Introduction

The *Six Rights* and *Three Checks*

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

Developed by Deborah Cateora, BSN, RN
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*;
  
  and

- The *Three Checks*. 

[Diagram of Six Rights and 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.
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.
• 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.
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 doesn’t 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.
• 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).
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.
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.
• 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.
RIGHT TIME (CONTINUED)

• Until you learn more about scheduling medications:
  – *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 DHS’s Learning Center and register for the free NetLink trainings - www.dhslearn.hr.state.or.us:
  – Six Rights of Safe Medication Administration; and
  – Focus on the Right Time (pre-requisite *Six Rights of Safe Medication Administration*).
Be a Real Hero
Take a Stand for Medication Safety