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

8	Dosi	e & Task List (Pa	itient TEST) Fi	iter: Str	s: Pe	View	nmee, te	e, Late; Selected medi	cation groups; Start: Fron	n the first dose, End: ;			
v	alidat	e Mark Not Administered	Cancel Action	Mary	V	lew	Propert	Co-Sign For Preparations					
Dra	g a d	Orderable	ere to group by	y that cold				Start Time A	Quantity/Volume	Route	Frequency	Dose Rate	Dose Stat
•		Oxycodone						24/02/2017 20:00	30 mg	PO	BD (08:00 20:00)		Pending
		Oxycodone						25/02/2017 08:00	30 mg	PO	BD (08:00 20:00)		Pending

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



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

	0	Validat	e <mark>ask Li</mark> ((Patient TEST) F	ilter: Status:	Pending, Ir	nmediate,	, Late; Selected r	medication groups; Start: Fro	om the first dose, End: ;			
	Va	lidate	Mark of Administer	Cancel Action	Modify	5 View	Propertie	es Co-Sign For Preparations					
	Die		n header	here to group b	y that column								
		(Orderable					Start Time▲	Quantity/Volume	Route	Frequency	Dose Rate	Dose Status
C	•) o G	xycodone				2	24/02/2017 20:00	30 mg	PO	BD (08:00 20:00)		Pending
		90	xycodone				2	25/02/2017 08:00	30 mg	PO	BD (08:00 20:00)		Pending

Step 6 – Repeat the 5 Rights in Order Details window

Input further details required in the Current Dose Window

Oxycodone	Route	Be	w Site		Enter correct
/R Tablet	▼ PO	▼ 5	Select Body Site	· 24/02/2017 20:00	Administration
lo Infused Over	× D	8			lime
Medication/Pro	duct	Product	Amount	Quantity/Volume	
Oxycodone		eð - Ö		30 mg	
OxyContin MR T	fablet (Oxycodone)	õ	30 mg	30 mg	
er Summary				Order Comment	
Pers	son perfor Check Co-	ming Sec Sign here	ond	Co-sign user	Password:
(

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