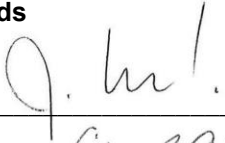
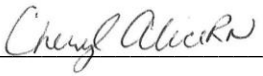


Leamington Mennonite Home  
Long Term Care

POLICY AND PROCEDURE

<b>CATEGORY:</b> Nursing	<b>SUBJECT:</b> Physician's Rounds	<b>SECTION:</b> P
<b>DATE:</b> February 1995	<b>Administrator:</b> <u></u>	<b>POLICY:</b> 4
<b>REVISION DATES:</b> February 2006	<b>Director of Care:</b> <u></u>	

PHYSICIAN'S ROUNDS

**POLICY:**

To provide consistency and continuity, the DOC or designated Registered Staff member will complete Physician's rounds with the Physician and follow through with completing the medication orders and proper documentation.

**PROCEDURE:**

1. The Physician's rounds list will be completed by Registered Staff on an ongoing basis during the week as to which resident (s) need to be seen by the Doctor and / or which medications need to be reviewed or reordered.
2. The Registered Staff working the night shift will check narcotic counts the night prior to the Doctor's rounds and place on the list if a reorder is needed. The Registered Staff will copy the Doctor's list, update the glucometer list and note which residents are scheduled for yearly physicals for each RHA the morning of rounds.
3. Equipment necessary for rounds is collected and ready for use prior to rounds. The basket is located in the first floor Medication room.
4. Lab reports or forms that require the Physician's signature are organized and ready for review prior to rounds. These can be found in the small filing cabinet located on Floor 1 at the nursing station.
5. When the Physician arrives, review all necessary information and sign any orders received from pharmacy during the week.
6. The Physician and DOC will begin rounds on floor one. The doctor will review all lab work on each floor and will note findings in the charts. As well, all multidisciplinary care conference forms are reviewed and signed.
7. When narcotics are ordered, an original signature and quantity is required on the copy that is forwarded to the Pharmacy
8. The Physician will complete rounds on each RHA with the DOC or Designate who will take notes as rounds are conducted. The Physician will write any necessary orders, chart in the Physician's Notes sections, record all physicals on the admission or annual physical forms. The DOC or Designate will:
  - a. notate in the resident's chart in the Multidisciplinary notes,
  - b. flag the doctor's orders,

- c. remove the carbon copies then provide the Registered Staff on each RHA with the orders to process. See Policy & Procedure on Receiving and Transcribing Physician's Orders.
  - d. pull up the appropriate tabs on the chart.
9. When all rounds have been completed, the Physician will call or meet with families in his office.
10. Upon the Physician's departure, the DOC or Designate will:
  - a. review all charts for any Doctor's orders
  - b. if a three month medication review has been done, remove the carbon copy and pull the 3MMR and Nurse to check tabs, and photocopy the 3MMR for the Evacuation binder. See Policy and Procedure on 3MMR.
11. Any abnormal lab results received during the week will be reported to the Physician by fax or telephone message depending on the urgency of the report.
12. Fill out the Orders from Doctor's Rounds sheet for the Ward Clerk.
13. Place all necessary pink carbon copy of Doctor's order on the Pharmacy clipboard for pick up.
14. The DOC or Delegate will notify the Pharmacy that the orders are ready for pick up.

**The Registered Staff on duty in each RHA will:**

1. Review and transcribe all orders on each RHA and leave the yellow copy of any Doctor's orders for all Registered Staff to review.
2. Remove any discontinued medications and place them in the unprocessed medication box. See Policy & Procedure on Discontinued Medications.
3. Registered Staff on the next shift will complete the second check by comparing the transcribed order on the MARS with the Doctor's order, noting □x 2 and staff's initials and designation and finally, putting the flags down.