure patient safety when preparing & administering all medications.
- 3.2 To provide a clear picture on the roles and responsibilities of all levels of nursing in terms of training and compliance on safe medication administration.
- 3.3 To enable the registered nurses to administer doses of intravenous medications safely and within their professional scope of practice.
- 3.4 To provide direction related to the training and preparation of nurses, and the approach adopted by the nursing profession in terms of who should perform this procedure and what the procedure entails.

4. Definitions

- 4.1 Intravenous Medication Administration: The dose, method, route, equipment, timing, presentation and format, patient identification process for giving intravenous medications to patients.



- 4.2 Family Centered Care: a way of caring for patients and their families within health services which ensures that care is planned around the whole family, not just the individual patient and in which all the family members are recognized as care recipients.
- 4.3 Competence: the ability of the registered nurse or midwife to practice safely and effectively fulfilling his/her professional responsibility within their scope of practice.
- 4.4 Personnel Protective Equipment: is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. It may include items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests and full body suits.

5. Policy

- 5.1 It is the policy of each health care institution MoH to ensure that registered nurses (RN) who have obtained the necessary education and training are enabled and facilitated to provide safe administration of Intravenous (IV) Medication.
- 5.2 Lapses of practice greater than six months require reporting to Directors/ Heads of Nursing/ Supervisors/ Unit Heads and In-Charges. Therefore, updating can be provided by the accredited education provider.
- 5.3 All staff practicing this procedure will undergo formal update and refresher training every four years.
- 5.4 All appropriate arrangements should be kept in place to support this policy regarding risk factors e.g. anaphylaxis management and prevention of health care associated infection.

6. Procedure

- 6.1 All nurses can access the procedure from the Nursing Lippincott Manual in the Al Shifa Health Information System under the heading IV medication administration. In case of unavailability of lippiniccott manual in Al Shifa, hard copy is available, and accessible.
- 6.2 The nurse shall follow Infection control measures (as per infection control policy) including hand hygiene, Personal Protective Equipment (PPE), careful disposal of sharps as significant measures to minimize risk to staff and patients.
- 6.3 Nurses will be trained by an approved education provider who will ensure training is provided by a registered practitioner in line with the DGNA Code of Professional



Conduct (2011). The assessment result will be considered as an official documentation and must be stored by the institution as evidence of an individual's successful completion of the training outcomes.

- 6.4 Individual nurses that successfully demonstrate the achievement of the training program outcomes are eligible to practice the procedure.

7. Responsibilities

7.1 Directorate General of Nursing Affairs, MoH HQ

- 7.1.1 Facilitate communication related to policy implementation and evaluation with key stakeholders.
- 7.1.2 Monitor and evaluate policy implementation focusing on patient-centered care and safe and effective practice.

7.2 Director/ Head of Nursing Services (DNS)

- 7.2.1 Accountable for this policy by ensuring that it is carried out effectively.
- 7.2.2 Oversee the local control of and the implementation of the IV medication administration policy.
- 7.2.3 Monitor and follow up of the policy implementation within the Institution/ Governorate.
- 7.2.4 Facilitate and ensure the availability of resources required to implement the policy

7.3 Unit Head and Nursing In-Charges in Health Care Institutions

- 7.3.1 Ensure all nurses in the unit have been trained in the stated procedure.
- 7.3.2 Submit a nomination list to the Professional Development Head by the Unit head/ In-Charges.
- 7.3.3 Monitor and follow up all nurses trained to ensure their competency.
- 7.3.4 Rationalize additional training if required.

7.4 Head of Professional Development

- 7.4.1 Provide competency-based training for nurses that enable them to perform intravenous medication safely and effectively in clinical practice.
- 7.4.2 Ensure trainers are registered practitioners currently certified and competent in Intravenous Medication Administration.
- 7.4.3 Ensure training is provided for nominated nurses that meet the inclusion criteria.



- 7.4.4 Develop transparent processes that enable nurses who are unsuccessful to re-take part of the training and assessment to enable them to demonstrate safe and effective practice.
- 7.4.5 Evaluate the quality of training programs and makes the required changes to improve the training curriculum.

7.5 Staff Nurses

- 7.5.1 Comply with this policy.
- 7.5.2 Only those nurses eligible to perform this procedure can do so.
- 7.5.3 In the event of medication error nurses must follow the policy and procedure for medication error.
- 7.5.4 Nurses must pass the Intravenous Medication Administration Assessment and be signed off as safe and effective.
- 7.5.5 Check the right patient/ client gets the right treatment at the right time provided by the right person, who demonstrates safe and effective practice within a framework of patient safety and patient-centered care.



8. Document History and Version Control

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Version	Description of Amendment	Author	Review Date
01	Initial Release	National IV Therapy Taskforce Member	January/ 2022
02			
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Written by	Reviewed by	Approved by	
National IV Therapy Taskforce Member	DGNA Team	Dr. Majid Al Maqbali Director General of Nursing Affairs	

10. Related Documents:

- 10.1 National Guard Health Affairs, Infection Prevention & control Manual, (2013) 2nded, Gulf Cooperation Council – Centre for Infection Control. Riyadh 11426, Kingdom of Saudi Arabia IV Cannulation Policy & Procedure.
- 10.2 ONMC, (2011) Code of Professional Conduct for Nurses in Oman
- 10.3 Lippincott's Nursing Procedures – IV Catheter Insertion, IV Administration set priming, IV Bag preparation, IV Bolus Injection, IV Bottle preparation (non-vented), IV Bottle preparation (vented), IV Catheter removal, IV Heparin Administration



11. References:

Title of book/ journal/ articles/ Website	Author	Year of publication	Page
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Lippincott Nursing Procedures Drug Calculation (Revised 3rd April 2015) Lippincott Nursing Procedures , Wolters Kluwer.	Wolters Kluwer	(2015)	
Oman Nursing & Midwifery Council, Code of Professional Conduct for Nurses in Oman, Sultanate of Oman, ONMC	Oman Nursing & Midwifery Council	(2011).	
National Guard Health Affairs, Infection Prevention & control Manual, 2nded, Gulf Cooperation Council – Centre for Infection Control. Riyadh 11426, Kingdom of Saudi Arabia	National Guard Health Affairs, Riyadh	(2013)	
Directorate of Nursing Affairs, Intravenous Therapy Manual, Ministry of Health, Sultanate of Oman	Directorate of Nursing Affairs	(2006)	