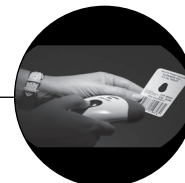


Chapter

2

Safe and Accurate Medication Administration

Chapter Overview



Chapter 2 is a general introduction to the drug administration process. It introduces the student to the role of the person who administers patient medication. It also introduces the various forms and routes by which medications are administered. The student will begin to develop a vocabulary of terms necessary to understand pertinent information about drugs and their administration. This will help the student to understand the responsibilities of administering drugs safely. Safety, documentation, and accuracy are stressed throughout the text. Recent Joint Commission recommendations are included, and the “Six Rights” of Medication Administration are discussed extensively. The student will learn how to interpret drug prescriptions, medication orders, medication administration records (MARs), drug labels package inserts, and military time. The roles of the FDA and other organizations concerned with decreasing medication errors are discussed, and websites provided.

Instructor's Notes

- The PowerPoint slides are particularly useful in presenting the material in this chapter. Slides of drug prescriptions, medication orders, medication administration records, drug labels, and package inserts can be projected as the instructor explains their various components.
- Demonstrate actual examples of various forms of drugs (e.g., inhalers, tablets, capsules, patches, and suppositories), if available.
- Students who have learned this material in other courses may review this chapter quickly.
- Discuss the abbreviations to be avoided in medication orders and documentation (i.e., the “Do Not Use List”).
- Emphasize the importance of the need to be vigilant regarding drugs that “Look-Alike/Sound-Alike.”
- The *Nurse Alert* newsletter of the Institute of Safe Medication Practice is a good reference for medication safety issues.

- Interpreting a drug order is important for the rest of the course and should be stressed.
- If the internet is accessible in the classroom, pharmaceutical company websites can be used to view actual package inserts for drugs.

Key Terms

automated medication dispensing cart (ADC)	intracardiac (IC)	prn
am/pm	intradermal (ID)	q.i.d.
bar code	intramuscular (IM)	registration
b.i.d.	intrathecal	symbol (®)
body surface area (BSA)	intravenous (IV)	route
buccal	local/systemic	safe dose range
capsule	lot number	side effect
computerized physician order entry (CPOE)	medication administration record (MAR)	standing order
controlled substance	medication order	stat
delayed release (DR)	metered dose inhaler (MDI)	subcutaneous (subcut)
dosage strength	meters squared (m ²)	sublingual (SL)
dry powder inhaler (DPI)	military time	suspension
elixir	national drug code (NDC)	sustained release (SR)
enteral	nebulizer	syrup
enteric-coated	oral (PO)	tablet
epidural	package insert	t.i.d.
extended release (XL)	parenteral	topical
Federal Drug Administration (FDA)	pharmacist	trademark (™)
generic name	<i>Physician's Desk Reference (PDR)</i>	trade name
inhalation	prescriber	transdermal
Institute for Safe Medication Practice (ISMP)	prescription	unit dose
		United States Pharmacopoeia (USP)

Answers to Chapter 2 Additional Exercises

1. lopinavir/ritonavir
2. Singular
3. 160 mL
4. 250 mg/5 mL
5. 40 mg per tablet
6. (a) Anusol supp
(b) 6 A.M.
(c) 4
(d) Bonivar, Humulin N, Humulin R
(e) December 16
7. (a) digoxin, Lasix
(b) Reglan
(c) 10 mg po
(d) transdermal
(e) Omnicef
8. (a) 500 mg/m² IV on day 1 of each 21-day cycle
(b) fatigue, nausea, and anorexia
(c) yes
(d) intravenous

9. (a) 9 A.M.–0900h
 3 P.M.–1500h
 Noon–1200h
 6 P.M.–1800h
 8:15 P.M.–2015h
 2:30 A.M.–0230h
 4:45 P.M.–1645h
 6 A.M.–0600h
 Midnight–0000h
10. (a) digoxin twenty-five hundredths milligram, by mouth daily, do not give if the heart rate is less than 60
 (b) Toradol (ketorolac) 15 milligrams intravenous push every 6 hours for four doses
 (c) Milk of Magnesia 30 milliliters by mouth each day whenever necessary (or as needed) for constipation
 (d) ibuprofen 800 milligrams by mouth three times a day
 (e) Novolin Regular insulin 5 units subcutaneously immediately
11. (a) route of administration is missing
 (b) nothing is missing
 (c) frequency of administration is missing
 (d) frequency of administration is missing
 (e) dosage is missing

Chapter 2 Examination Questions

Study the drug labels shown in ●Figure 2.1 and supply the following information.

1. What is the generic name of Viagra?

2. How many capsules are in the Tikosyn container?

3. What is the strength of the Singular tablets?

4. What is the route of administration for dofetilide?

5. What is the dosage strength for the drug whose NDC number is 0069 5810 60.

Store at controlled room temperature, 15° to 30°C (59° to 86°F).
PROTECT FROM MOISTURE AND HUMIDITY.
Dispense in tight containers (USP).
DOSAGE AND USE
See accompanying prescribing information.
Each capsule contains 250 mcg (0.25 mg) dofetilide.

Rx only

60 Capsules

Tikosyn®
(dofetilide)

250

250 mcg (0.25 mg)

Pfizer **Pfizer Labs**
Division of Pfizer Inc, NY, NY 10017

NDC 0069-5810-60

7401
MADE IN USA

N3 0069-5810-60 2
05-5552-32-1

(a)

0006-0275-31

Singulair® 5 mg
(Montelukast Sodium) CHEWABLE TABLETS
For Pediatric Patients 6-14 Years of Age

MERCK & CO., INC.
Whitehouse Station, NJ 08889, USA

Keep this and all drugs out of the reach of children
Phenylketonurics: contains phenylalanine (a component of aspartame) 0.842 mg per 5-mg chewable tablet.
Each tablet contains 5.2 mg Montelukast Sodium equivalent to 5 mg Montelukast.

30 Tablets
Lot

MRK
275

NDC 0006-0275-31

Store at 25°C (77°F), excursions permitted to 15-30°C (59-86°F) [see USP Controlled Room Temperature].
Protect from moisture and light.
Store in original package.
USUAL DOSAGE: One 5-mg chewable tablet daily.
For asthma: to be taken in the evening. See accompanying circular.
Rx only

9598410
30 | No. 3760

(b)

Store at 25°C (77°F); excursions permitted to 15-30°C (59-86°F) [see USP Controlled Room Temperature].
Dispense in tight containers (USP).
DOSAGE AND USE
See accompanying prescribing information.
*Each tablet contains sildenafil citrate equivalent to 100 mg sildenafil.
05-5487-30-5

30 Tablets

Viagra®
(sildenafil citrate) tablets

100

100 mg*

Pfizer **Pfizer Labs**
Distributed by
Division of Pfizer Inc, NY, NY 10017

NDC 0069-4220-30

Rx only

4002

N3 0069-4220-30 3
8703245

(c)

● **Figure 2.1**
Drug Labels for Questions 1–5.

6. Study the MAR in ●Figure 2.2. Fill in the following chart and answer questions a–g.

Name of drug	Dose	Route of administration	Time of administration	Date started	Date discontinued
isoproterenol					
Procardia					
indomethacin					
digoxin					
Diuril					
Carafate					

GENERAL HOSPITAL									
YEAR 2013	MONTH July	DAY	18	19	20	21	22	23	
SOLUTION MEDICATION ADDED DOSAGE AND INTERVAL			INITIALS* AND HOURS	INITIALS AND HOURS	INITIALS AND HOURS	INITIALS AND HOURS	INITIALS AND HOURS	INITIALS AND HOURS	
Date Started	7/18/13		I	JO	JO	JO	JO		
	Isoproterenol		AM	9	9	9	9		
	15 mg SL t.i.d.		I	LA LA	LA LA	LA LA	LA LA		
Discontinued	7/21/13		PM	1 5	1 5	1 5	1 5		
Date Started	7/18/13		I	JO	JO	JO	JO		
	Procardia		AM	9	9	9	9		
	20 mg PO b.i.d.		I	LA	LA	LA	LA		
Discontinued	7/21/13		PM	5	5	5	5		
Date Started	7/18/13		I	JO	JO	JO	JO		
	indomethacin		AM	9	9	9	9		
	25 mg b.i.d. PO		I	LA	LA	LA	LA		
Discontinued	7/21/13		PM	5	5	5	5		
Date Started	7/18/13		I	JO	JO	JO	JO	JO	JO
	digoxin 0.25 mg		AM	9	9	9	9	9	9
	PO daily		I						
Discontinued	7/23/13		PM						
Date Started	7/18/13		I	JO	JO	JO	JO	JO	JO
	Diuril 500 mg		AM	9	9	9	9	9	9
	PO daily		I						
Discontinued	7/23/13		PM						
Date Started	7/20/13		I			JO	JO	JO	
	Carafate		AM			9	9	9	
	1g q.i.d. PO		I			LA LA LA	LA LA LA	LA LA LA	
Discontinued	7/22/13		PM			1 5 9	1 5 9	1 5 9	
Date Started			I						
			AM						
			I						
Discontinued			PM						

ALLERGIES: (Specify) *None*

Init.	Signature
JO	Jane Olsen L.P.N.
LA	Leon Ablon R.N.
SG	Susan Green R.N.

*INITIALS – Nurses must sign name & title

PATIENT IDENTIFICATION

7286531 7/18/13

TYRELL JOHNSON 3/12/34

755 Bay Ridge Ave

Brooklyn, NY Baptist

11209 Blue Cross

Dr. Anthony Giangrosso

●Figure 2.2
Medication Administration
Record.

- (a) Identify the drugs administered on July 21, 2013.

- (b) Identify the drugs administered PO on July 18, 2013.

- (c) How many drugs were administered at 5 P.M. on July 20, 2013?

- (d) Which drug(s) were administered daily for 6 consecutive days?

- (e) Who administered the Procardia at 5:00 P.M. on July 20?

- (f) Identify the drug for which the dosage strength is 0.25 mg.

- (g) How many doses of Carafate were received by Mr. Johnson on July 19?

7. Study the physician's order sheet in ●Figure 2.3, then answer the following questions.
- (a) What is the dose of Inderal?

- (b) How many times a day does Mr. Sanchez receive Declomycin?

- (c) If the last dose of Declomycin was given at 1800h, at what time would you administer the next dose?

- (d) How many milliliters of Esmolol will Mr. Sanchez receive in 120 min?

- (e) What was the patient's date of admission?

GENERAL HOSPITAL			
PRESS HARD WITH BALLPOINT PEN. WRITE DATE & TIME AND SIGN EACH ORDER			
DATE <i>Oct. 12, 2013</i>	TIME <i>6</i>	<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">A.M.</div> <div style="text-align: center;">P.M.</div>	IMPRINT 731122 10/12/13 Jose Sanchez 3/2/45 24 Third Ave. Chicago, IL 54312 Medicaid Dr. Leon Ablon
<i>Declomycin 300 mg PO q6h</i>			<div style="border: 1px solid black; padding: 5px;"> ORDERS NOTED <div style="display: flex; justify-content: space-between;"> <div>DATE <i>10/12/13</i></div> <div>TIME <i>6:30</i></div> <div> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">A.M.</div> <div style="text-align: center;">P.M.</div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="checkbox"/> MEDEX <input type="checkbox"/> KARDEX </div> <div style="margin-top: 5px;">NURSE'S SIG. <i>June Olsen R.N.</i></div> </div>
<i>vitamin C 2 g PO b.i.d.</i>			
<i>Inderal 120 mg PO daily</i>			
<i>Esmolol 500 mg in</i>			
<i>500 mL of 0.9% NaCl</i>			
<i>infuse at rate of 15 mL/h</i>			<div style="border: 1px solid black; padding: 5px;"> FILLED BY DATE </div>
SIGNATURE <i>L. Ablon</i> M.D.			

PHYSICIAN'S ORDERS

●Figure 2.3
Physician's Order Sheet
for Question 7.

8. Use the package insert portion shown in ●Figure 2.4 to answer the following questions:

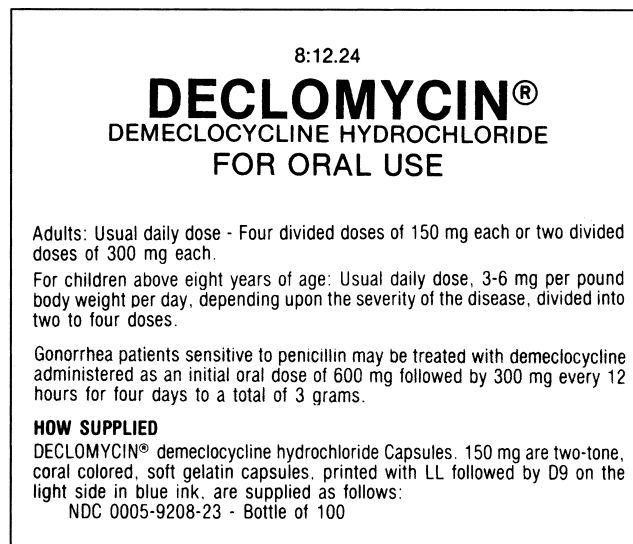
(a) What is the trade name of the drug?

(b) What is the usual daily dose for a child aged 15?

(c) What is the total oral dose of Declomycin for patients with gonorrhea?

(d) How is this drug supplied?

●Figure 2.4
Portion of a Package Insert
for Question 8.



Answers to Chapter 2 Examination Questions

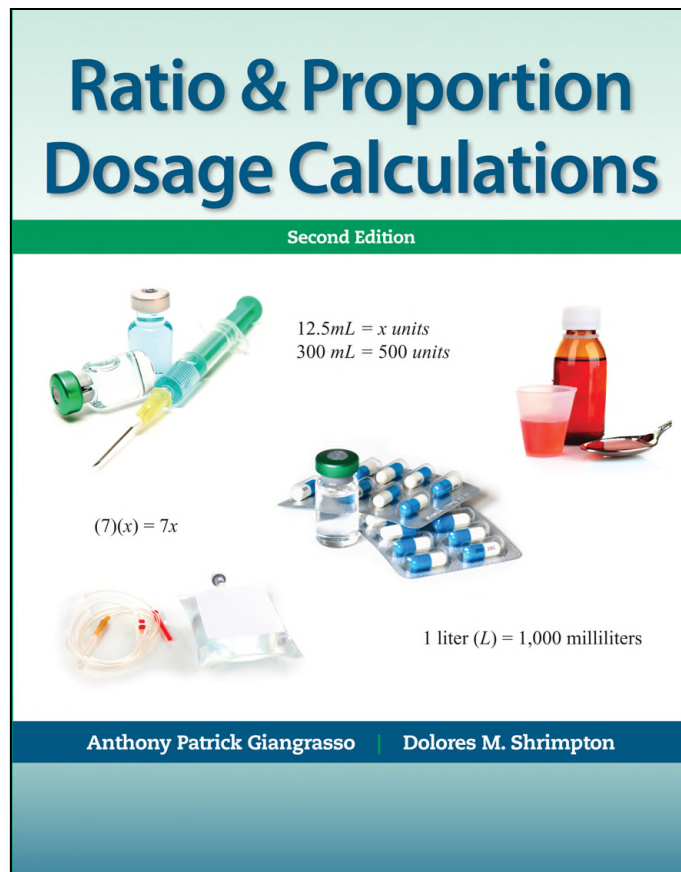
1. sildenafil citrate
2. 30 capsules
3. 5 mg per tablet
4. oral
5. 250 mcg (0.25 mg)
- 6.

Name of drug	Dose	Route of administration	Time of administration	Date started	Date discontinued
Isoproterenol	15 mg	sublingual	t.i.d. 9, 1, 5	7/18/13	7/21/13
Procardia	20 mg	PO (by mouth)	b.i.d. 9, 5	7/18/13	7/21/13
indomethacin	25 mg	PO	b.i.d. 9, 5	7/18/13	7/21/13
digoxin	0.25 mg	PO	daily 9 A.M.	7/18/13	7/23/13
Diuril	500 mg	PO	daily 9 A.M.	7/18/13	7/23/13
Carafate	1 g	PO	q.i.d. 9, 1, 5, 9	7/20/13	7/22/13

- (a) isoproterenol, Procardia, indomethacin, digoxin, Diuril, Carafate
 - (b) Procardia, indomethacin, digoxin, Diuril
 - (c) four drugs, isoproterenol, Procardia, indomethacin, Carafate
 - (d) digoxin, Diuril
 - (e) Leon Ablon
 - (f) digoxin
 - (g) none, Carafate was not ordered until July 20
7. (a) 120 mg
- (b) four times a day
 - (c) 2400 h (midnight)
 - (d) 30 mL
 - (e) 10/12/13
8. (a) Declomycin
- (b) 3 to 6 mg per pound of body weight per day, depending on the severity of the disease, and divided into two to four doses.
 - (c) 3 grams
 - (d) 150-mg capsules

Ratio & Proportion Dosage Calculations

SECOND EDITION



CHAPTER 2

Safe and Accurate Drug Administration

Learning Outcomes

1. Describe the six “rights” of safe medication administration.
2. Explain the legal implications of medication administration.
3. Describe the routes of medication administration.
4. Identify common abbreviations used in medication administration.

Learning Outcomes

5. Compare the trade name and generic name of drugs.
6. Describe the forms in which medications are supplied.

Learning Outcomes

7. Identify and interpret the components of a drug prescription, physician's order, and medication administration record.
8. Interpret information found on drug labels and drug package inserts.

Who Administers Drugs?



Drug Administration

- Drug administration involves a chain of health care professionals:
 - **Prescriber** who legally **writes** the drug order
 - **Pharmacist** who **fills** the order
 - **Nurse** who **administers** the drug to the patient

Drug Administration

- Each professional is responsible for order accuracy. To ensure patient safety, he or she must understand how a patient's drugs act and interact.
- The person who administers the drug has the last opportunity to identify an error.
- Be familiar with applicable state laws, policies, and procedures.

The Drug Administration Process

R_x

Six Rights of Medication Administration

- In order to prepare and administer drugs, it is imperative that you understand and follow the “Six Rights of Medication Administration.”
 1. Right drug
 2. Right dose
 3. Right route

Six Rights of Medication Administration

- In order to prepare and administer drugs, it is imperative that you understand and follow the “Six Rights of Medication Administration.”
 4. Right time
 5. Right patient
 6. Right documentation

Generic Name

- The generic name is the **official accepted name** of a drug as listed in the United States Pharmacopeia (USP). The **designation of USP** after a drug name indicates that the drug meets government standards.
- A **drug has only one generic name**, but it can have many trade names. By law, generic names must be identified on all drug labels.

Trade Name

- Many companies manufacture the same drug using different *trade* (patented, brand, or proprietary) names. The drug's trade name is followed by the symbol for **Trademark** TM or **registration** [®].

Trade Name

- A generic drug may be manufactured by different companies under different trade names. For example, the **generic** drug *ibuprofen* is manufactured under the **trade** names, **Motrin** and **Advil**. The active ingredients in Motrin and Advil are the same. However, the size, shape, color, or fillers may be different.

Table 2.1 Look-Alike/Sound-Alike Drugs with Tall Man Lettering

Drug Name	Confused with
aceta ZOLAMIDE	aceto HEXAMIDE
bu PROP ion	bus PIR one
chloropro MAZINE	chloropro PAMIDE
DAUNO rubicin	DOXO rubicin
DOBUT amine	DOP amine
EPINEPH rine	e PHED rine
fenta NYL	SUF entanil
glipi ZIDE	gly BURIDE
hydr ALAZINE	hydr OXY zine
Huma LOG	Humu LIN
ni CAR dipine	NIF edipine
predniso LONE	prednisone
TOLAZ amide	TOLBUT amide
vin BLAS tine	vin CRIS tine

Drug Labels

generic

Lot

04-A058-R18

Store at 59°-77°F (15°-25°C).

3 00745 68113 8


NDC 0074-5681-13
100 Capsules

DEPAKENE®

VALPROIC ACID
CAPSULES, USP

250 mg

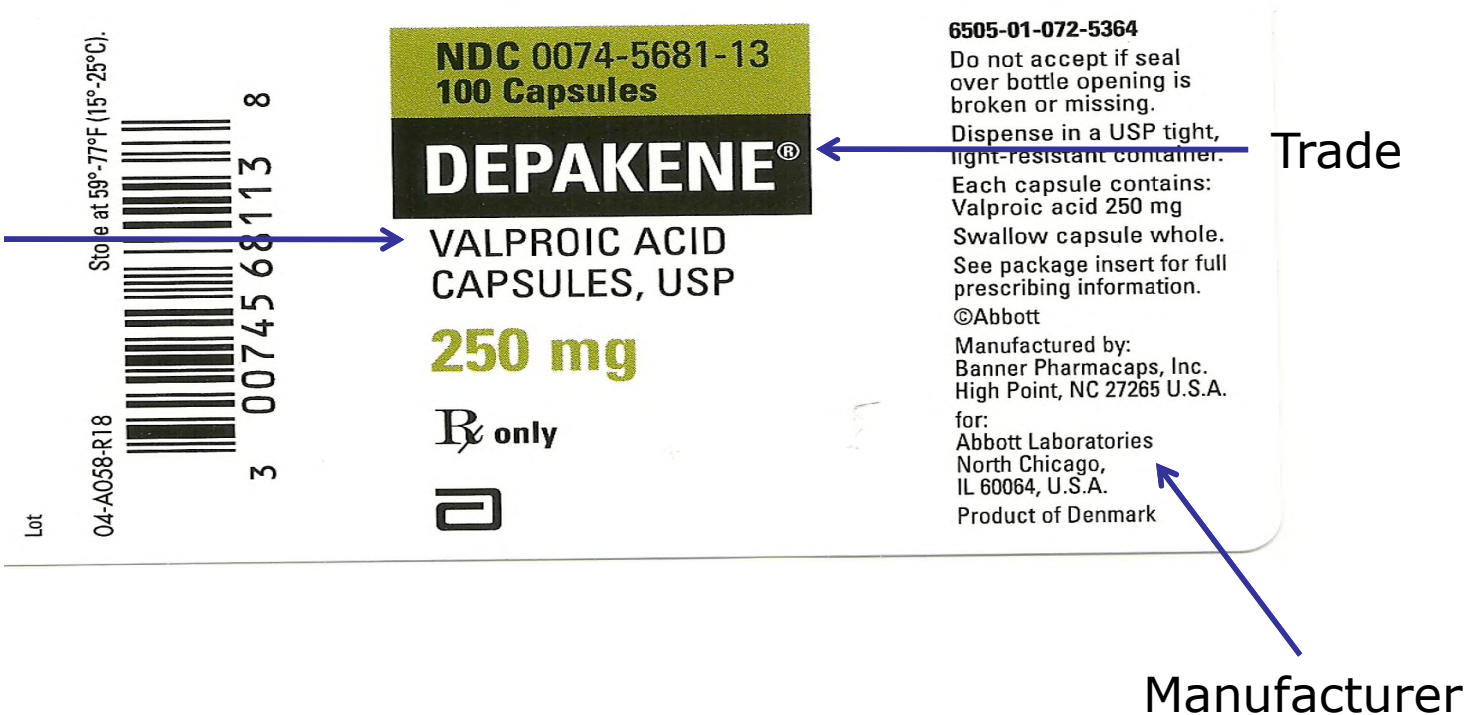
Rx only



6505-01-072-5364
Do not accept if seal over bottle opening is broken or missing.
Dispense in a USP tight, light-resistant container.
Each capsule contains: Valproic acid 250 mg
Swallow capsule whole.
See package insert for full prescribing information.
©Abbott
Manufactured by:
Banner Pharmacaps, Inc.
High Point, NC 27265 U.S.A.
for:
Abbott Laboratories
North Chicago, IL 60064, U.S.A.
Product of Denmark

Trade

Manufacturer



Drug Labels



The trade name, *Avodart*, is prominently displayed and can be identified by the ® to its right. The drug's generic name (*dutasteride*) usually appears in lowercase letters.

Dosage Strength

- Dosage strength indicates the amount of drug in a specific unit of measurement.
- The dosage strength of Avodart is 0.5 mg per capsule.

Dosage Strength



Figure 2.2 Unit-dose packages.



Figure 2.2 (continued) Unit-dose packages.



Three Checks

- In order to avoid medication errors, carefully read drug labels at the following times, even if the dose is prepackaged, labeled, and ready to be administered:
 1. When reaching for the container
 2. Immediately before preparing the dose
 3. When replacing or discarding the container

Drug Administration

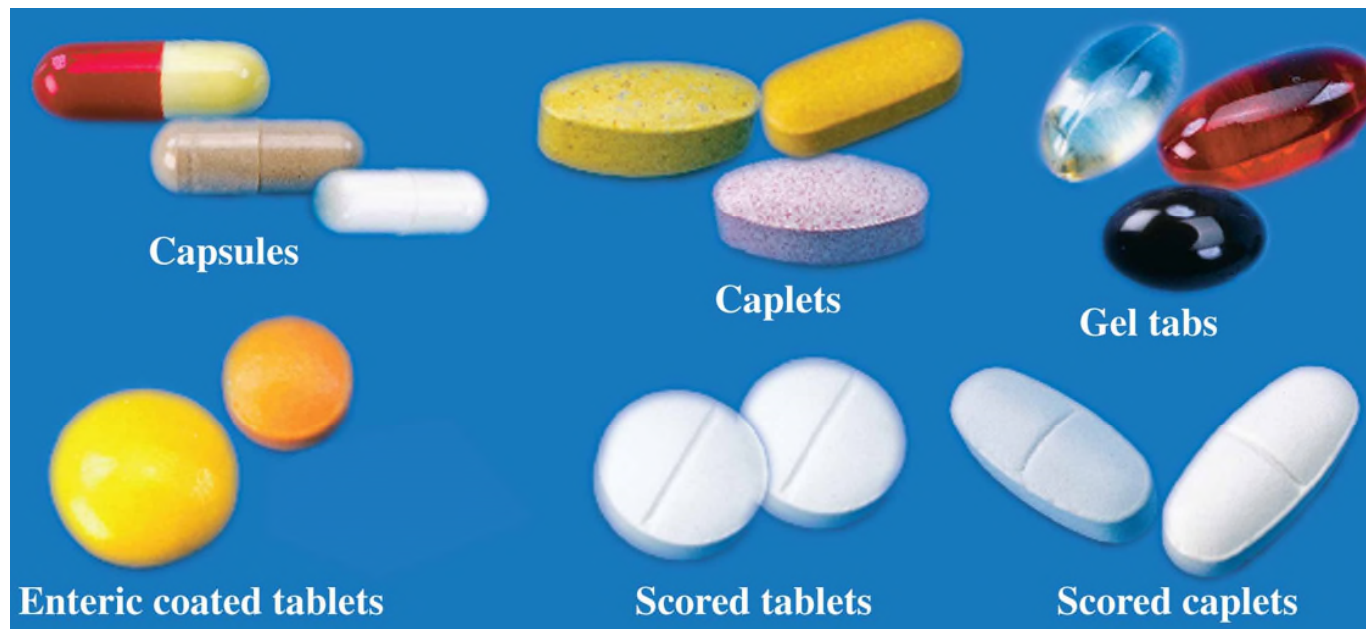
- *Always question the patient concerning any allergies to medications.*
- *Make sure the drug is not expired. Never give a drug from a container that is unlabeled or has an unreadable label.*

Drug Administration

- Right Route
 - Medications must be administered in the form and via the route specified by the prescriber.

Oral Medications

Oral medications are administered) *by mouth (PO)*.
Oral drugs are supplied in both *solid* and *liquid* form.



Tablets or Caplets

- *Tablets* (tab) or *caplets*
 - *Scored tablets* may be broken in half.
 - *Enteric-coated* to enable dissolving in the intestine – **never to be chewed or crushed**
 - *Buccal tablets* for absorption by the mucosa of the mouth
 - *Sublingual (SL)* for absorption under the tongue – **never to be swallowed**

Tablets or Caplets

- *Tablets* (tab) or *caplets*
 - **Capsules** (cap) containing powder, liquid, or granules in a gelatin case
 - **Sustained-release** (SR) or extended-release (XL) to slowly release a controlled amount of medication into the body over a period of time.

Liquid Forms

- Liquid forms
 - Elixir, a medication in an alcohol solution
 - Syrup, a medication dissolved in a sugar and water solution
 - Suspension, an insoluble drug in a liquid base

Figure 2.5 Buccal route: Tablet between cheek and teeth.



Figure 2.6 Sublingual route: Tablet under tongue.

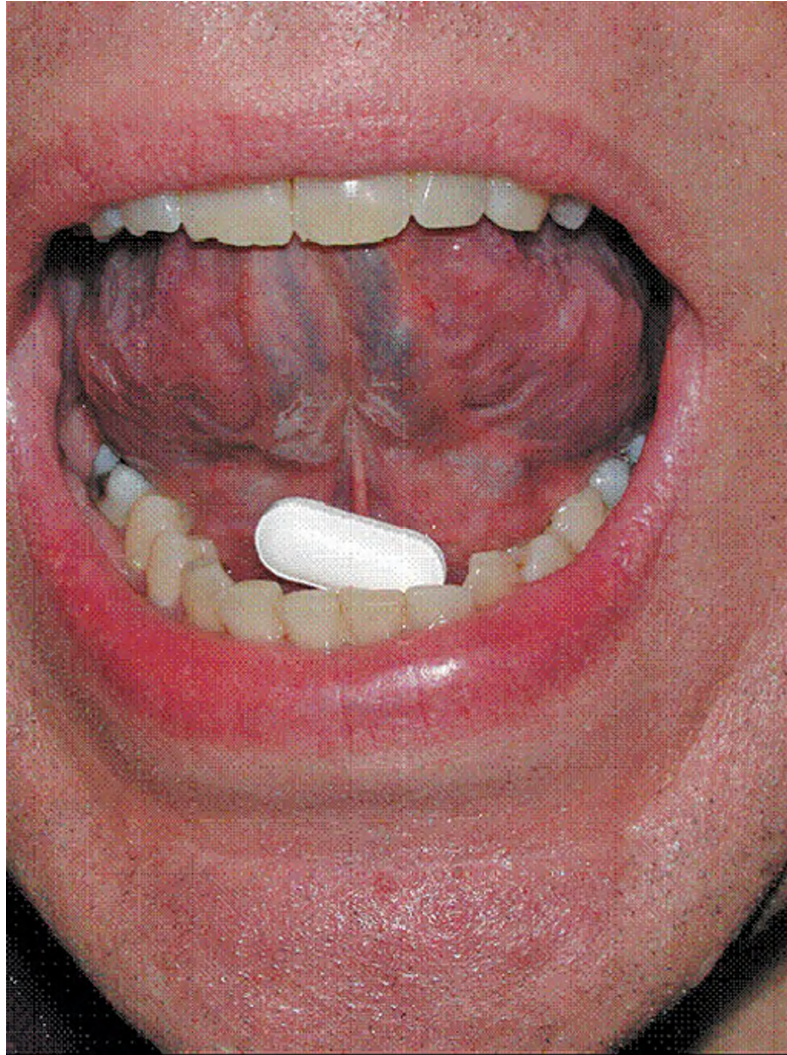
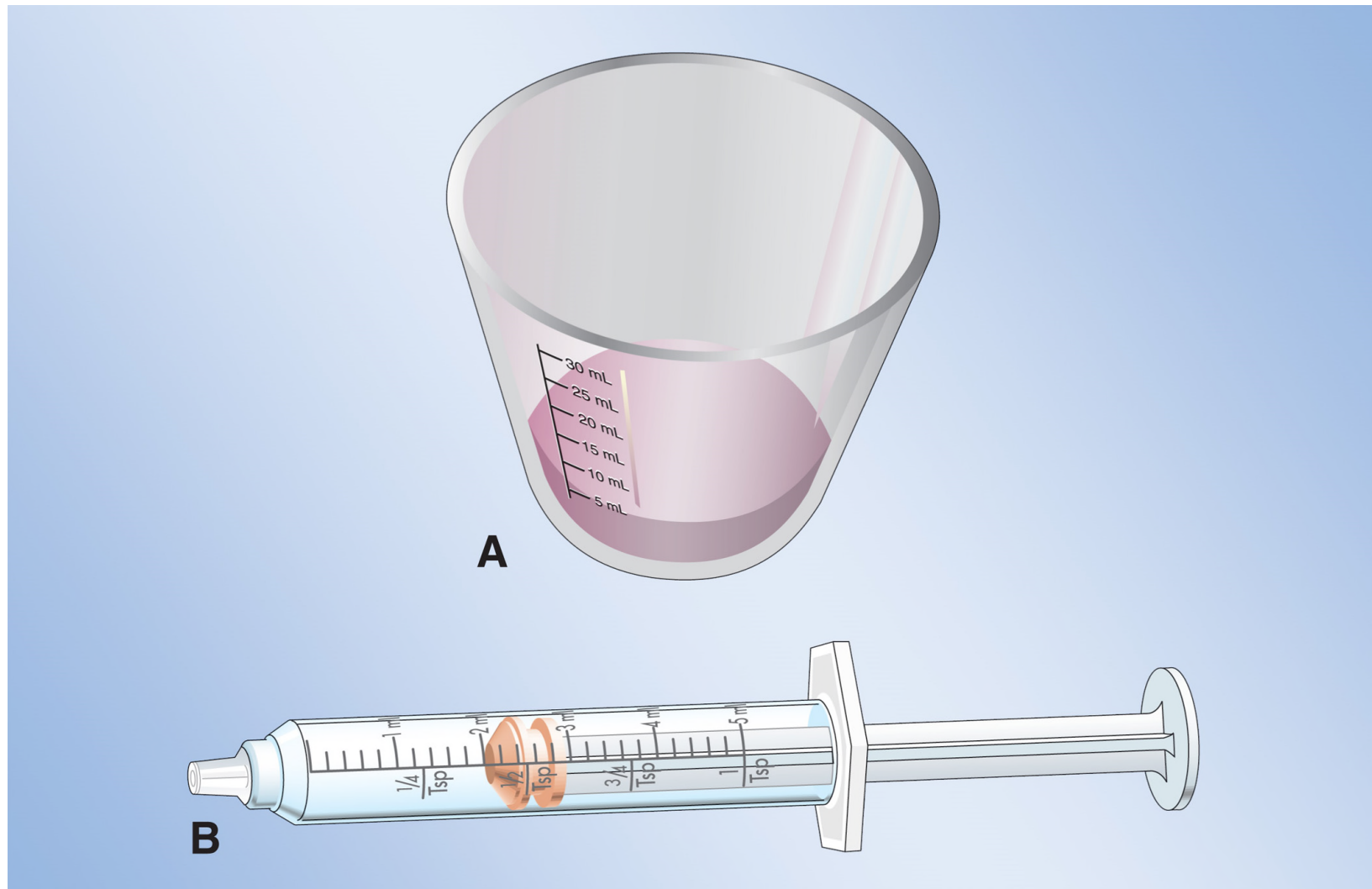


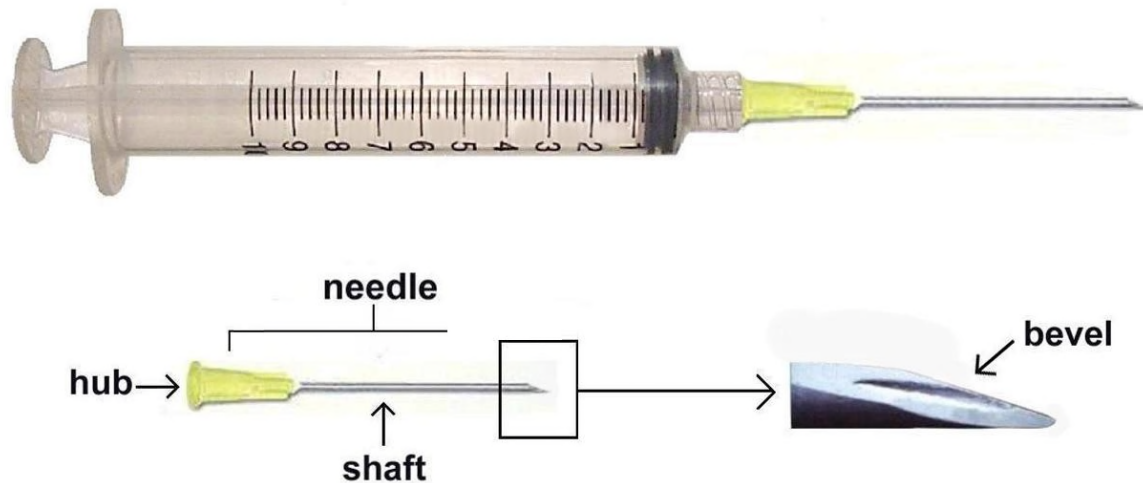
Figure 2.3 Liquid medication in a: a. medication cup, b. oral syringe



Parenteral Medications

- **Parenteral** medications are sterile, administered using aseptic (sterile) technique, and injected (via needle) into the body by various routes.

hypodermic syringe & needle



Major Parenteral Drug Administration Routes

- Intramuscular (IM)
 - Into the muscle
- Subcutaneous (subcut)
 - Into the subcutaneous tissue
- Intravenous (IV)
 - Into the vein

Cutaneous Medications

- *Cutaneous* medications are those that are administered through the skin or mucous membrane.
 - *Topical*: administered on the skin surface
 - *Transdermal*: contained in a patch or disk and applied to the skin
 - *Inhalation*: breathed into the respiratory tract through the nose or mouth

Figure 2.7 Transdermal patch: (a) protective coating removed



Figure 2.7 (continued) Transdermal patch: (b) patch immediately applied to clean, dry, hairless skin and labeled with date, time, and initials.

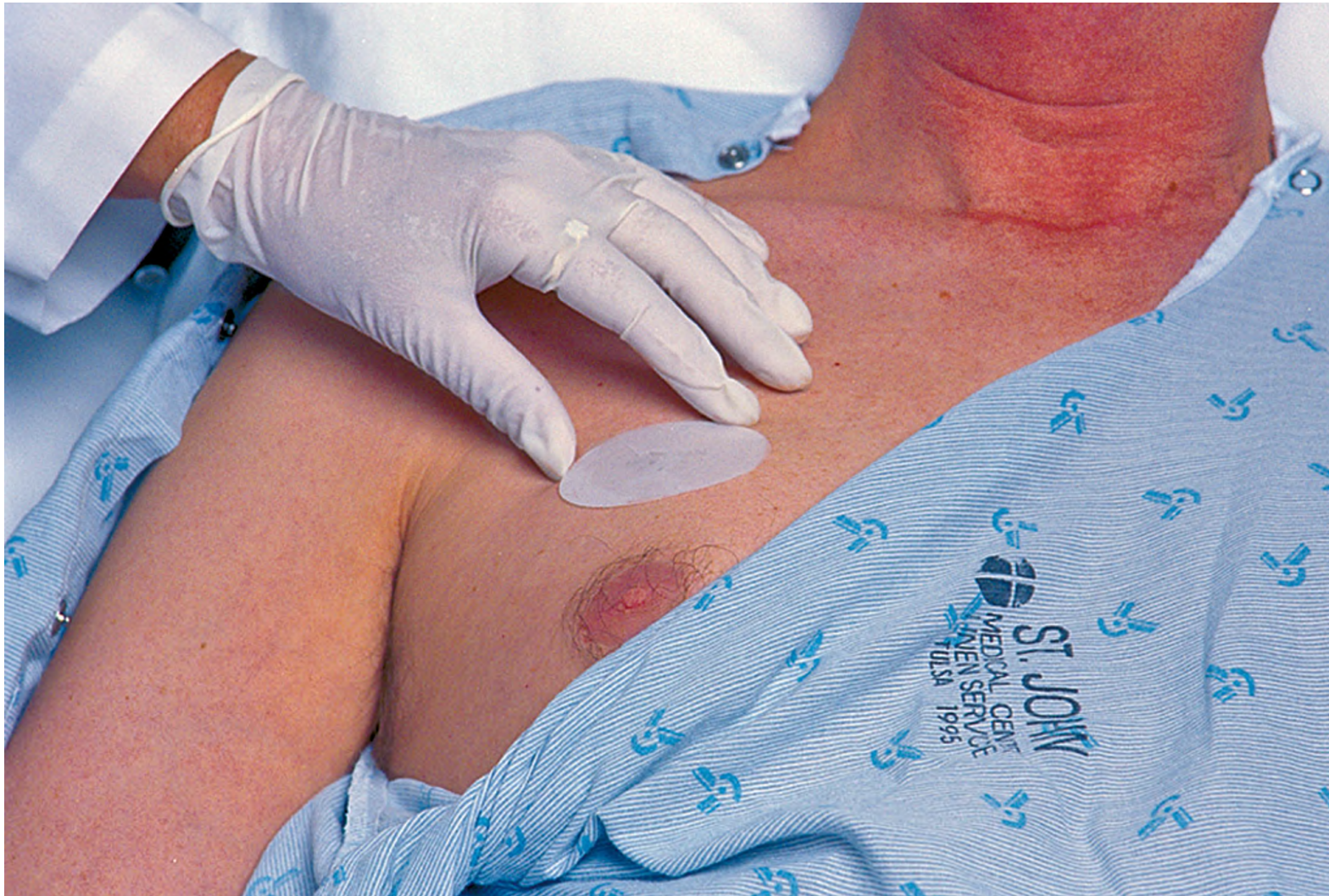


Figure 2.8 Inhalation devices: (a) nebulizer with face mask



Figure 2.8 (continued) Inhalation devices: (b) dry powder inhaler



Figure 2.8 (continued) Inhalation devices: (c) metered dose inhaler.



Cutaneous Medications

- **Cutaneous** medications are those that are administered through the skin or mucous membrane.
 - **Solutions and ointments**: applied to the mucosa of the eyes (optic), nose (nasal), ears (otic), or mouth
 - **Suppositories**: dissolve at body temperature and shaped for insertion into a body cavity (vagina, rectum, or urethra)

Right Time

- The prescriber will indicate when and how often a medication should be administered. Oral medications can be given either before or after meals, depending on the action of the drug.
- Medications can be ordered *once a day* (daily), *twice a day* (b.i.d.), *three times a day* (t.i.d.), or *four times a day* (q.i.d.).

Right Time

- Most healthcare facilities designate specific times for these administrations.
 - To maintain a more stable level of the drug in the patient, the period between administrations of the *drug should be prescribed at regular intervals*, such as **q4h** (every four hours), **q6h**, **q8h**, or **q12h**.

Right Time

- The dose should be given within 30 minutes of the time specified by the prescriber—up to 30 minutes before or 30 minutes after. Check the policy of the facility.
- Timing of medication administration can be critical for maintaining stable concentration of the drug in the blood and avoiding interactions with other drugs.

Right Patient

- Before administering any medication, it is essential to determine the recipient's identity. At least two identifiers are required by the **Joint Commission**:
 - Patient identification bracelet information
 - Verbalization of the patient's name by the patient or parent
 - Patient's hospital number or patient's home telephone number

Right Patient

- After identifying the patient, match the drug order, patient's name, and age to the Medication Administration Record (MAR). Some agencies use a scanner to match a bar code on the patient's ID bracelet to a bar code on the MAR.
 - Never use the patient's bed number or room number as an identifier.

Figure 2.9 Bar codes: (a) unit-dose drug



Figure 2.9 (continued) Bar codes: (b) scanner reading a patient's identification band.



Right Documentation

- Always document the name and dosage of the drug, as well as the route and time of administration, on the MAR.
 - Sign your initials immediately after, but never before, the dose is given and include any relevant information:
 - Patient allergies to medications
 - Heart rate (when giving digoxin)
 - Blood pressure (when giving antihypertensive drugs)

Right Documentation

- All documentation must be legible.
- Remember the axiom, “If it’s not documented, it’s not done.”
- **Anticipate side effects.**

Common Abbreviations

- Safe drug administration requires a knowledge of common abbreviations.
 - The Joint Commission requires health care organizations to follow its official “Do Not Use List” that applies to all medication orders and all medication documentation.
 - Only approved abbreviations should be used.

Table 2.3 JCAHO Official “Do Not Use List”¹

Do Not Use	Potential Problem	Use Instead
U (for unit)	Mistaken for “0” (zero), the number “4” (four) or “cc”	Write “unit”
IU (International Unit)	Mistaken for IV (intravenous) or the number 10 (ten)	Write “International Unit”
Q.D., QD, q.d., qd (daily)	Mistaken for each other	Write “daily”
Q.O.D., QOD, q.o.d, qod (every other day)	Period after the Q mistaken for “1” and the “0” mistaken for “1”	Write “every other day”
Trailing zero (X.0 mg) ²	Decimal point is missed	Write X mg
Lack of leading zero (.X mg)		Write 0.X mg
MS	Can mean morphine sulfate or magnesium sulfate	Write “morphine sulfate” Write “magnesium sulfate”
MSO ₄ and MgSO ₄	Confused for one another	
¹ Applies to all orders and all medication-related documentation that is handwritten (including free-text computer entry) or on preprinted forms. ² Exception: A “trailing zero” may be used only where required to demonstrate the level of precision of the value being reported, such as for laboratory results, imaging studies that report size of lesions, or catheter/tube sizes. It may not be used in medication orders or other medication-related documentation.		

Table 2.3 JCAHO Official “Do Not Use List”¹

Additional Abbreviations, Acronyms, and Symbols
(For *possible* future inclusion in the Official “Do Not Use” List)

Do Not Use	Potential Problem	Use Instead
> (greater than)	Misinterpreted as the number	Write “greater than”
< (less than)	“7” (seven) or the letter “L” Confused for one another	Write “less than”
Abbreviations for drug names	Misinterpreted due to similar abbreviations for multiple drugs	Write drug names in full
Apothecary units	Unfamiliar to many practitioners Confused with metric units	Use metric units
@	Mistaken for the number “2” (two)	Write “at”
cc	Mistaken for U (units) when poorly written	Write “mL” or “milliliters”
μg	Mistaken for mg (milligrams) resulting in one thousand-fold overdose	Write “mcg” or “micrograms”

Table 2.2 Common Abbreviations Used for Medication Administration

Abbreviation	Meaning	Abbreviation	Meaning
Route:		q12h	every twelve hours
GT	gastrostomy tube	Q.I.D. or q.i.d.	four times per day
ID	intradermal	Stat	immediately
IM	intramuscular	T.I.D. or t.i.d.	three times per day
IV	intravenous	General:	
IVP	intravenous push	c	with
IVPB	intravenous piggyback	cap	capsule
NGT	nasogastric tube	d.a.w.	dispense as written
PEG	percutaneous endoscopic-gastrostomy	DR	delayed release
PO	by mouth	ER	extended release
PR	by rectum	g	gram
SL	sublingual	gr	grain
subcut	subcutaneously	gtt	drop
Supp	suppository	kg	kilogram

Table 2.2 Common Abbreviations Used for Medication Administration

Abbreviation	Meaning	Abbreviation	Meaning
Frequency:		L	liter
ac	before meals	mcg	microgram
ad lib	as desired	mg	milligram
B.I.D. or b.i.d.	two times a day	mL	milliliter
h, hr	hour	NKDA	no known drug allergies
hs	at bedtime	NPO	nothing by mouth
pc	after meals	s	without
prn	whenever needed or necessary	Sig	directions to patient
q	every	Susp	suspension
q2h	every two hours	SR	sustained release
q4h	every four hours	t or tsp	teaspoon
q6h	every six hours	T or tbs	tablespoon
q8h	every eight hours	tab	tablet
		XL or XR	extended release

Drug Prescriptions

- A drug prescription is a directive to the pharmacist for a drug to be given to a patient who is being seen in a medical office or clinic or is being discharged from a healthcare facility.
- A prescription can be written, faxed, phoned, or emailed from a secure encrypted computer system to a pharmacist.

Drug Prescriptions (cont'd)

- All prescriptions should contain the following:
 - Prescriber's full name, address, and telephone number
 - Drug Enforcement Administration (DEA) number, if it is a controlled substance
 - Date the prescription is written


Drug Prescriptions (cont'd)

- All prescriptions should contain the following:
 - Patient's full name, address, and age or date of birth
 - Drug name (generic name should be included), dosage, route, frequency, and amount to be dispensed

Drug Prescriptions (cont'd)

- All prescriptions should contain the following:
 - If only the trade name is written, the prescriber must indicate whether it is acceptable to substitute a generic form
 - Number of refills permitted
 - Directions to the patient that must appear on the drug container

Figure 2.10 Drug prescription for Lipitor.

Adam Smith, M.D. 100 Main Street Utopia, New York 10000		
Phone (212) 345-6789		License # 123456
Name: <u>Joan Soto</u>	Date: <u>November 24, 2013</u>	
Address: <u>4205 Main Street</u> <u>Utopia, NY 10000</u>	Age/DOB: <u>04/20/48</u>	
R_x <i>Lipitor 10 mg tablets</i> Sig: <i>1 tablet PO, daily</i>		
Dispense: <i>90</i> Refills: <i>0</i>		
THIS PRESCRIPTION WILL BE FILLED GENERICALLY UNLESS THE PRESCRIBER WRITES "d a w" IN THE BOX BELOW.		
		<i>d a w</i>
<i>Adam Smith MD</i>		

Medication Orders

- **Medication orders** (drug orders, physician's orders) are directives to the pharmacist for the drugs used in a hospital or other healthcare facility. Orders **are written in the sequence: drug name, dose, route, frequency.**
 - **Written** medication orders are stated in a special book for doctor's orders, on a physician's order sheet in the patient's chart or in a computer.

Medication Orders

- **Verbal** orders must contain the same components as a written order and are **generally only acceptable in an emergency**. They must eventually be written and signed by the physician. They contain drug name, dose, route, and frequency.

Medication Orders

- **Routine order:** most common type of medication order where drug is administered until a discontinuation order is written or until a specified date is reached

Medication Orders

- **Standing order:** prescribed in anticipation of sudden changes in a patient's condition, typically seen in critical care units where rapid changes occur requiring immediate action and in long term care facilities where a physician may not be readily available (e.g., "Tylenol 650 mg PO q 4 hrs for temperature of 101° F or higher").

Medication Orders

- **Prn order**: for a drug to be given when a patient needs it (e.g., Codeine 30 mg PO q4h prn mild–moderate pain.”)
- **Stat order**: to be administered immediately in emergency situations or when a patient’s condition suddenly changes (e.g., “Lasix 80 mg IV stat.”)

Figure 2.13 Physician's order for Cymbalta (duloxetine HCl).

<div style="display: flex; justify-content: space-between; align-items: center;"> ⊕ GENERAL HOSPITAL ⊕ </div>	
PRESS HARD WITH BALLPOINT PEN. WRITE DATE & TIME AND SIGN EACH ORDER.	
<div style="display: flex; justify-content: space-between;"> DATE TIME </div> <div style="display: flex; justify-content: space-between;"> <i>11/20/2014</i> <i>0800h</i> </div>	<div>IMPRINT</div> <div style="display: flex; justify-content: space-between;"> 602412 11/20/14 </div> <div style="display: flex; justify-content: space-between;"> John Camden 2/11/55 </div> <div style="display: flex; justify-content: space-between;"> 23 Jones Ave. RC </div> <div style="display: flex; justify-content: space-between;"> New York, NY 10024 BCBS </div> <div>I. Patel, M.D.</div>
<i>Cymbalta (duloxetine HCl) delayed</i>	<div>ORDERS NOTED</div> <div style="display: flex; justify-content: space-between;"> DATE <i>11/20/14</i> TIME <i>0830</i> A.M. P.M. </div> <div>NURSE'S SIG. <u><i>Mary Jones, RN</i></u></div>
<i>release 60 mg PO daily</i>	
	<div style="display: flex; justify-content: space-between;"> FILLED BY DATE </div>
<div style="display: flex; justify-content: space-between;"> SIGNATURE <i>I. Patel</i> M.D. </div>	
PHYSICIAN'S ORDERS	

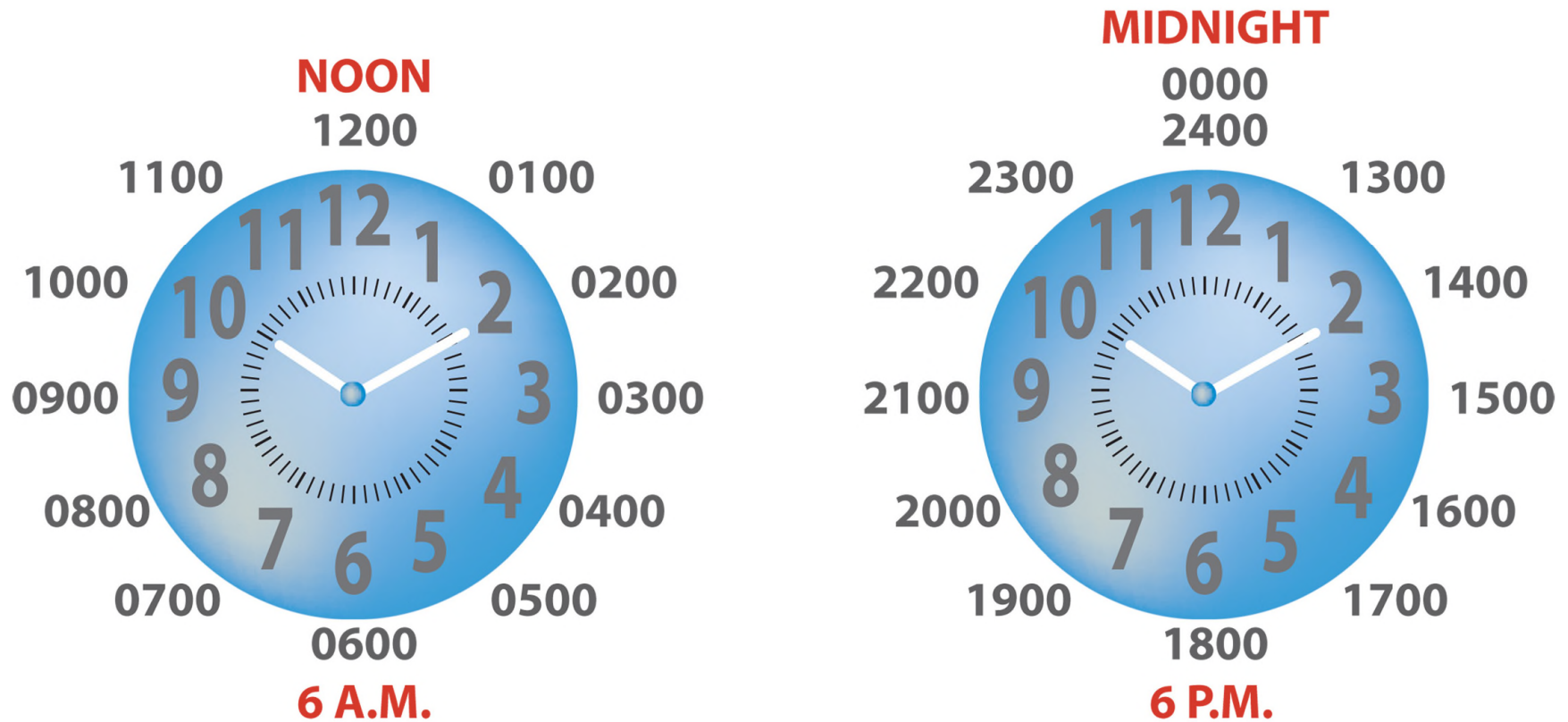
Medication Orders

- Date and time are necessary when an order is written.
 - Many institutions use military time, which is based on a “24 hour clock” that does not use a.m. or p.m. Military times are written as four-digit numbers.

Medication Orders

- Date and time are necessary when an order is written.
 - Thus, 2:00 am in military time is 0200h (pronounced “Oh two hundred hours”), 12 noon is 1200h (pronounced twelve hundred hours), 2:00 pm is 1400h (pronounced fourteen hundred hours), and midnight is 2400h, also written as 0000h.

Figure 2.12 Clocks Showing 10:10 a.m. (1010h) and 10:10 p.m. (2210h).




Medical Administration Record

- The MAR is a form (handwritten or computerized) that health care facilities use to **document all of the drugs administered to a patient.**
 - Routine, PRN, and STAT medications all may be written in separate locations on the MAR.

Medical Administration Record

- The nurse or other healthcare provider transcribes the order to the MAR.
- The healthcare worker initials the time of administration each time a dose is administered with a full name, title, and initials, recorded usually at the end of the MAR.

Figure 2.15 MAR for Wendy Kim.

	UNIVERSITY HOSPITAL	789652 Wendy Kim 44 Chester Avenue New York, NY 10003	9/11/2013 12/20/60 RC Medicaid																
DAILY MEDICATION ADMINISTRATION RECORD		Dr. Juan Rodriguez, M.D.																	
PATIENT NAME <u>Wendy Kim</u>																			
ROOM # <u>422</u>																			
ALLERGIC TO (RECORD IN RED): <u>tomato, codeine</u>																			
DATES GIVEN ↓																			
DATE DISCHARGED:																			
RED CHECK INITIAL	ORDER DATE	INITIAL	EXP DATE	MEDICATION, DOSAGE, FREQUENCY AND ROUTE	HOURS	12	13	14	15										
	9/12	JY	9/19	cefazidime 1 g	0600		MC	MC											
				IVPB q12h for 7 days begin at 1800h	1800	MJ	SG	SG											
	9/12	JY	9/18	digoxin 0.125 mg PO daily	0900	JY	JY	JY											
	9/12	JY	9/18	Lotensin (benazepril hydrochloride)	0900	JY	JY	JY											
				20 mg PO q12h	2100	MJ	SG	SG											
	9/12	JY	9/18	Plavix (clopidogrel bisulfate)	0900	JY	JY	JY											
				75 mg PO daily															
	9/12	JY	9/18	Tranxene (chlorazepate dipotassium)	2100	MJ	SG	SG											
				15 mg PO HS															

INT.	NURSES' FULL SIGNATURE AND TITLE	INT.	CODES FOR INJECTION SITES
JY	Jim Young, RN		A- left anterior thigh H- right anterior thigh
MC	Marie Colon, RN		B- left deltoid I- right deltoid
MJ	Mary Jones, LPN		C- left gluteus medius J- right gluteus medius
SG	Sara Gordon, RN		D- left lateral thigh K- right lateral thigh
			E- left ventral gluteus L- right ventral gluteus
			F- left lower quadrant M- right lower quadrant
			G- left upper quadrant N- right upper quadrant

Figure 2.18 A portion of a computerized MAR.

SCHEDULED	12/06/14–12/07/14 2301–0700	12/07/14 0701–1500	12/07/14 1501–2300
Rx <u>Cefepime (Maxipime)</u>		0840 2 g IVPB _{MAB}	2015
Rx <u>Emoxaparin Na (Lovenox)</u>		1026 40 mg subcutaneous _{MAB}	
Rx <u>Furosemide (Lasix)</u>	0611 20 mg IVP _{DJS}		
Rx <u>Hetastarch (he SPAN)</u>		0920 250 mL IVPB _{MAB}	
Rx <u>KCl (Potassium chloride)</u>		1026 20 mEq ER tab PO _{MAB}	
Rx <u>Metoprolol XL (Toprol XL)</u>		1000 CANCEL _{MAB}	2200
Rx <u>Metronidazole (Flagyl)</u>	0611 500 mg IVPB _{DJS}	1324 500 mg IVPB _{MAB}	2200
Rx <u>NTG (Nitroglycerin)</u>	0110 15 mg oint topical _{DJS} 0611 15 mg oint topical _{DJS}	1231 15 mg oint topical _{MAB}	1800
Rx <u>Pantoprazole (Protonix) 40 mg IVPB</u>		1026 40 mg IVPB _{MAB}	
PRN	12/06/14–12/07/14 2301–0700	12/07/14 0701–1500	12/07/14 1501–2300
Rx <u>Saline flush</u>	0110 2 mL IV flush _{DJS}	0829 2 mL IV flush _{MAB}	1600
Rx <u>Morphine</u>	0115 4 mg IVP _{DJS} 0439 4 mg IVP _{DJS}	1306 2 mg IVP _{MAB}	
IV	12/06/14–12/07/14 2301–0700	12/07/14 0701–1500	12/07/14 1501–2300
Rx <u>NS (NaCl, 0.9%, 1 L)</u>		0810	2130
PRN ORDERS			
Hydrocodone 5 mg and Acetaminophen 500 mg	x 1–2 tab PO q4h prn process if pain		
Saline flush	2 mL IV flush q8 at 0000/0800/1600 and prn		
Insulin, human regular sliding scale {Novolin R SS}	See scale prn if BS 200–249 mg/dL give 4 Units of Reg insulin subcut		

Drug Labels

NDC 0074-3956-46

Kaletra®
Lopinavir/Ritonavir
Oral Solution

80 mg/20 mg per mL

160 mL

ALERT: Find out about medicines
that should NOT be taken with
KALETRA

**Attention Pharmacist: Do not cover
ALERT box with pharmacy label.**

**Dispense the enclosed Medication
Guide to each patient.**

04-A315-2/R4

Rx only



Figure 2.19 Drug label for Mycobutin.
(Reg. Trademark of Pfizer Inc. Reproduced with permission.)

The image shows a drug label for Mycobutin (rifabutin capsules, USP) with 10 numbered callouts pointing to specific features:

- 1:** Points to the NDC number 0013-5301-17.
- 2:** Points to the brand name Mycobutin.
- 3:** Points to the NDC number 0013-5301-17.
- 4:** Points to the barcode.
- 5:** Points to the strength 150 mg.
- 6:** Points to the Rx only symbol.
- 7:** Points to the text rifabutin capsules, USP.
- 8:** Points to the quantity 100 Capsules.
- 9:** Points to the expiration date 10/2013.
- 10:** Points to the manufacturer information: Manufactured for: Pharmacia & Upjohn Company, A subsidiary of Pharmacia Corporation, Kalamazoo, MI 49001, USA.

Label Text:

Rx only
Usual Dosage: Two capsules in a single daily administration. For additional prescribing information read package insert.
 Dispense in a tight container as defined in the USP.
 Keep tightly closed.
 Store at 25°C (77°F); excursions permitted to 15°-30°C (59°-86°F) [see USP Controlled Room Temperature].
 Each capsule contains: rifabutin, USP 150 mg.

NDC 0013-5301-17

Mycobutin®
 rifabutin capsules, USP

150 mg

100 Capsules

PHARMACIA

MADE IN ITALY
 Manufactured for:
 Pharmacia & Upjohn Company
 A subsidiary of Pharmacia Corporation
 Kalamazoo, MI 49001, USA
 by: Pharmacia Italia S.p.A.
 Ascoli Piceno, Italy
 819 076 000 100002067 00

LOT EXP
 10/2013

Rx only

Usual Dosage: Two capsules in a single daily administration. For additional prescribing information read package insert.

Dispense in a tight container as defined in the USP.

Keep tightly closed.

Store at 25°C (77°F); excursions permitted to 15°-30°C (59°-86°F) [see USP Controlled Room Temperature].

Each capsule contains: rifabutin, USP 150 mg.

LOT EXP
10/2013

NDC 0013-5301-17

Mycobutin®
rifabutin capsules, USP

150 mg

100 Capsules

PHARMACIA

MADE IN ITALY

Manufactured for:
Pharmacia & Upjohn Company
A subsidiary of Pharmacia Corporation
Kalamazoo, MI 49001, USA

by: Pharmacia Italia S.p.A.
Ascoli Piceno, Italy
819 076 000 100002067 00

1. **Name of drug:** Mycobutin is the *trade* name.
The *generic* name is rifabutin, written in lower case letters.
2. **Form of drug:** The drug is in the capsule form.
3. **National Drug Code (NDC) number:** 0013-5301-17.
4. **Bar code:** Has the NDC number encoded in it.
5. **Dosage Strength:** 150 mg of the drug are contained in one capsule.

The diagram shows a box of Mycobutin rifabutin capsules, USP. Numbered callouts point to the following features:

- 1:** NDC 0013-5301-17
- 2:** Mycobutin[®] rifabutin capsules, USP
- 3:** 150 mg
- 4:** Barcode
- 5:** 100 Capsules
- 6:** Usual Dosage: Two capsules in a single daily administration. For additional prescribing information read package insert.
- 7:** USP
- 8:** Storage directions: Store at 25°C (77°F); excursions permitted to 15°-30°C (59°-86°F) [see USP Controlled Room Temperature].
- 9:** LOT 10/2013
- 10:** Manufactured for: Pharmacia & Upjohn Company, A subsidiary of Pharmacia Corporation, Kalamazoo, MI 49001, USA

6. **Dosage recommendations:** 2 capsules in a single daily administration. Note that the manufacturer informs you to read the package insert.
7. **USP:** This drug meets the standards of the United States Pharmacopeia.
8. **Storage directions:** Some drugs have to be stored under controlled conditions if they are to retain their effectiveness. This drug should be stored at 25°C (77°F)

The diagram shows a box of Mycobutin rifabutin capsules, USP. Numbered callouts point to the following features:

- 1:** NDC 0013-5301-17
- 2:** Mycobutin[®] rifabutin capsules, USP
- 3:** 150 mg
- 4:** Barcode
- 5:** 100 Capsules
- 6:** Usual Dosage: Two capsules in a single daily administration. For additional prescribing information read package insert.
- 7:** Dispense in a tight container as defined in the USP.
- 8:** Keep tightly closed.
- 9:** LOT EXP 10/2013
- 10:** Manufactured for: Pharmacia & Upjohn Company

Additional text on the box includes: "Rx only", "Store at 25°C (77°F); excursions permitted to 15°-30°C (59°-86°F) [see USP Controlled Room Temperature].", "Each capsule contains: rifabutin, USP 150 mg.", "MADE IN ITALY", "by: Pharmacia Italia S.p.A. Ascoli Piceno, Italy", "819 076 000", and "100002067 00".

9. Expiration date: The expiration date specifies when the drug should be discarded. After 10/2008 (October 31, 2008), the drug cannot be dispensed and should be discarded.

10. Manufacturer: Pharmacia & Upjohn

Figure 2.20 Drug label for Lexapro.

Keep this and all drugs out
of the reach of children.

Dispense in tight container
as described in the USP.



LOT NO. 189462

EXP. DATE Aug. 2014

NDC 0456-2101-08

Lexapro
escitalopram oxalate 

Oral Solution - 5mg 5mL
Equivalent to 1mg escitalopram/mL

8 fl oz (240 mL)

R_x only



FOREST PHARMACEUTICALS, INC.
Subsidiary of Forest Laboratories, Inc.
St. Louis, Missouri 63045

**Pharmacist: Must be dispensed
with Medication Guide**

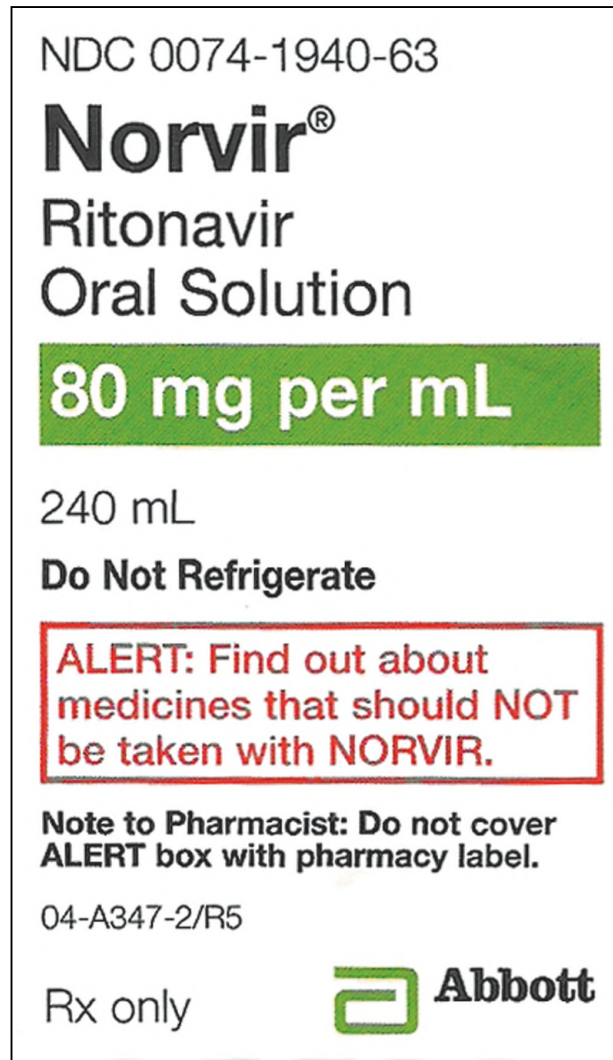
Store at 25° C (77° F)—
Excursions permitted to
15° to 30° C (59° to 86° F)

See package insert for full
prescribing information.

Licensed from H. Lundbeck A/S

RMC 5372
Rev. 10/04

Figure 2.22 Drug label for Norvir.



Drug Package Inserts

- Sometimes the information needed to safely prepare, administer and store medications is not located on the drug label. In such cases, you may need to read the package insert.

Drug Package Inserts

- The pharmaceutical company includes a package insert with each container of a prescription drug. It may also be found on the pharmaceutical company's web site. The information on a drug package insert is intended for the prescriber, the pharmacist, and the person who administers the drug.

AVODART® (dutasteride)

Soft Gelatin Capsules

DESCRIPTION

AVODART (dutasteride) is a synthetic 4-azasteroid compound that is a selective inhibitor of both the type 1 and type 2 isoforms of steroid 5 α -reductase (5AR), an intracellular enzyme that converts testosterone to 5 α -dihydrotestosterone (DHT).

Dutasteride is chemically designated as (5 α ,17 β)-N-{2,5 bis(trifluoromethyl)phenyl}-3-oxo-4-azaandrost-1-ene-17-carboxamide. The empirical formula of dutasteride is C₂₇H₃₀F₆N₂O₂, representing a molecular weight of 528.5 with the following structural formula:

NOHHHHNOHCF₃HCF₃**

Dutasteride is a white to pale yellow powder with a melting point of 242° to 250° C. It is soluble in ethanol (44 mg/mL), methanol (64 mg/mL), and polyethylene glycol 400 (3 mg/mL), but it is insoluble in water.

AVODART Soft Gelatin Capsules for oral administration contain 0.5 mg of the active ingredient dutasteride in yellow capsules with red print. Each capsule contains 0.5 mg of dutasteride dissolved in a mixture of mono-di-glycerides of caprylic/capric acid and butylated hydroxytoluene. The inactive excipients in the capsule shell are gelatin (from certified BSE-free bovine sources), glycerin, and ferric oxide (yellow). The soft gelatin capsules are printed with edible red ink.

Drug Package Insert Excerpts for AVODART

INDICATIONS AND USAGE

AVODART is indicated for the treatment of symptomatic benign prostatic hyperplasia (BPH) in men with an enlarged prostate to:

- Improve symptoms
- Reduce the risk of acute urinary retention
- Reduce the risk of the need for BPH-related surgery

Drug Package Insert Excerpts for AVODART

CONTRAINDICATIONS

AVODART is contraindicated for use in women and children.

AVODART is contraindicated for patients with known hypersensitivity to dutasteride, other 5 α -reductase inhibitors, or any component of the preparation.

PRECAUTIONS

General: Lower urinary tract symptoms of BPH can be indicative of other urological diseases, including prostate cancer. Patients should be assessed to rule out other urological diseases prior to treatment with AVODART. Patients with a large residual urinary volume and/or severely diminished urinary flow may not be good candidates for 5 α -reductase inhibitor therapy and should be carefully monitored for obstructive uropathy.

Blood Donation: Men being treated with dutasteride should not donate blood until at least 6 months have passed following their last dose. The purpose of this deferred period is to prevent administration of dutasteride to a pregnant female transfusion recipient.

Use in Hepatic Impairment: The effect of hepatic impairment on dutasteride pharmacokinetics has not been studied. Because dutasteride is extensively metabolized and has a half-life of approximately 5 weeks at steady state, caution should be used in the administration of dutasteride to patients with liver disease.

Drug Package Insert Excerpts for AVODART

Use with Potent CYP3A4 Inhibitors: Although dutasteride is extensively metabolized, no metabolically based drug interaction studies have been conducted. The effect of potent CYP3A4 inhibitors has not been studied. Because of the potential for drug-drug interactions, care should be taken when administering dutasteride to patients taking potent, chronic CYP3A4 enzyme inhibitors (e.g., ritonavir).

Effects on Prostate-Specific Antigen and Prostate Cancer Detection: Digital rectal examinations, as well as other evaluations for prostate cancer, should be performed on patients with BPH prior to initiating therapy with AVODART and periodically thereafter.

Drug Package Insert Excerpts for AVODART

DOSAGE AND ADMINISTRATION

The recommended dose of AVODART is 1 capsule (0.5 mg) taken orally once a day. The capsules should be swallowed whole. AVODART may be administered with or without food.

No dosage adjustment is necessary for subjects with renal impairment or for the elderly (see CLINICAL PHARMACOLOGY: Pharmacokinetics: Special Populations: Geriatric and Renal Impairment). Due to the absence of data in patients with hepatic impairment, no dosage recommendation can be made (see PRECAUTIONS: General).

HOW SUPPLIED

AVODART Soft Gelatin Capsules 0.5 mg are oblong, opaque, dull yellow, gelatin capsules imprinted with "GX CE2" in red ink on one side packaged in bottles of 30 (NDC 0173-0712-15) and 90 (NDC 0173-0712-04) with child-resistant closures.

Storage and Handling: Store at 25° C (77° F); excursions permitted to 15-30° C (59-86° F) [see USP Controlled Room Temperature].


Drug Package Insert Excerpts for AVODART

Figure 2.26 Drug label for OxyContin.

Usual Dosage: Read accompanying prescribing literature.
Swallow tablets whole. Do not cut, break, chew, crush, or dissolve.
Dispense in a tight, light-resistant container.
Store at 25°C (77°F); excursions permitted between 15°–30°C (59°–86°F).

Attention Dispenser: Accompanying Medication Guide must be provided to the patient upon dispensing.

NDC 59011-410-10


OxyContin® 
(oxycodone hydrochloride controlled-release) tablets


10 mg

100 Tablets Rx Only
Purdue Pharma L.P.

U.S. Patent Nos. 5,508,042; 6,488,163; 7,129,248; 7,674,799; 7,674,800; 7,683,072; 7,776,314

This package contains a radio frequency device.




N 3 59011-410-10 1

Purdue Pharma L.P.
Stamford, CT 06901-3431
301729-0C