

Insulin pen start checklist

What is this form for? These are things to consider when people use insulin to manage their diabetes.

How to use this form. Complete this list, based on the timing best for you, with a member of your diabetes team (pharmacist, nurse, dietitian, etc.). Keep one copy for yourself and have a copy faxed/ scanned to your primary care provider.

Patient Name:		
Topic	Instruction date and HCP initials	Comments
Cognitive Assessment		
Insulin delivery 		
• loading, if cartridge + pen (i.e., not prefilled pen)		
• priming		
• dialing up the dose		
• injection of insulin – site rotation, injection force		
Insulin dose and storage/expiry		
• type/action time (i.e., basal / bolus / premixed)		
• frequency/timing, e.g., once daily in the morning ~7am		
• storage/expiry		
Return demonstration		
Glucose checks		
• recommend a monitoring schedule		
• adjusting the insulin dose based on glucose data		
Hypoglycemia 		
• What? – signs/symptoms		
• Why? – causes/prevention		
• How? – treatment		
• diabetes identification		
Safe Driving (if applicable) 		
Sharps disposal		
Instructions for other antihyperglycemic meds		
Follow-up • review injection technique • assess for presence of lipohypertrophy • review blood glucose monitoring data, e.g., CGM metrics, and daily action taken as a result of glucose monitoring data • when person is cognitively capable: capture of the remaining amount of insulin at the end of an insulin pen, i.e. injecting two part doses: 1st partial dose finishes the insulin in the insulin pen; 2nd partial dose is the remaining insulin dose from a new insulin pen • monitor A1C		