

Physician Order Forms for accuracy of allergy or sensitivity notations that might need to be transcribed to the MAR.

IV. PROCEDURE:

- A. All medication orders will be noted by licensed nursing personnel. Orders prescribed by the physician/nurse practitioner are transcribed from the Physician Order Form. After transcription, the nurse will sign in black/blue ink, his/her full name, title, time and date on the line directly below the physician's/nurse practitioner's signature. If there is space remaining on the order form between the last order and the practitioner's signature, the nurse will cross out the remainder of the space to prevent further additions to the Physician's Order Form.
- B. Medication orders are transcribed to the MAR. The order will be reviewed by a second nurse for accuracy, legibility, approved abbreviations, completeness of order and any inaccuracies. The second nurse will note on the MAR with the date and initials when the second check is complete. All questions will be referred back to the prescribing physician/nurse practitioner.
- C. Orders will be transcribed from the Physician's Order Form to the MAR record in the following manner:
 1. Date: original date ordered;
 2. Name of drug, dose, route and regime;
 3. Expiration date; in pencil; and
 4. List the site specific medication administration times in chronological order in the hour column. HS (Hour of Sleep) medication should be considered the last dose of the day.
- D. When an order contains a specific stop date and time medication is to be discontinued, place a line with an arrow in the blocks to indicate date and time.
- E. When a medication is ordered for a specific day, indicate by marking an "X" on the blocks that the medication is "NOT" to be administered.
- F. When a STAT or one time only medication is ordered, document it on the back side of the MAR. After the dose has been given, that section of the MAR will then be highlighted in yellow.
- G. All "As Needed" (PRN) medication orders must specify why PRN medication is being given (i.e., pain, agitation, etc.).
- H. When an order has been written to discontinue a medication, the discontinuance shall be indicated as follows:
 1. A yellow highlighter will be used to highlight the entire medication area to indicate discontinued. The highlighted area should include from far left side to the far right side of the MAR. Then D/C (discontinue) will be entered along with the date and time of discontinuance.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards

Standards for Adult Community Residential Services
Services
Fourth Edition Standards

Standards for Adult Probation and Parole Field
Services
Third Edition Standards

Other

HANKS/clr