

This Quick Reference Guide (QRG) provides you with information on the correct process to administer medication in eRIC

### Step 1 – Open the Dose and Task List

The Dose and Task List acts as a reminder for medications/infusions: it is **NOT** a drug order

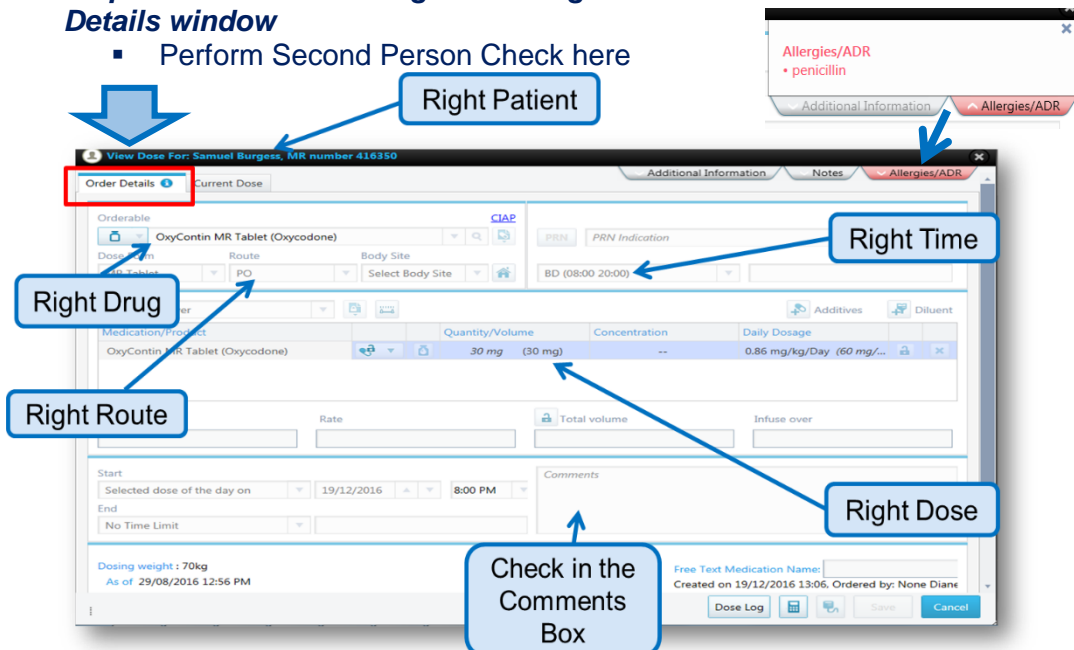


### Step 2 – Open the Order Details window

- Tick the medication
- Select [View]
- Click on the Order Details window

### Step 3 – Perform the 5 Rights of Drug Administration with the Order Details window

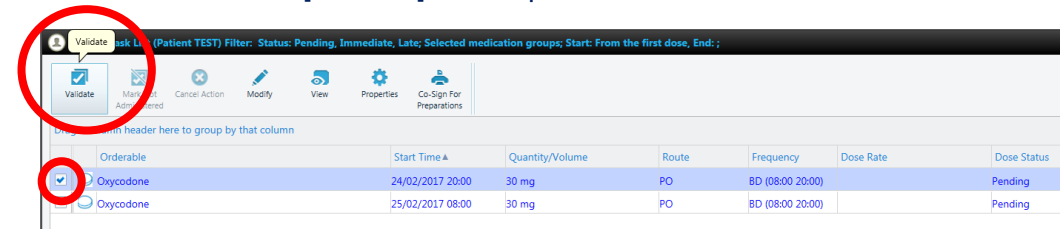
- Perform Second Person Check here



### Step 4 – Prepare dose and administered to patient

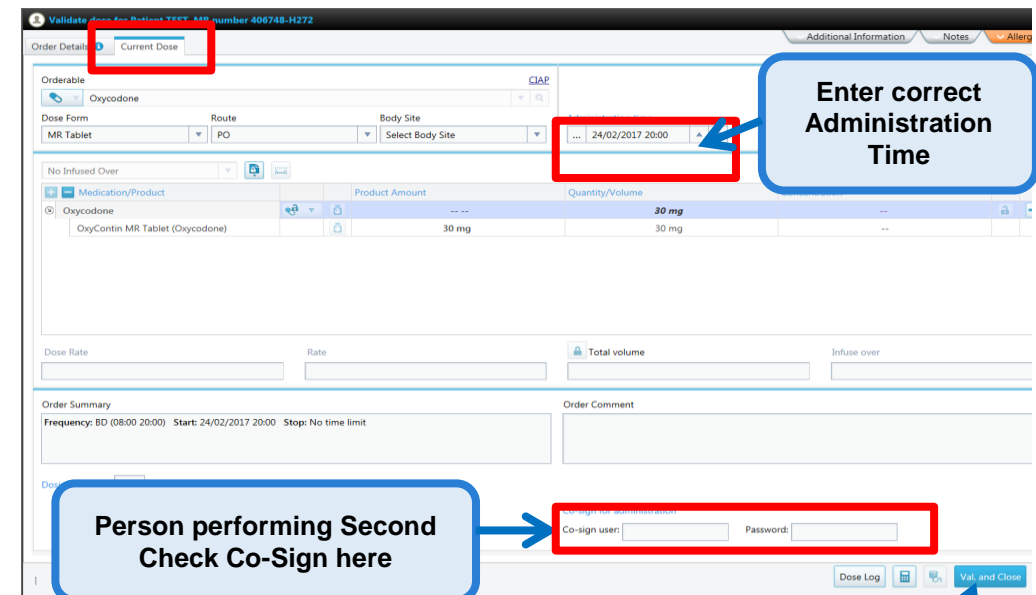
### Step 5 – Open the Current Dose window

- Re-Open the Dose and Task List in eRIC
- Tick the medication to be Validated
- Select [Validate] – this opens the Current Dose Window



### Step 6 – Repeat the 5 Rights in Order Details window

- Input further details required in the Current Dose Window



### Step 7 – Validate the administration of the medication dose [Val. And Close]