Overview

The *Six Rights and Three Checks*

Office of Licensing and Regulatory Oversight’s Safe Medication Administration Campaign

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*This short presentation does not meet OAR '411-050-0625' training requirement for APD Adult Foster Homes.*
WELCOME

• Congratulations!
  – You have taken the first step towards safe medication administration.
This training introduces tools to help you give medications safely.

Today we will review:

- The **Six Rights**;
- The **Three Checks**.
• When giving medications you are required to:
  – Understand each person’s medications;
  **AND**
  – Give medications as *ordered* by the prescribing practitioner.
• What must you know? You need to know:
  – Why the medication is being taken;
  – How the medication works;
  – Common side effects; and
  – Specific instructions for the person.
DISCLAIMER

• This presentation is an introduction. It is **not** intended to cover all the information you need to know before giving medications.
You must complete any training required in the setting where you work; **AND**

You are encouraged to learn more about safe medication administration through other training opportunities.
• If you are unsure, *for any reason*, on how to give a medication and *BEFORE* you give the medication, contact the:
  – Nurse;
  – Pharmacist; or
  – Prescribing Practitioner.
• **DO NOT** give medications until you have proper training.
DEFINITIONS

• **Administration** - setting up and giving medications.
• **Frequency** – how often a medication must be given.
• **MAR** – medication administration record.
• **Route** – how a medication is given.
• **Time** – when the medication is scheduled on the MAR.
SIX RIGHTS AND THREE CHECKS

• The *Six Rights* and *Three Checks* are tools that:
  – Prevent errors:
    • When transcribing orders onto the MAR; and
    • When setting up and giving medications.
These tools must be used when:

- Accepting an order;
- Transcribing the order onto the MAR;
- Setting up and giving the medications; and
- Documenting on the MAR and the person’s record.
The *Six Rights* and *Three Checks* should be used in **all settings** regardless of the:

- Number of individuals you are administering medications to; or
- Setting you are working in.
WHAT ARE THE *SIX RIGHTS*?

• The **RIGHT**:
  ✓ **PERSON**;
  ✓ **MEDICATION**;
  ✓ **DOSE**;
  ✓ **TIME**;
  ✓ **ROUTE**; **AND**
  ✓ **DOCUMENTATION**.
WHAT ARE THE **THREE CHECKS**?

• Checking the:
  – Name of the person;
  – Strength and dosage; **and**
  – Frequency against the:
    • Medical order;
    • MAR; **AND**
    • Medication container.

• The *Three Checks* must be used every time medications are given.
MORE ON THE SIX RIGHTS

• To get you started let’s go over some things you should consider for each of the Six Rights:
  – Remember this is not a complete list; and
  – Be sure to seek additional training.
RIGHT PERSON

• Use the *Three Checks* each time you set up medications.

• *Never* set-up and give medications for more than one person at a time:
  
  – If you work in a setting that allows, *through Oregon Administrative Rule (OAR)*, advance set-up be sure to follow the rules carefully.
• Are there two or more people with similar first names and/or last names?
• Are there two or more people with similar medication orders?
• Is there a recent photo of each person for substitute or respite caregivers to help identify each person?
RIGHT MEDICATION

• The right medication starts when you select the correct medication container!
RIGHT MEDICATION CONTINUED

• Compare the medication label to the MAR:
  – THREE TIMES;
• If all the information match, check the medical order; AND
• If it still doesn’t match or it doesn’t seem correct, contact the prescribing practitioner for clarification.
RIGHT DOSE

• Check the MAR against the medical order and on the prescription or over-the-counter (OTC) bottle to verify the correct:
  – Strength; AND
  – Dose.
RIGHT DOSE CONTINUED

• Is the medication:
  – A whole tablet?
  – Half tablet? or
  – Multiple tablets?

• Measure liquids with a calibrated tool:
  – Do not use kitchen spoons; they are not accurate.
RIGHT ROUTE

• If administering:
  – Tablets (pills) verify if:
    • Swallowed; or
    • Placed sublingually (under the tongue).
RIGHT ROUTE CONTINUED

• If administering:
  – Drops, verify if used for:
    • Eye(s);
    • Ear(s); or
    • Nose:
      – Left?
      – Right? or
      – Both sides?
RIGHT TIME

• How frequently a medication is ordered reflects how the medication is designed to work.

• It matters that the medication is given:
  – On-time; **AND**
  – As ordered.
• Let’s look at two common frequencies: every 6 hours (q6 hours) and 4 times per day (4 times qday):
  – Both q6 hours and 4 times qday equals four doses in a 24 hour period;
  – However, how these two orders are scheduled can be very different.
RIGHT TIME CONTINUED

- Every 6 hours must be scheduled so there are six hours between each dose;
- 4 times per day can be scheduled to better reflect the person’s normal schedule and may not be 6 hours between each dose.
• When a medication is ordered to be given based on an event the time given may differ from what is scheduled on the MAR when the time of an event changes.
• Time-specific events include:
  – 30 minutes *before or after meals*, or with meals;
  – Apart from other medications; or
  – Within a specified time prior to a procedure.
• For example; today dinner is at 6 PM instead of the normal 5 PM. The medication is ordered to be given 30 minutes before dinner. The MAR indicates 4:30 PM but today it must be given an hour later – 5:30 PM.
• Give medications no later than 30 minutes earlier or later than scheduled on the MAR; or less if instructions indicate.
RIGHT DOCUMENTATION

• Documentation on the MAR must be done immediately after giving the person their medications.
• The MAR and the person’s record must:
  – Be complete and legible:
    • Use only recognized abbreviations. Do not make up your own abbreviations.
  – Reflect the actual time a medication was given;
  – Be signed, initialed and dated each time.
SUMMARY

• Safe medication administration is not an accident. It must be a well-planned process that is used each and every time:
  – When setting up or administering medications avoid:
    • Distractions; and
    • Interruptions.
• Never give medications by “memory.” Use the Six Rights and Three Checks every time;
• Avoid “auto-pilot” – think about what you are doing;
• Double check anytime there is concern or a question about a medication.
• **REMEMBER:**
  – The person you are giving medications is counting on **YOU** to do it right!
RESOURCES

• To learn more enroll with iLearnOregon and register for the free NetLink trainings – [https://ilearn.Oregon.gov](https://ilearn.Oregon.gov):
  – Six Rights of Safe Medication Administration (C02865); and
  – Focus on the Right Time (C03411):
    • Must complete *Six Rights of Safe Medication Administration before registering.*
Be a Real Hero
Take a Stand for Medication Safety