

Vermont Psychiatric Care Hospital Policy and Procedure		
Prescribing/Medication Ordering		
Effective: September 2014	Revised: September 2024	Due for Review: September 2026

POLICY

The Vermont Psychiatric Care Hospital (VPCH) will establish a safe system reducing the potential for medication errors and the misinterpretation of these medication orders. Medication orders must be clear and accurate to ensure effective, safe, clear, and legal use.

Medication orders will be entered into the Electronic Health record with only medications needed to treat the hospitalized individual's condition.

PROCEDURE

Authorized prescribers: Only those categories of personnel granted prescriptive authority by the VPCH's Rules and Regulations, and applicable Federal and State laws may order medications. Medical staff roster is maintained for all licensed professionals with active clinical privileges.

Medication order entry: Medication orders will be: CPOE- computerized Physician order entry. See policy of emergency preparedness if the CPOE fails.

Minimum requirements for a complete medication order *within the hospitalized individual's profile*

- Name of hospitalized individual
- Date of Birth or Account Number
- Date and time on the medication order is computer generated.
- Drug name (include release properties i.e., IR and SR, ER etc.) Medication selection within the electronic health record either: brand or generic. The Pharmacy department in collaboration with the Pharmacy and Therapeutic Committee will determine the source of selected drugs. The physician may elect to not allow generic substitution but must state that on the initial order.
- Strength (metric) or concentration
- Dose, frequency, and route of administration.
- Dosage form
- Quantity and/or duration, when applicable
- Specific instructions for use, when applicable
- Indication for use
- Name of provider/ electronic signature

Incomplete Medication Orders- Any orders that are deemed incomplete will not be accepted as a valid medication order. The Prescribing Physician must be contacted. The order will need to be discontinued and a clarifying order will need to be reentered into the computer. Verbal orders

and telephone orders will not be allowed.

Abbreviations: No abbreviations, acronyms, symbols, and dose designations listed on standardized “Unacceptable abbreviation list” will be utilized; this will apply to all orders and all medication. See Unacceptable Abbreviation policy III 10.

Order duration/ Auto stop order: The order duration will automatically default in accordance with applicable Federal, State rules and regulations that govern those medications. Controlled substances have a 30-day automatic stop order, Antibiotics have a 7 day auto stop. Non-Controlled Prescriptions- Medication orders must be renewed yearly. Duration may not exceed the maximum limits; Physicians will need to renew the medication order to continue the medication past the auto stop duration. A computer-generated report printed 3 days prior to the stop date alerts the Physician that a medication is close to being discontinued. Pharmacy will fax these reports to the Physicians for renewals.

Discharge Medication orders- Medication Reconciliation-All medications orders upon discharge will contain all the same requirements for an accurate complete order. Instructions via the medication reconciliation process in the electronic health record will be given to the next caretakers of the hospitalized individual. In the event the Medication reconciliation process via the health record is not available, reports will be generated for this process with all the same elements of a clear and accurate medication order.

Hospitalized individual specific information: Hospitalized individual specific information must be readily available to all health care professionals prior to order entry, dispensing and administering. Hospitalized individual specific information may include but not limited - Allergies, Sensitivities Height, Weight, Age, Creatinine Clearance –if available, Diagnosis, Gender, All current medications, Pertinent laboratory values.

ORDER WRITING PROHIBITIONS/LIMITATIONS:

Following type of medication orders are NOT ACCEPTABLE:

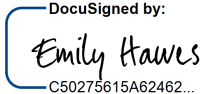
- Order containing prohibited abbreviations-or medication names abbreviated.
- Hold orders (will be considered discontinued)
- Resume orders Blanket orders (example: renew all previous medications)
- Tapering- titration orders

DEFINITIONS AND ELEMENTS OF COMPLETE and ACCEPTABLE MEDICATION ORDER:

- PRN “As needed” orders:** PRN must include frequency and indication.
- Stat/Now orders:** Immediately
- Routine Orders:** Within one hour
- Standing orders:** Not allowed at VPCH.
- Titrating orders:**-Specific criteria and parameters, including target values, must be included in the order. Not applicable to VPCH
- Taper orders:** Medications will be entered hospitalized individually by the Physician with clear instructions for the taper.
- Signed and Held orders: (Definition-** preprinted held medication orders with specific instructions from a licensed independent practitioner to administer medications to a hospitalized individual in clearly defined circumstances that become active upon the release of the orders on a specific date and time) Not allowed at VPCH.
- Look/Alike or Sound/Alike names:** Special precautions and clear writing/printing will be utilized to avoid mix-ups. Tallman lettering will be used within the electronic health record and Automated Dispensing Cabinets
- Telephone orders/Verbal orders:** Not allowed at VPCH.
- Herbal/Alternative products:** See policy on Complementary/ herbal remedies.
- Therapeutic substitution:** See Policy Automatic Therapeutic interchange.

References

Joint Commission MM 01.01.01, MM 04.0101, MM 05.01.01

Approved by	Signature	Date
Emily Hawes, Commissioner, Vermont Department of Mental Health	 C50275615A62462...	9/25/2024