 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-J-P07
	Effective Date:	12-31-2021
	Document Type:	Policy
	Page Number:	1 of 4
	Department/Section:	Pharmacy Division
	Document Title:	VERIFICATION OF PRESCRIPTION ORDER

PURPOSE:

1. To provide a systematic approach in verifying the physician's order for admitted patients in the hospital.
2. To establish uniform guidelines for pharmacists and nurses to use when seeking verification of unclear physician order and/or practice of standards issues.

LEVEL:

Physicians, Nurses, Pharmacist, Radiology Technician, Respiratory Technicians, Anesthesia Technicians and other Authorized Health Care Providers

DEFINITION OF TERMS:


Verification of Physician Order- is the process of screening and clarifying unclear physician orders by qualified pharmacy staff.

Generic Equivalent- using a drug that has the same scientific name but a different brand name.

Medication Errors – Any preventable event that may cause or lead to inappropriate medication use or patient harm while the medication is in the control of the health care professional, patient, or consumer.


Pharmacy Intervention Form- is a form of Pharmacy that shall be used to clarify and make amendments/changes to a physician's order.

Authorized Health Care Provider- for the purpose of his policy, it includes Registered Nurses, Physicians, Registered Pharmacists, Radiology Technicians, and other designated clinicians by RMCI.





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POLICY:

1. The Pharmacy Division shall have a policy for Verification of Drug-related orders that is consistent with the World Health Organization and other governing bodies.
2. The Pharmacy Division shall hold questionable orders until the pharmacist has conferred with the Physician to verify an order, to ensure optimal patient care through safe and appropriate dispensing of drugs.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. MADELYN N. LACSON, RPh., RN Inpatient Pharmacy Supervisor		1/10/22
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	MIRIAM HOPE D. BRAVO, RPh. Inpatient Pharmacy Manager		1/10/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		1/10/2022
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	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		1/11/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		2/12/22

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DOCUMENTATION:


New Policy

DISSEMINATION:

1. RMC Hospital Communicator
2. Conducting hospital wide continuing education to all healthcare professionals.

REFERENCE:

Accreditation Canada Qmentum International Standards "Medication Management" 2015.

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	Effective Date:	06-01-2022
	Document Type:	Standard Operating Procedure
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	Document Title:	VERIFICATION OF PRESCRIPTION ORDER

PURPOSE:

To establish uniform guidelines for pharmacists and nurses to use when seeking verification of unclear physician order and/or practice of standards issues.

SCOPE:


Applies to all Pharmacy Division staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Physicians, Nurses, Pharmacist, Radiology Technician, Respiratory Technicians, Anesthesia Technicians and other Authorized Health Care Providers

PROCEDURE:


1. Prior to preparing and dispensing medications, a qualified pharmacist will screen and verify all drug orders in terms of:
 - 1.1. Completeness, legibility, and adherence to standards
 - 1.2. Adherence to physician's scope of practice (specialties)
 - 1.3. Adherence to the use of hospital-approved abbreviations
 - 1.4. Therapeutic relevance
 - 1.5. Drug-drug interactions
 - 1.6. Drug-food interactions
 - 1.7. Allergic reactions
 - 1.8. Incompatibilities
 - 1.9. Evaluation of adverse drug reactions
 - 1.10. Appropriate time and route of administration
2. Receives, screens, and verifies STAT and NEW Orders and dispenses them according to policy.
3. If a specific brand is not available, the pharmacist can dispense generic equivalents of the drug ensuring the same strength or concentration and dosage form.

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4. When clarification of medication orders is necessary due to unavailability of medication or incompleteness/inappropriateness of order, the pharmacist contacts the physician either in writing (in non-urgent cases) or via telephone or in-person to explain the problem.
5. The Pharmacist will discuss with the physician the discrepancy and verify any changes that may be needed in the prescription to avoid any ADR or drug-drug interactions, drug-food interactions, allergic reactions, and incompatibilities.
6. If a physician verbally authorizes changes in order and is unable to chart the clarification in time to avoid undue delay in dispensing and/or administration of the order, the pharmacist/nurse records the drug order clarification as outlined in the telephone order procedure. The Pharmacist/Nurse clearly identifies the order as an order clarification; specific reference to the order clarifies. The order clarification is treated as any other telephone order. Refer to Verbal and Telephone Order policy and procedure.
7. If the query still exists, the physician who wrote the order should be contacted by the nurse and the query discussed with him/her:
 - 7.1. If the order was written by the ROD and the issue is unresolved, the consultant should be contacted for verification.
 - 7.2. If the order was written by the consultant, the Nurse Manager or his/her designee should discuss the situation with the consultant and let him verify the order.
8. All clarification via telephone in the pharmacy will be documented in the system under "notes" in each patient medication profile and/or in the Pharmacy Intervention Form.
9. Report any ADR (including allergy), Medication Errors, or Clarification, using the appropriate forms for each case. Refer to "Adverse Drug Reaction/Adverse Event Reporting" and "Medication Error Reporting" policies and procedures.


REFERENCE:

Accreditation Canada Qmentum International Standards "Medication Management" 2015.


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APPROVAL:


	Name/Title	Signature	Date
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	MIRIAM HOPE D. BRAVO, RPh. Inpatient Pharmacy Manager		6/16/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		06/16/2022
Recommending Approval:	PRINCESS M. ABELLON, MBA Pharmacy Division Officer		6/16/22
	FREDERIC IVAN L. TING, MD OIC-Total Quality Division		6/23/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/1/22

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KEY TASKS	PERSON RESPONSIBLE
1. Screens and verifies all drug orders prior to preparing and dispensing medications.	Pharmacist / Staff Nurse
2. Receives, screens, and verifies STAT and NEW Orders and dispense them according to policy	
3. Reports any ADR (including allergy), Medication Errors or Clarification, using the appropriate forms for each case	
4. Contacts the physician either in writing (in non-urgent cases) or via telephone or in person due to unavailability of medication or incompleteness/inappropriateness of order.	
5. Discusses with the physician the discrepancy and verify any changes that may be needed in the prescription to avoid any ADR or drug-drug interactions, drug food interactions, allergic reactions, and incompatibilities.	
6. Clearly identifies the order as an order clarification; specific reference to the order clarifies. The order clarification is treated as any other telephone order	
7. Documents in the system under "notes" in each patient medication profile and/or in the Pharmacy Intervention Form all clarification via telephone	

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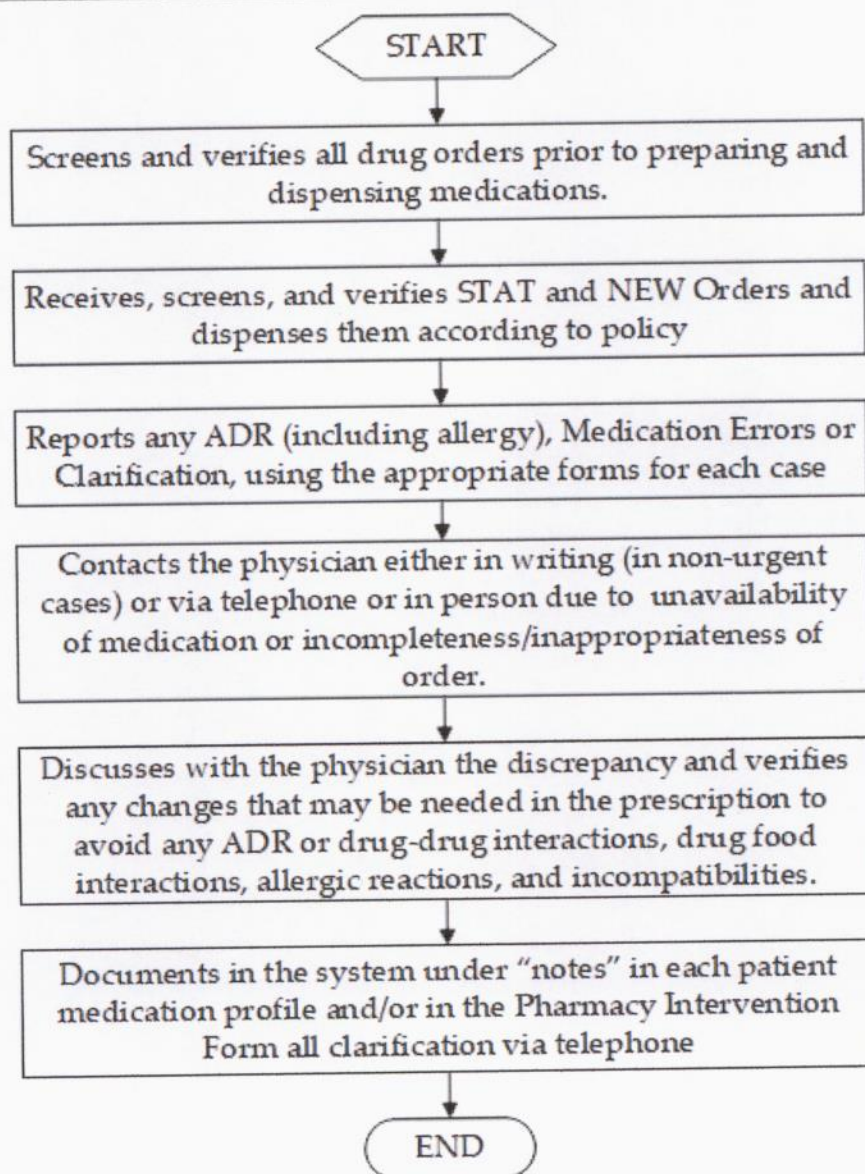



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
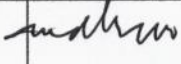




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FLOWCHART



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