


NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Health Services</u> STATEMENT NUMBER <u>6.25</u>
SUBJECT: PRESCRIBING AUTHORITY AND TELEPHONE ORDERS PROPOSER: <u>Paula Mattis, Director, Medical and Forensic Services.</u> <i>Name/Title</i> <u>Medical/Forensic Services 271-3707</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>06/06/2018</u> REVIEW DATE <u>06/06/2020</u> SUPERSEDES PPD# _____ DATED _____
ISSUING OFFICER:  <i>Helen E. Hanks, Commissioner</i>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. PURPOSE:

To ensure that medications and other treatments are prescribed within the scope of a provider's licensing authority and in accordance with accepted procedures and regulations.

II. APPLICABILITY:

To all health care staff at all Department of Corrections sites who have prescribing authority for any kind of medical regimen.

III. POLICY:

It is the policy of the NH Department of Corrections that providers (e.g. Physician (MD), Advanced Practice Registered Nurse (APRN), Dentist (DMD)) follow the standards of practice established by their respective New Hampshire licensing boards.

IV. PROCEDURES:

- A. Medications requiring a prescription will be administered only when prescribed by a physician, psychiatrist, advanced practice registered nurse or dentist.
- B. No medications will be prescribed solely on an as needed (PRN) basis without a specified time interval between doses. A range of time (i.e., every 4 to 6 hours) is not acceptable. The clinical indication for the prescription must be included on the PRN order.
- C. All medication orders will include the date and time the order was written, name of medication, dosage of medication, route of administration, administration frequency, duration of therapy and name of ordering provider. An exact dosage and frequency must be specified in the order.
- D. At the time of prescribing a new medication, or renewing any medication order, the provider will review all current orders for duplication of therapy, drug interactions and/or contraindications to therapy by utilizing the alert system in the electronic health record (EHR). Any duplicate orders for medications will be discontinued as appropriate.

- E. Medications will be ordered for clinical need, consistent with a specified diagnosis.
- F. Psychotropic and behavior-modifying medications are not used for disciplinary reasons.
- G. If in the professional judgment of the pharmacist, a potential interaction or adverse reaction (i.e., drug/drug, patient/drug, etc.) is possible, the pharmacist is to contact the provider prior appropriate prescribing medical, psychiatric or dental service shall be called.
- H. A licensed dietitian shall be authorized to order appropriate nutritional interventions that are within their scope of professional practice to ensure that diet-related health needs are met.. For example, a licensed dietitian may order medically necessary diet therapies, nutritional snacks or supplements, and appropriate nutritional diagnostic laboratory tests (i.e., RAST for food allergy determination). A licensed dietitian shall not be authorized to act as a “licensed practitioner” as defined in RSA 318:1, XV.
 - 1. All orders made by a licensed dietitian shall be reviewed by a provider (MD or APRN) for appropriateness.
- I. The Chief Medical Officer, Chief Psychiatric Officer, and Chief Dental Officer may write standing orders, to be approved by the Director of Medical and Forensic Services. These orders will be made available as nursing protocols or approved templates in the EHR.
- J. Telephone orders shall:
 - 1. Only be received by a licensed nurse and shall only be issued from a provider.
 - 2. Be documented by the licensed nurse receiving the telephone order in the EHR in a noncontact note.
 - 3. Include the following information in the noncontact note: the date and time of the order, the name of the medication, the dosage of the medication, the route of administration, the frequency to be taken, duration of the order and the name of the provider.
 - 4. Be checked the next business day. Providers are responsible for checking their order queue in the EHR and to sign off on telephone orders no later than one business day after the order is given.

REFERENCES:

Standards for Health Services and Prisons, 2014
 National Commission on Correction Health Care
 P-D-02, P-F-02

New Hampshire RSA, Chapter 318:1

New Hampshire RSA, Chapter 326-H

Mattis/lb