

# Overview

## The *Six Rights* and *Three Checks*



Office of Licensing and Regulatory Oversight's  
Safe Medication Administration Campaign  
Developed by Deborah Cateora, BSN, RN

*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.



# WELCOME CONTINUED

- This training introduces tools to help **you** give medications safely.
- Today we will review:
  - The ***Six Rights***;  
*and*
  - The ***Three Checks***.



# WELCOME CONTINUED

- When giving medications you are required to:
  - Understand each person's medications;
  - AND**
  - Give medications as *ordered* by the prescribing practitioner.



# WELCOME CONTINUED

- 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.



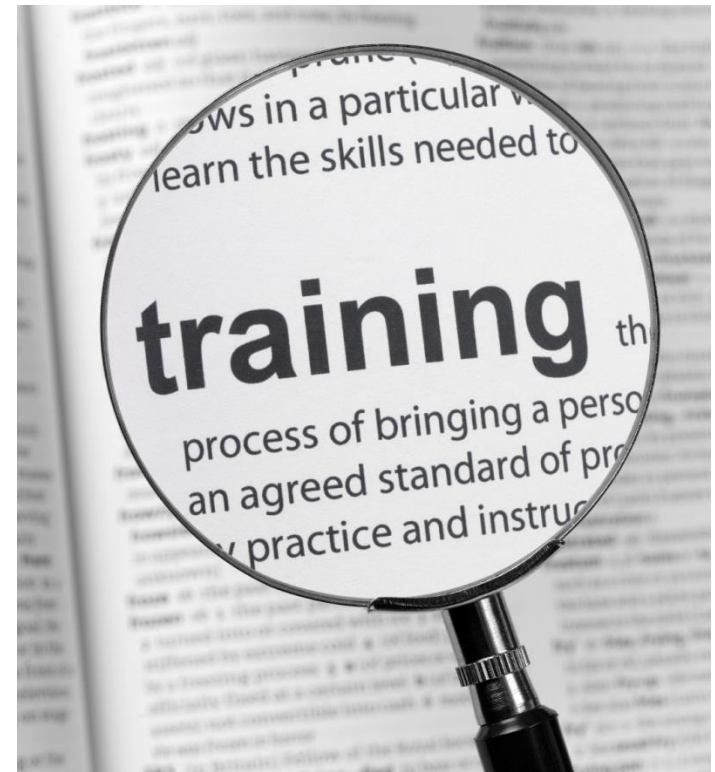
# DISCLAIMER

- This presentation is an introduction. It is **not** intended to cover all the information you need to know before giving medications.



# DISCLAIMER CONTINUED

- **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.



# DISCLAIMER CONTINUED

- 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.





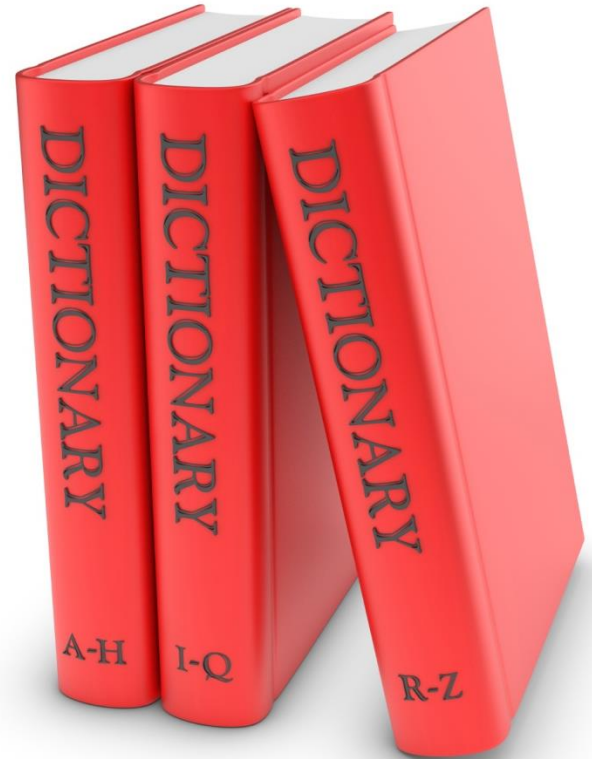
# DISCLAIMER CONTINUED

- **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.



# SIX RIGHTS AND THREE CHECKS

CONTINUED

- 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.



# SIX RIGHTS AND THREE CHECKS

CONTINUED

- 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.



# RIGHT PERSON CONTINUED



- 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.



# RIGHT TIME CONTINUED



- 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.



# RIGHT TIME CONTINUED



- 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.



# RIGHT TIME CONTINUED



- 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.



# RIGHT TIME CONTINUED



- 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.



# RIGHT TIME CONTINUED

- *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.





# RIGHT DOCUMENTATION CONTINUED



- 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.



# SUMMARY CONTINUED



- **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.



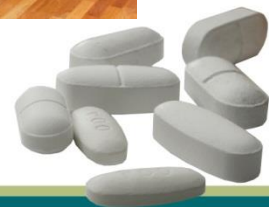
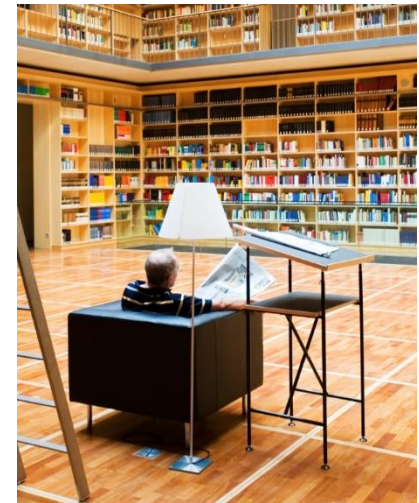
# SUMMARY CONTINUED

- **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>:
  - 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