

Medication Administration Advance Study Sheet

Important facts you must have memorized by the end of the course

The SEVEN Rights of Medication Administration

- The right client
- The right time
- The right medication
- The right dose
- The right route
- Documentation
- Right to refuse

The Six Components of a Physician Order

- The client's full name
- The date of the order
- Name of the medication
- Dosage and administration information
- Route of administration
- Physician's signature

EQUIVALENTS:

METRIC - decimal system of weights and measures using the gram, meter and liter.

LIQUID: cubic centimeter (cc) = milliliter (ml)

SOLID: 1 gram (gm) = 1000 milligrams (mg)

HOUSEHOLD - system based on common, though not standard, measuring devices.

tsp. = teaspoon

Tbsp. = tablespoon

oz. = ounce

1 tsp. = 5 cc

3 tsp. = 1 Tbsp = 15 cc

2 Tbsp = 30 cc = 1 oz

Common Abbreviations

ac	before meals
pc	after meals
bid	twice a day
tid	three times a day
qid	four times a day
HS	hour of sleep
po	by mouth
q	every
qd	every day
qh	every hour
q6h	every 6 hours
qod	every other day
DC	discontinue
mg	milligram
cc	cubic centimeter
ml	milliliter
Gm	gram
kg	kilogram
tsp	teaspoon
Tbsp	tablespoon
oz	ounce
mEq	milliequivalent
ophth	ophthalmic
otic	ear
OU	both eyes
OS	left eye
OD	right eye
prn	as needed
tab	tablet
cap	capsule
SL	sublingual
Buccal:	between cheek & gum
EC	enteric coated
oint or ung	ointment
supp	suppository
sol	solution
c	with
s	without
x	times
gtts	drops
(R)	right
(L)	left
XL/XR	extended release