

PHARMACY NEWSLETTER

UNIVERSITY HOSPITAL OF BROOKLYN



IMPORTANT
INFORMATION
FOR DOCTORS
AND NURSES

STARTING SEPTEMBER 1st PHARMACY
WILL NO LONGER PICK UP AND FILL
MEDICATION ORDERS THAT DO NOT
COMPLY WITH THE MEDICATION ORDER
COMPLETENESS STANDARD POLICY AND
PROCEDURE!

As a reminder, the Pharmacy and Therapeutics Committee, and the Executive Committee have approved the Medication Order Completeness Standard Policy and Procedure. This policy will be in effect as of September 1st, 2000. The Department of Pharmacy has been instructed not to pick up or fill any medication order that is not considered complete according to this policy. In addition, the order will also be categorized as a medication error.

In the July-August edition of the Pharmacy Newsletter the Medication Order Completeness Standard Policy was outlined. It is being reprinted in this edition.

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editor
Motria M. Mishko
Pharm.D., RPh
718 270-4340
mmishko@netmail.hscbklyn.edu

Advisors
Nicholas W. Galeota
M.S., RPh
Madiha Abdelmalak
B.S., RPh

MEDICATION ORDER COMPLETENESS STANDARD POLICY AND PROCEDURE

Every medication order, to be considered complete, must have the following :

1. Date and time the medication order was written by the prescriber
2. Signature of the prescriber accompanied by the printed name
3. First and last name of the patient
4. Drug name (brand or generic), dose, route of administration, frequency, and duration of therapy (it must be the full name of the drug, brand or generic, e.g., PCN is not acceptable)
5. The prescribed dosage must not contain trailing zeros, e.g., 1.0mg is not acceptable
6. The dosage must contain a leading zero before a decimal, e.g., digoxin 0.25mg
7. The dosage prescribed for chemotherapy drugs is rounded to the nearest whole dosage, e.g., 5.1 milligrams should be rounded to 5mg
8. For pediatric / neonatology orders, the following procedures should be incorporated into the department's practice protocols:
 - all doses are calculated and written by body weight or body surface area
 - all high risk orders are co-signed by a senior resident, chief resident, fellow or attending

These orders include:

IV digoxin

IV vasoactive drugs, e.g., epinephrine, norepinephrine, dopamine, dobutamine and phenylephrine

IV potassium

IV magnesium

Chemotherapy

Insulin

Calcium gluconate

RESPONSIBILITIES OF EACH HEALTHCARE PROFESSIONAL:

It is the responsibility of the healthcare practitioner to insure that all medication orders are complete according to this policy. It is the responsibility of Nursing personnel to pick up and transcribe only complete and clear medication orders. Otherwise, Nursing personnel shall clarify the medication order with the prescriber before forwarding the medication order to Pharmacy. It is the responsibility of the pharmacist to dispense medications on the authority of complete, clear, and clinically sound and safe medication orders written by an authorized prescriber.

If the medication order does not meet these criteria, then the pharmacist shall contact the prescriber, discuss the issues involving the medication order, and ask the prescriber to correct the medication order, if necessary.

The prescriber is responsible to discontinue the previous incorrect / incomplete order and rewrite a correct / complete medication order.