 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P08-S06
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Nursing Service Department
	Document Title:	<b>REGULAR REVIEW OF PRESCRIPTION ORDERS</b>

#### **PURPOSE:**

1. To provide a safe and efficient medication review system that ensures effective appropriate treatment.
2. To provide monitoring for long term conditions that minimizes patient harm, inappropriate requests, drug wastage, and prescribing errors.
3. To ensure that changes to a patient's medication made by the physician are updated on the patient's medical record and reviewed appropriately.

#### **SCOPE:**


Applies to all Nursing Service Division (Department/Section/Unit) Staff and Medical Doctors of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

#### **PERSON RESPONSIBLE:**

Staff Nurse, Medical Doctors, Pharmacist, Clinical Instructors, Nursing Students


#### **GENERAL GUIDELINES:**

- 1 Registered nurses shall transcribe doctor's orders.
- 2 Regular review of prescription orders shall be done by the Staff Nurse, Pharmacist, Medical Doctor
- 3 Any medications ordered shall be under the Hospital Formulary approved by the Therapeutics Committee.
- 4 All medications ordered shall consist of the following data;
  - 4.1 Generic Name
  - 4.2 Brand Name (if indicated )
  - 4.3 Dosage
  - 4.4 Frequency
  - 4.5 Timing

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### PROCEDURE:

- 1 Medical Doctors prescribes medication written in generic and brand name if necessary.
- 2 The nurse in-charge/head nurse checks the medication sheet, summary of medication and Kardex of the patient against the doctor's order for verification.
- 3 Nurse in charge/ Head Nurse/Medical Doctors ensures that all documented medications are updated.
  - 3.1 Clinical Instructors coordinates with the head nurse/senior nurse their patient assignment and if they are assigned as medication nurse.
  - 3.2 Pharmacist coordinates with the head nurse/senior any discrepancy noted after review of doctor's order.
- 4 Nurse on duty refers for any illegible doctor's order and unavailability of medications to medical residents on duty, or attending physicians.

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>GIA P. BANDRIA, RN</b> Head Nurse		7/8/22
Verified by:	<b>RICHARD S. MONTILJAO, RN</b> OIC Policy Development Officer		7/7/2022
	<b>SHALAINE SOCORO L. DURAN, RN</b> Nurse Manager for Operations		7/8/2022
	<b>HANNAH KHAY S. TREYES, RN MN</b> Chief Nurse		7/8/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		7/08/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN MAN</b> Nursing Division Officer		7/8/2022
	<b>FREDERIC IVAN L. TING, MD</b> OIC - Total Quality Division		7/8/22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		7-14-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		9/13/22



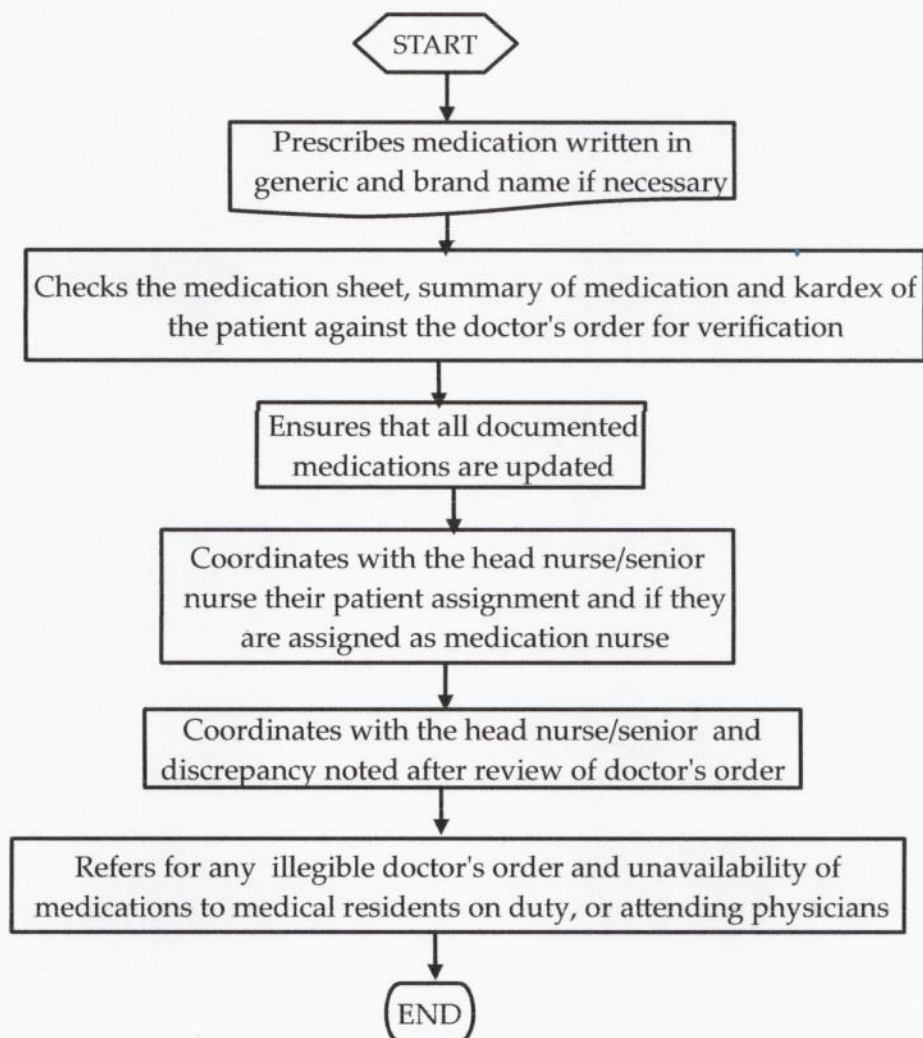



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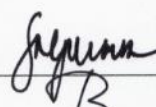

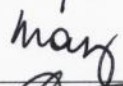
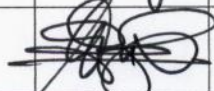
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## FLOWCHART



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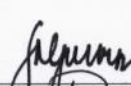

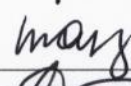
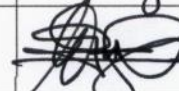
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KEY TASKS	PERSON RESPONSIBLE
1. Transcribes, reviews, verifies and implements orders made by the Medical Doctors.	Staff Nurse
2. Prescribes orders	Medical Doctor
3. Coordinates and refers with the Medical Team for any discrepancies in the patient's chart.	Pharmacist
4. Coordinates with the head nurse/staff nurse of their assigned function	Clinical Instructor



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