

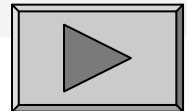
# Safe Management of Medicines

Who  
When  
What  
How  
Why



## Module 3 Safe Prescribing

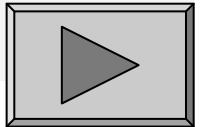
Includes Telephone Orders



# Module References

Who  
When  
What  
How  
Why

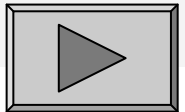
Safe Management of Medicines: A Guide for Managers of  
Old People's Homes and Residential Care Facilities  
NZNO Organisation Guidelines for Safe Administration Medicines  
Standards of Care for Old People's Homes  
Old People's Homes Regulations 1987  
Medicines Act 1981  
Medicines Regulations 1984  
Misuse of Drugs Act 1975  
Misuse of Drugs Regulations 1977  
Hospitals Regulations 1993  
<http://www.medsafe.govt.nz>  
New Ethicals  
Douglas Pharmaceuticals Medication Systems  
Pharmac Training: Whanau Staying Well with Medicines



# Safe Prescribing

Who  
When  
What  
How  
Why

- ✓ Transcribing prescriptions is not acceptable
- ✓ Verbal telephone orders are not considered best practice.
- ✓ Each resident has their medications reviewed at least 3 monthly by the General Practitioner.
- ✓ All household remedies must be charted on the residents medication chart and the protocol signed by the Nurse Manager and the Pharmacist.



# Medicines Act 1981

Prescriptions may be written by **doctors, dentists, nurse practitioners** and **registered midwives**.

## REGULATION 41 – Prescriptions must be

Signed

Legible and  
indelibly printed  
No Transcribing

Contain:

- adequate instructions
- number of times  
drug may be given

Clearly indicate:

- name of the recipient
- dosage medicine
- route & when to give



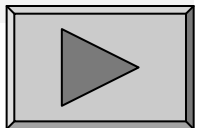
# Safe Prescribing Practice

## Target Areas for Improvement for **MANAGEMENT**:

Who  
When  
What  
How  
Why

- ✓ Display an accepted abbreviations list.
- ✓ Have a list of NOT TO BE USED abbreviations also.
- ✓ Appropriate, **up-to-date** drug references, like New Ethicals, **MUST** be accessible in all areas where medications are prescribed, dispensed, or administered

Beware tenfold errors



# Decimal points

To prevent ten-fold overdoses, a terminal or trailing Zero should NEVER be used after a decimal point.

Choose the prescription carrying the risk of error caused by a trailing zero, below:

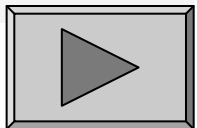
5.0 mg

5 mg

.5 mg

0.5 MG

Who  
When  
What  
How  
Why



# ANSWER

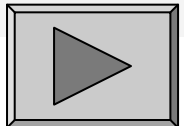
Who  
When  
What  
How  
Why

YES

**5.0 mg**

MISTAKEN FOR

**50 MG**



# Decimal Points 2

A leading zero should ALWAYS precede a decimal expression of less than one. Missing the decimal point **increases the dose tenfold!**

Choose the prescription below that could result in this error:

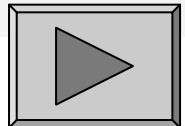
.5 mg

0.5 MG

5 mg

5.0 mg

Who  
When  
What  
How  
Why



# Answer

Who  
When  
What  
How  
Why

YES

.5 mg

MISTAKEN FOR

5 MG

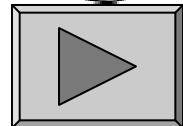
Got that?



YES



NOT REALLY



# Verbal Orders

## Ministry of Health Viewpoint:

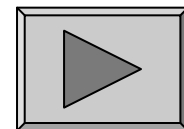
If verbal order comes from an **authorised prescriber** and is then **countersigned** within an **agreed timeframe**, that complies with the legislation.

Who  
When  
What  
How  
Why

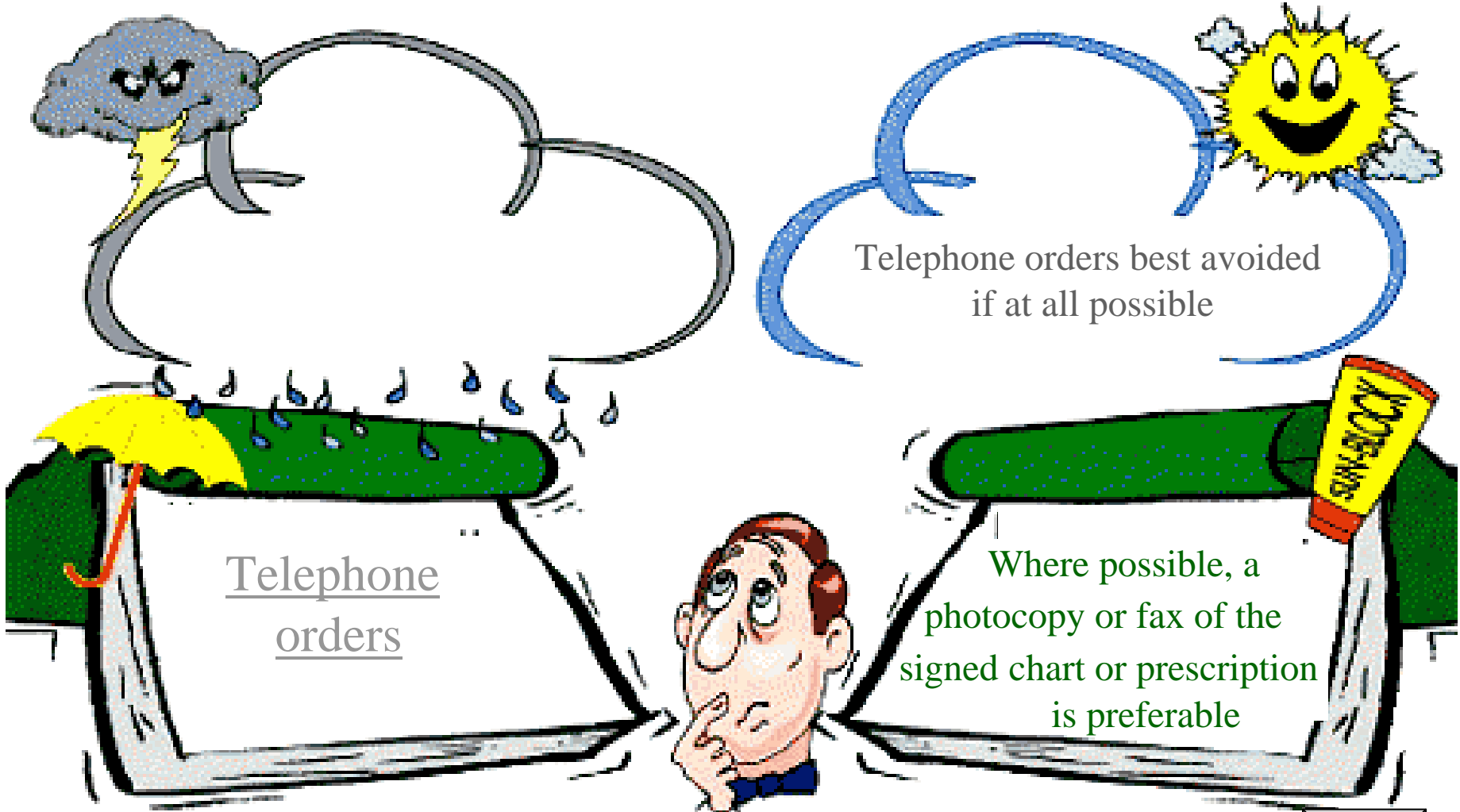
E.G. In the event of an emergency

Example situation:

Doctor is gloved up - so as not to interrupt sterile procedure



# Telephone Orders



Telephone orders best avoided if at all possible

Telephone orders

Where possible, a photocopy or fax of the signed chart or prescription is preferable



# Telephone Orders

Who  
When  
What  
How  
Why

- ✓ Telephone instructions can be taken, and entered on the medication order form, as a verbal order.
- ✓ Two staff must hear the telephone instruction.
- ✓ A senior staff member must note, date and sign immediately all telephone changes in therapy.

Such orders only remain current for 72 hours by which time the Doctor must have authorized the order with signature.

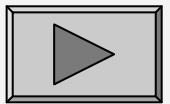


# MOH Audit

Who  
When  
What  
How  
Why

Auditors are likely to seek evidence that:

- ✓ You have a program to Manage Medicines Safely
- ✓ A known coordinator is in control of this Program [manager]
- ✓ That non-prescription and household meds are included in policy and are part of your program.
- ✓ That prescriptions measure up to Section 41 of Medicines Act
- ✓ That there is review of prescriptions 3 monthly
- ✗ No transcribing is occurring
- ✓ Robust training program – knowledge assessed
- ✓ Trainers competency is adequate
- ✓ Known response procedure for adverse reactions



END

# End

Who  
When  
What  
How  
Why

I hope you enjoyed this free Training Module

Other important training modules:

- Safe Administration of Medicine
- Safe Management of Insulin and Diabetic Emergency
- Controlled drugs (all for nurses and care givers)
- Troubleshooting medication errors / problems

Take the assessment of knowledge & download your certificate

**END**

hit ESC to exit



Back to start