



## ADD-ON COURSE ON MANAGEMENT OF MEDICATION

### ATTENDANCE

S.NO	Reg No	Name of the student	Year	Signature	
				17.08.2021	18.08.2021
1.	201903005001	RADHIKA J	II B.SC		
2.	201903005002	ANINA SAHADEVAN	II B.SC		
3.	201903005003	PRABITHA PRIJU	II B.SC		
4.	201903005004	VINITHA BIJU	II B.SC		
5.	201903005005	MEGHA MATHAI	II B.SC		
6.	201903005006	JOSHMI RAJ	II B.SC		
7.	201903005008	ANAMIKA K SHAJI	II B.SC		
8.	201903005009	TIYA ABRAHAM	II B.SC		
9.	201903005010	ABHIRAMI K S	II B.SC		
10.	201903005011	ARYA JAYAPRAKASH	II B.SC		
11.	201903005013	ASWATHY K S	II B.SC		
12.	201903005014	CHRISTY SAJI	II B.SC		
13.	201903005015	AMALA THOMAS	II B.SC		

S.NO	Reg No	Name of the student	Year	Signature	
				17.08.2021	18.08.2021
14.	201903005016	ASHLY MARY THOMAS	II B.SC		
15.	201903005017	CHINCHILU P S	II B.SC		
16.	201903005018	CLAIR SEBASTIAN	II B.SC		
17.	201903005019	SETHULAKSHMI ANILKUMAR	II B.SC		
18.	201903005021	TEENA RENNY	II B.SC		
19.	201903005022	VEENA SURESH	II B.SC		
20.	201903005023	ANITTA JOJAN	II B.SC		
21.	201903005010	ABHIRAMI K S	II B.SC		
22.	201903005072	AISWARYA M S	II B.SC		
23.	201903005069	AISWARYA SURESH	II B.SC		
24.	201903005076	AKSA M PAUL	II B.SC		
25.	201903005056	ALEENA RAJU	II B.SC		
26.	201903005089	ALKA AJITH	II B.SC		
27.	201903005036	ALPHY MOL T S	II B.SC		
28.	201903005015	AMALA THOMAS	II B.SC		
29.	201803005050	ADITHYALAKSHMI T A	III YEAR		
30.	201803005065	AISWARYA D	III YEAR		
31.	201803005059	AKSA MARIAM JOHNSON	III YEAR		
32.	201803005056	AKSA REJIMON	III YEAR		
33.	201803005069	ALEENA JOBY	III YEAR		

S.NO	Reg No	Name of the student	Year	Signature	
				17.08.2021	18.08.2021
34.	201803005057	ALEENA SABU	III YEAR		
35.	201803005067	ANEENA GEORGE	III YEAR		
36.	201803005061	ANITHAMOL JOY	III YEAR		
37.	201803005022	ANJAL ANIL	III YEAR		
38.	201803005062	ANJALY MARTIN	III YEAR		
39.	201803005074	AKSHA THERESA KURIAN	III YEAR		
40.	201803005085	AKZA VARGHESE	III YEAR		
41.	201803005087	ALINA THOMAS	III YEAR		
42.	201803005083	ANAGHA ANILKUMAR	III YEAR		
43.	201803005033	ANI ELIZABATH ANTONY	III YEAR		
44.	201803005097	ANNE SUSMITHA	III YEAR		
45.	201803005045	ANNU ABRAHAM	III YEAR		
46.	201803005040	ANSU SAJI	III YEAR		
47.	201803005043	ASHLY SALI	III YEAR		
48.	201803005082	ASWATHY K A	III YEAR		
49.	201703005017	ABHAYA KURIAKOSE	IV B.SC		
50.	201703005036	AKHILA THOMAS	IV B.SC		
51.	201703005047	AKSHITHA JOY	IV B.SC		
52.	201703005069	AMALA MARY KURIAN	IV B.SC		
53.	201703005072	ANEETA S.TITUS	IV B.SC		

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54.	201703005023	ANEETTA THOMAS	IV B.SC		
55.	201703005066	ANGEL VARGHESE	IV B.SC		
56.	201703005051	ANJALY THANKACHAN	IV B.SC		
57.	201703005119	ANJU K	IV B.SC		
58.	201703005081	ANU K JOHNSON	IV B.SC		
59.	201703005111	AKHILA V P	IV B.SC		
60.	201703005098	ALEENA EMMANUVEL	IV B.SC		
61.	201703005122	ALIDA FRANCIS	IV B.SC		
62.	201703005071	ANITHA ANNA JOSEPH	IV B.SC		
63.	201703005074	ANITTA JOSE	IV B.SC		
64.	201703005042	ANJANA CHANDRAN	IV B.SC		
65.	201703005092	ANJANA SUDHIR	IV B.SC		
66.	201703005088	ANJITHA SHAJI	IV B.SC		
67.	201703005126	ANJU ARAVIND	IV B.SC		
68.	201703005123	ANJU THOMAS	IV B.SC		
69.	201703005111	AKHILA V P	IV B.SC		
70.	201703005059	ANN MARIA BABU	IV B.SC		
71.	201703005084	ANN MARIATOMY	IV B.SC		
72.	201703005127	ANN MARY THOMAS	IV B.SC		
73.	201703005046	ANNU ANNA AUGUSTHY	IV B.SC		

S.NO	Reg No	Name of the student	Year	Signature	
				17.08.2021	18.08.2021
74.	201703005070	ANU MATHEW	IV B.SC		
75.	201703005053	ANU S. SUNIL	IV B.SC		
76.	201703005085	ANU THOMAS	IV B.SC		
77.	201703005121	ANU THOMAS	IV B.SC		
78.	201703005076	ANUGRAHA ANTONY	IV B.SC		
79.	201703005050	ANUMOL BIJU	IV B.SC		
80.	201903043001	AMALA BABY	I PBB.SC		
81.	201903043008	ATHIRA S	I PBB.SC		
82.	201903043014	BUDHILI GAYATHRI	I PBB.SC		
83.	201903043019	BUNGA BHANU	I PBB.SC		
84.	201903043006	CHEMURU SUPRAJA	I PBB.SC		
85.	201903043005	CHINTHAGUNTA SANDHYARANI	I PBB.SC		
86.	201903043010	J PRAMEELA	I PBB.SC		
87.	201903043018	KALAKATLA TEJA SREE	I PBB.SC		
88.	201903043007	KAMBELLA NADIYA	I PBB.SC		
89.	201803043017	ANUPRIYA MOHANAN	II PBB.SC		
90.	201803043003	ARAVA VIJAYALAKSHMI	II PBB.SC		
91.	201803043007	DAVULURI UDAYASREE	II PBB.SC		
92.	201803043029	DIVYA MIRIYALA	II PBB.SC		
93.	201803043021	GADDAM REDDI MADHAVILATHA	II PBB.SC		

S.NO	Reg No	Name of the student	Year	Signature	
				17.08.2021	18.08.2021
94.	201803043022	GANDHAM VIJAYALAKSHMI	II PBB.SC		
95.	201803043019	GOLLA KAVITHA	II PBB.SC		
96.	201803043010	IRRI KAVITHA	II PBB.SC		
97.	201803043023	KOTAKADI SUSMITHA	II PBB.SC		
98.	201803043030	M SUVARTHINI	II PBB.SC		

Course Co-ordinator

Principal



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**ADD -ON COURSE**  
**MANAGEMENT OF MEDICATION**

**CHALLA VENKU REDDY**

**DIRECTOR,**  
**INSTITUTE OF HEALTH INTELLIGENCE AND RESEARCH**



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## Labeling of medication:

Already prepared medications/ Readymade Preparations shall be labeled with the name of the drug, dosage, timing, start date & time, sign of the personnel prior to preparation of the second medication, applicable only for parenteral drugs. (Antibiotics like Meropenem/ Imipenem before administration)


## Patient identification prior to administration:

The patient shall be verified by his / ID No/ Registration No/Bed No and Name prior to administration of the drug.

## Medication verification:

- The medication shall be checked by the administering personnel with respect to:
- Treatment orders
- General appearance of the medicine
- Medication name
- Dosage
- Frequency and time
- In case of verbal orders, the verification shall be done by 'read back' method.
- In case of high risk medications, the verifications shall be done independently by atleast 2 staff, either a nurse-nurse or nurse-doctor and documented.
- The documentation after administration shall be done in the medication chart.

## Dosage verification:

  
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- **ROUTE VERIFICATION:**
- **TIMING VERIFICATION:**
- **DOCUMENTATION OF MEDICATION ADMINISTRATION:**

- **All the entries in the chart shall include the:**
  - **Date of entry**
  - **Name of medication**
  - **Dose & Dosage**
  - **Route of administration**
  - **Timing/ Frequency**
  - **Name and signature of the person who has administered the medication.**
  - **In case of infusions, it shall capture the start time, the rate of infusion and end time.**

**SELF-ADMINISTRATION OF MEDICATION:**

**MEDICATIONS BROUGHT FROM OUTSIDE:**

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# MONITORING OF PATIENTS AFTER MEDICATION ADMINISTRATION

## **PURPOSE:**

To ensure patient safety after the administration of medication creating a system for monitoring, reporting and analyzing the medication errors and adverse drug reactions.

## **SCOPE:**

Hospital Wide – All Inpatient care areas


## **RESPONSIBILITY:**

Consultants, all Doctors,

Nursing Staff &

Pharmacy and Therapeutic Committee

**Adverse Drug Reactions:** Adverse drug reaction (ADR) is any noxious, unintended, undesirable, or unexpected response to a drug that occurs at doses used in humans for prophylaxis, diagnosis, therapy of disease, or for modification of psychological function. This definition is understood to exclude predictable, dose-related side effects due to drugs which result in little or no change inpatient management, and in particular, mild extra pyramidal side effects due to neuroleptic drug therapy.

  
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**Medication errors:** A medication error is any preventable event that may cause or lead to inappropriate medication use or patient harm while the medication is in the control of the health care professional. Such events may be related professional practice, procedures, and systems, including prescribing; communication; labelling, packaging, and nomenclature; dispensing; distribution; administration; education; monitoring and use.

**Types of errors: Order Error** – Types of ordering errors include: inappropriate medication selected, inappropriate dose, illegible order, duplicate order, order not dated/timed, wrong patient/chart selected, contraindications, verbal order misunderstood, verbal order not written in the drug chart, wrong frequency, route, illegible writing, therapy duration, alert information bypassed or use of nonstandard nomenclature or abbreviations.

**Transcription error** – Transcription involves both the orders that are manually transcribed onto manual record (e.g. Drug chart). **Types of transcription errors include:** wrong medication, time, dose, frequency, duration, rate patient/chart, verbal order misunderstanding, verbal orders not entered into patient case sheet.

**Preparation/Dispensing Error** – Types of preparation and dispensing errors include: Inaccurate Labelling, wrong quantity, medication, dose, diluents, formulation, expired medication, refill error, and delay in medication delivery.

**Administration Error** – **Types of administration errors include:** Wrong patient, dose, time, Medication, route, rate, extravasation (may be an ADR) and unauthorized dose given.

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# Look alike & sound alike an near miss medications



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# Look alike & sound alike an near miss medications

**SOUND ALIKE** **LOOK ALIKE**  
**MEDICATIONS**

Brinta Brintellix	glipiZIDE glyBURIDE	metFORMIN metroNIDAZOLE	NIFEdipine niMODipine	oxyCODONE HYDROcodone oxyCONTIN	t-Pa TNKase
CeleBREX CeleXA Cerebyx	hydrOXYzine hydrALAZINE	<b>MINIMIZING LOOK ALIKE SOUND ALIKE ERRORS:</b> <ul style="list-style-type: none"> <li>TALL-man Lettering</li> <li>Pxyis indication alerts</li> <li>Indications of drugs stated on order</li> <li>Separating sound alike/look alike drugs in Pxyis</li> </ul>		RisperDAL rOPINIRole risperIDONE	traZODone traMADol
doNIDine clonazepam cloZAPine				Restoril Vistaril Zestril	valACYclovir valGANciclovir
Effexor XR Effexor	lamiVUDine lamoTRigine	morphine concentrated morphine HYDROmorphine oxymorphone	sitaGLIPTin SUMAtriptan	Wellbutrin SR Wellbutrin XL	
ePHEDrine EPINEPHrine	levofloxacin levETIRAcetam	metoprolol succinate metoprolol tartrate	Tdap DTap	ZyrTEC ZyPREXA	

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# **MONITORING OF PATIENTS AFTER MEDICATION ADMINISTRATION**

## **POLICY**

## **PROCEDURE:**

- Procedure for the Identification and Review of any Medication Errors:
- Procedure for the Identification and Review of Adverse Drug Reactions (ADR):

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# REPORTING OF NEAR MISSES, MEDICATION ERRORS AND ADVERSE DRUG EVENTS

## PURPOSE:

To ensure patient safety after the administration of medication by continuous monitoring, a system for monitoring the medication errors and adverse drug reactions.

## SCOPE:

Hospital Wide – All Inpatient care areas

## RESPONSIBILITY:

Consultants, all Doctors,  
Nursing Staff &  
Pharmacy and Therapeutic Committee

## POLICY:

## PROCEDURE:

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# **POLICY AND PROCEDURES FOR USE OF NARCOTIC DRUGS AND PSYCHOTROPIC SUBSTANCES**

## **PURPOSE:**

To provide guidelines governing adequate control for procurement, proper storage, dispensing and record keeping of Narcotic and Psychotropic Drugs in a Hospital.


## **SCOPE**

All the important activities related to the procurement, storage, dispensing and record keeping of Narcotic and Psychotropic Drugs in accordance with the Narcotic and Psychotropic substances Act as well as Drugs and Cosmetics Act, 1940 and Rules framed there under.

## **RESPONSIBILITY:**

Consultants / Doctors,  
Nursing Staff  
Pharmacy And Therapeutic Committee

## **POLICY :**

  
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# POLICY ON VERBAL ORDERS

## VERBAL ORDERS:

- In case of inpatients, in emergency situations if the doctor gives any verbal orders or telephonic orders regarding medicines to be administered to a particular patient.
- The individual accepting the verbal order shall record and then read back the order in its entirety to the prescribing physician at the time the order is given, documenting that the order was "read back" (RB).
- Nursing staff shall tag all verbal orders with a "SIGN HERE & DATE" tag to alert the physician of the need to sign the verbal order upon return to the unit.
- Nursing staff are permitted to act upon verbal orders provided the orders contain the appropriate information.
- Verbal and telephone orders shall be signed or initialed by the prescribing practitioner as soon as possible, not later than 24 hours.
- When the ordering physician is unavailable, it is acceptable for another team member or the attending staff to authenticate the verbal order.
- Whenever there is doubt regarding a particular prescription (such as illegible handwriting, wrongly written strength/dose or frequency, doubt regarding similar sounding medicines, duplication etc.) or when a prescription is incomplete (without sign, date, etc), the pharmacist should promptly call the doctor and inform him and get it corrected without causing inconvenience for the patient.
- The attending nurse shall remind the treating doctor about the patient's known drug allergies as marked with red ink on the patient's file so that the patient does not receive that drug.

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## POLICY ON VERBAL ORDERS

### HIGH-RISK MEDICATION:

To identify potential high risk medications and to outline steps to prevent errors that may result from confusion of these medications.

Circumstances Increasing Errors in High Risk Medications: Poorly handwritten medication orders.


### Verbal directions/orders.

- Similar product packaging.
- Similar medication name.
- Improper packaging leading to improper route of administration.
- Storage of products with similar names in the same location.
- Similar abbreviations. Improper storage of concentrated electrolytes

### Strategies to Avoid Errors Involving High Risk Medications:

Medication arrangement: Avoid storing look-alike, sound-alike drugs next to each other (example: instead of storing by generic name (e.g. vincristine and vinblastine) store drugs by brand name (e.g. Oncovin and Velban). Limit high risk drug storage.

- Formulary selection: Minimize look-alike, sound-alike formulary combinations.
- Prior verification: As an additional precaution, high risk medication orders are
- verified prior to dispensing

  
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# ROLES AND RESPONSIBILITIES OF NURSING STAFF



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