

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Health Services</u> STATEMENT NUMBER <u>6.62</u>
SUBJECT: NOT APPROVED ABBREVIATIONS PROPONENT: <u>Helen Hanks, Administrative Director</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 enhance the safety of medication ordering, transcription, dispensing and administration by prohibiting the use of abbreviations which have been shown to be associated with medication errors.

II. APPLICABILITY:

To all healthcare staff.

III. POLICY:

It is the policy of the NH Department of Corrections (NHDOC) that these abbreviations have been designated as not approved and should not be used in any part of the medical record.

IV. PROCEDURE:

- A. The list of not approved abbreviations will be maintained and updated when necessary (attachment 1).
- B. When a not approved abbreviation is noted, all attempts will be made to ask the physician to re-write the order.
- C. Further compliance will include:
 1. The pharmacist making copies of all orders containing not approved abbreviations.
 2. The pharmacist will immediately distribute these copies to the discipline chiefs counseling regarding education of appropriate staff.
 3. All incidents of non-compliance will be presented and tracked through the quarterly Pharmacy and Therapeutics Committee Meeting.

for

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
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other

HANKS/pf

Attachment

NH Department of Corrections: Division of Medical & Forensic Services
Pharmacy Services – Not Approved Abbreviations

The following abbreviations are not to be used on physician orders or anywhere within the medical record:

U	Must write out units
BIW, TIW	Specify two times a week, three times a week
Ug	Use mcg instead
AU, AS, AD	Write out both ears, left ear, right ear
OU, OS, OD	Write out both eyes, left eye, right eye
Cc	Use mL instead
QD, QID, QOD	Specify daily (q am or 1 pm), four times daily, every other day
Trailing zero	Do not use (e.g., 1.0)
Leading zero	Must use (e.g., 0.1)
Apothecary	Do not use (e.g., grains)
Symbols	Do not use
IU	Eliminate international and spell out units
MS, MS04	Write out morphine sulfate
MgS04	Write out magnesium sulfate
>	Write out words "greater than"
<	Write out words "less than"
L or R	Write out "left" or "right"
QA	Write out "at A Call"
QB	Write out "at B Call"
QC	Write out "at C Call"
QD	Write out "at D Call"
Abbreviations of drug names are prohibited	