

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 PROPONENT: <u>Helen Hanks, Administrative Dir.</u> <i>Name/Title</i> <u>Medical/Forensic Services 271-3707</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>11/30/12</u> REVIEW DATE <u>11/30/13</u> SUPERSEDES PPD# <u>New</u> DATED <u>N/A</u>
ISSUING OFFICER: <hr/> <i>William Wrenn, 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 are prescribed and all orders as relative to the practitioners licensing authority are according to accepted procedures and regulations.

II. **APPLICABILITY:**

To all health care staff at all Department of Corrections sites involved in prescribing medical regiments and transcribing medical orders.

III. **POLICY:**

It is the policy of the NH Department of Corrections to follow the standards of practice of licensing boards governing the delivery of services by the providers working in healthcare.

IV. **PROCEDURES:**

1. Medications requiring a prescription will be administered only when prescribed by the Medical Director, physician, psychiatrist, advanced practice registered nurse or dentist.
2. No medications will be prescribed solely on an as needed (PRN) basis without a specified time-frame. A range of time (i.e., every 4 to 6 hours) is not acceptable; the order must specify the minimum time interval between doses. The clinical indication for the prescription must be included on the PRN order.
3. All medication orders by the practitioner will include the date and time the order was written, name of medication dosage of medication, route of administration, administration frequency, duration of therapy, diagnosis indicated for medication use, and name of ordering practitioner. An exact dosage and frequency must be specified in the order; a range of dose left to the discretion of the nurse or the patient/inmate is unacceptable.
4. At the time of prescribing a new medication, or renewing any medication order, the practitioner will review all current orders for duplication of therapy, drug interactions and/or contraindications to therapy. Any duplicate orders for medications will be discontinued as appropriate. With all new medications the practitioner will indicate this is a "New Medication" on the order sheet which will alert the nurse. The nurse transcribing the order will be careful to document on the Medication Review Record (MAR) that is a new

- medication. Nursing will then document any reported adverse effects from the first doses in a progress note and notify the practitioner for review and possible changes. (See PPD 6.39).
5. Medications will be ordered for clinical need and not for disciplinary reasons.
 6. The long-term use of medications, which are subject to abuse, is discouraged unless clinically indicated.
 7. If in the professional judgment of the Pharmacist, a potential interaction or adverse reaction (i.e., drug/drug, patient/inmate/drug, etc.) is possible, the Pharmacist is to contact the practitioner prior to dispensing.
 8. Telephone orders for medications from a practitioner shall only be received by a licensed nurse. All telephone orders will be documented in the designated area of the Physician's Order Form. It must also include the date and time of the order, name of the medication, dosage of medication, route, frequency and duration of the order.
 9. It will be the responsibility of the nurse to obtain the prescriber's signature for all telephone orders by the close of their shift.
 10. The Registered Dietitian shall be authorized to order appropriate nutritional interventions that are within their scope of professional practice. For example, the Registered Dietitian may order medically necessary diet therapies, nutritional snacks or supplements, and appropriate nutritional diagnostic laboratory tests (i.e., RAST for food allergy determination). The Registered Dietitian shall not be authorized to "prescribe" as defined by the NH Board of Pharmacy RSA 318:42 and 318-B:10. All orders will be reviewed by a Provider (MD OR APRN) for appropriateness.
 11. See PPD 6.54 Prescribing and Dispensing Medications.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards
4-4378

Standards for Adult Community Residential Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

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