

Acute Training Solutions

Suppository Competency Framework Guidelines

Trainee's information		
Name:	Job title:	Date:

To be completed by Nurse or Assessor			
Day 1	Name:	Job title:	Date:
Day 2	Name:	Job title:	Date:
Day 3	Name:	Job title:	Date:
Day 4	Name:	Job title:	Date:
Day 5	Name:	Job title:	Date:

Observed clinical practice					
	1 st	2 nd	3 rd	4 th	5 th
Date					
Equipment required					
Gloves					
Disposable apron					
Plastic-backed absorbent sheet					
Lubricating solution					
Bedpan or commode					
Prepared solution					
The procedure					
Explain the procedure and reasons for it, reassure the patient and obtain informed consent (NMC, 2004).					
Identify any allergies or contraindications.					
Assess patient privacy and dignity and take steps to ensure this is as well provided for as possible.					
Check the prescription details as required.					
Wash hands and don plastic apron and gloves.					
Check the suppository is within its expiry date and ensure it is intact.					
Position the patient lying on the left side with her or his knees drawn up to the abdomen. This eases the passage of the suppository into the rectum (Dougherty and Lister, 2004). Gravity and the anatomical structure of the sigmoid colon also indicate that inserting the suppository with the patient in this position will aid retention.					

The procedure cont'd...	1 st	2 nd	3 rd	4 th	5 th
Position a plastic-backed absorbent sheet underneath the patient.					
Assess the area and perform a digital rectal examination, if this has not already been done.					
Break the suppository seal.					
Lubricate the end of the suppository with lubricating gel.					
Gently separate the buttocks, identifying the anus.					
Slowly insert the lubricated suppository into the rectum.					
Repeat the procedure if more than one suppository is required.					
Attend to perianal hygiene.					
Ask the patient to retain the suppository as suggested in the manufacturer's recommendations.					
Provide a bedpan, commode or nurse call system as indicated.					
Dispose of any waste.					
Remove apron and wash your hands.					
Document the procedure accurately, completing the drug record if required.					
Ensure the effect of the suppository is noted and documented accurately.					

Competent	
Y	N
Assessor	
Signature:	Date:
Trainee	
Signature:	Date:
Comments	