


<b>SUBJECT:</b> Verbal Order Prescription	
<b>DEPARTMENT:</b> Intensive Care Services	<b>Page:</b> 1
<b>REFERENCE #</b> 01-01-0110	<b>Of:</b> 3

## 1.0 Policy


- 1.1. The only acceptable time a verbal order for a drug should be taken from a medical practitioner is in an emergency situation where there is an immediate unplanned patient need. Such an order should not be considered an acceptable substitute for routine medication management.
- 1.2. A registered nurse who accepts a verbal order should consider her/his own competency and accountability. The best interest and safety of the patient must always be considered and is paramount.
- 1.3. A verbal order which is not clear should not be recorded or carried out.
- 1.4. Verbal orders for narcotic drugs and schedule drugs should not be taken.
- 1.5. The name, patient number and diagnosis is confirmed by the Physician giving the order to ensure that the correct patient receives the correct medication.

## 2.0 Emergency situation, Doctor is present

- 2.1 In an emergency situation when a doctor is present a medication can be administered in the following circumstances:
  - When two registered nurses, one of whom should be an S/N1 or a more senior nurse, concur with the order given by the doctor.
  - When one registered nurse checks the order with the doctor.
  - The doctor is responsible for confirming the order in writing on the Drug Administration Chart/ Doctor's Order Sheet before leaving the ward.

## 3.0 Emergency Situation, Doctor is Not Present

Director of Department	Director of Medical Administration	Program Director

<b>SUBJECT:</b> Verbal Order Prescription	
<b>DEPARTMENT:</b> Intensive Care Services	<b>Page:</b> 2
<b>REFERENCE #</b> 01-01-0110	<b>Of:</b> 3

3.1 In an emergency situation when a doctor is not present and is in contact via a telephone, a medication can be administered provided the following is adhered to:

- The order is heard individually by two registered nurses, one of whom should be a S/N1 or more senior nurse.
- The order is repeated to the doctor for verification.
- The nurses concur with the order given by the doctor.

Riyadh Military Hospital

#### 4.0 Documentation

4.1 Verbal orders should be written on the Doctor Order's sheet. The following should be documented:

- Date and time the order is taken.
- The medication name, dose and route of administration.
- Doctors Name, Code number & bleep number of doctor giving order.
- Names, grades and signature of nurses taking order.
- The actual time of drug administration.
- The doctor is responsible for confirming the order in writing on the Doctor's Order sheet within 12 hours.

Intensive Care Services


#### 5.0 References

An Bord Altranais (June 2003) Guidance to Nurses & Midwives on medication Management. Page 6.

Medical Services Division: Hospitals KSA. Medical Staff By Laws Paragraph 14,2.6

Riyadh Al Kharj Hospital Programme KSA. (October 2005) Verbal & Telephone Orders/administration of IV Infusion on general wards. Medical Advisory Board.

Director of Department	Director of Medical Administration	Program Director

<b>SUBJECT:</b> Verbal Order Prescription	
<b>DEPARTMENT:</b> Intensive Care Services	<b>Page:</b> 3
<b>REFERENCE #</b> 01-01-0110	<b>Of:</b> 3

United Kingdom Central Council for Nursing, Midwifery & Health Visiting (October 2000). Guidelines for the administration of medicines. Page 4.

Riyadh Military Hospital

Intensive Care Services

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