Free say-and-do preparation

Medication checks verbal rehearsal.

A spoken preparation checklist for medication administration. Use it to organise explanations and questions before your next rehearsal.

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Preparation practice, not clinical advice. This is a conversation planning guide, not a clinical procedure. Online rehearsal develops thinking and language; learn and practise physical skills in person with appropriate supervision.

How to use this checklist

Read the fictional task first. Work through each prompt out loud, using only the information supplied. Where a clinical detail is missing, say what you need to clarify rather than inventing it.

Read the supplied order and identify missing or unclear information.

“The record needs clarification before I can safely continue.”

Explain identity, allergy and medicine checks before proceeding.

“I will explain each check to the person rather than silently assume it is complete.”

Rehearse the patient explanation and response to a question or refusal.

“What questions do you have about this medicine?”

Describe the documentation and reassessment needed after care.

“I will record what happened and check the response as required by the plan.”

Check your explanation

• Explain how you will confirm identity, allergy status and the current prescription.

• Talk through a calculation with its units and the required checks.

• Explain the medicine in plain English and describe what you will document and reassess.

Watch for these omissions

• Continuing with an unclear or incomplete prescription.

• Relying on a bed number as patient identification.

• Saying a medicine was given before completing the checks.

Connect it to a scenario

Rehearse reading a supplied medication record, discussing an allergy discrepancy or explaining an injection. Use only the fictional order provided; these guides do not supply a dose or authorise treatment.

Repeat with a different fictional situation to check that your explanation responds to the task rather than a memorised script. Review the current ACSQHC Communicating for Safety Standard and RN Standards for Practice alongside supervised skills training.