

Leamington Mennonite Home
Long Term Care

POLICY AND PROCEDURE

CATEGORY: Nursing	SUBJECT: Receiving & Transcribing Physician Orders & Medications	SECTION: R POLICY: 3
DATE: July 1992	Administrator: _____ <i>J. M.</i>	
REVISION DATES: September 2013	Director of Care: _____ <i>Cheryl Allick</i>	

RECEIVING & TRANSCRIBING PHYSICIAN ORDERS & MEDICATIONS

POLICY:

To ensure the safe and accurate receiving and transcribing of all medications and medical orders given by the Medical Director of the facility are processed in a timely manner and correctly by the Registered Staff.

PROCEDURE:

1. All Doctor's orders must clearly state the name of the resident, the name of the Physician and the name of the facility.
2. All orders must include the name of the resident, the date, the route of administration (application area if topical), the name of the medication, the strength of the medication, the form of medication and the Physician's signature.
3. Any known allergies must also be clearly visible on the front of the resident's chart.
4. Telephone or verbal orders may be written by the Registered Staff member who received the order. These orders must include the name of the doctor giving the order and signed by the Registered Staff member receiving the order. The Physician must co-sign the order on his next visit to the Home. Carbon copies of the Physician's orders must be signed if the order is for a narcotic. All telephone or verbal orders are to be faxed to the pharmacy and a carbon copy is to be placed on the pharmacy clipboard. All medication orders telephoned to the pharmacy shall be given only to the pharmacist.
5. All medical orders must be transcribed by a Registered Staff member in a timely manner to ensure accurate follow-through. This includes documentation on the Doctor's Orders sheet in the resident's chart, MARS sheets, TARS sheets and in the resident's electronic charting. When the order is transcribed, the Registered Staff member is to mark 'noted' on the order accompanied by his/her initials and status. All orders must be double – checked, initialed and status noted by another Registered Staff member on the following shift.
6. All Doctor's Order forms will be kept in the resident's permanent file. One carbon copy remains at the Nurse's station on the med cart. All orders shall be faxed to the pharmacy and a copy of the order placed on the pharmacy clipboard.

7. Registered Staff must obtain approval of all medications ordered by other physicians from the facility's Medical Director.
8. There shall be a quarterly, or more frequently as needed, documented review of each residents medications, signed by the Physician.
9. Following the quarterly medication review, the quarterly medication review record shall be included in the resident's chart in the Doctor's Order section and a copy shall be returned to the pharmacy. As well, a photocopy of the medication record will be placed in the Evacuation Binder.
10. All medication shall be dispensed by the Pharmacist. In the event of a resident LOA, the Registered Staff will send the appropriate amount of medication packages from the strip of multidose paks. The family member taking the resident out of the Home is responsible for dispensing the medication during the LOA.
11. All medication shall be labeled with the prescription number, resident's name, date, medication name, strength, form, manufacturer, quantity, directions for use, the prescriber's name and the name, owner, address, telephone number of the dispensing pharmacy. The label must also include appropriate accessory and cautionary instructions. If the medication card is for a PRN medication, it must have a valid expiration date.
12. The multidose medication paks are delivered to the Home each Friday morning. When re-ordering medications not included in the multidose paks, the D1 label is placed in the medication logbook where it is initialed, dated and status noted. A second matching RO label is placed on the yellow Pharmacy order sheet.
13. When receiving the next week's multidose paks, the Registered Staff on each floor will check that each resident's paks are present. The Registered Staff sign the delivery sheet and place it in the binder located in the med room. When receiving all other medications, the D2 label is removed from the medication and placed in the medication logbook beside the corresponding D1 label and initialed, dated and status noted.