

# POLICY MANUAL

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**Subject:** Physicians' Orders for Medication

**Effective Date:** 12-13-04

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## POLICY

In order to ensure safe and consistent practice, Cumberland Heights has adopted the following standards in regard to the writing of orders for medications by Physicians or by licensed nurses receiving verbal or telephone orders for medications from Physicians.

## PROCEDURE

Only those Physicians who are privileged and credentialed by the Cumberland Heights' Quality Management Committee to prescribe medications at the organization may write medication orders or give medication orders verbally or by telephone to licensed nursing staff. Only Licensed Practical Nurses or Registered Nurses may accept such orders from privileged and credentialed Cumberland Heights Physicians.

All medication orders require the following basic elements: Date of Order, Medication Name, Dose, Route, Frequency and Indication for Use. See "Types of Medication Orders" for specific elements required for various order types. If the written order is illegible, unclear or incomplete the nurse will consult the physician for clarification.

When a medication is prescribed, the physician takes into account information from the clinical/case record, relevant lab values, medication profile, and the individual's response.

All Licensed Nurses receiving either verbal or telephone orders must enter the order, complete a verbatim read back of the order to the Physician and receive confirmation from the Physician that the order is correct. The nurse then documents the read back on the Physicians' order sheet.