Policy Applies to: Reviewed – minor suggestions JV

- Credentialed Specialists
- All RNs and ENs employed by Mercy Hospital
- Pharmacist contracted to provide dispensary services to Mercy Hospital

Related Standards:

- EQuIP Standard 1.1.8 Health record
- EQuIP Standard 1.5.1 Medicines are managed to ensure safe and effective consumer / patient outcomes
- Ministry of Health (2012) Standing order guidelines

Rationale:
Mercy Hospital Surgical Preferences facilitate patient care that is credentialed specialist specific. Standing Orders facilitate the administration of a number of listed medications in response to patient need in the absence of onsite medical staff.

Definitions:

Surgical Preference – a written instruction issued by a Credentialed Specialist that outlines surgeon specific patient care preferences.

Standing orders- a written instruction issued by the Credentialed Specialist, that authorises a specified class of persons, who do not hold prescribing rights to supply and administer specified medicines and some controlled drugs to a specified class of persons without a prescription. This pertains to certain medications only and must include information about why the standing order is necessary, the class of persons who may administer the medication, competency requirements for administration/supply, generic drug name, indications, dose, contraindications, route, and requirement for countersigning or other documentation.

A Standing Order applies for 12 months or until it is replaced by a new Standing Order covering the same subject matter, or is cancelled in writing by the issuer. A standing order does NOT allow a person to provide a patient with a prescription that has been pre-signed by the issuer of the Standing Order.

Objectives:

- To ensure continuity of patient care in the absence of onsite medical staff
- To minimise waiting time for symptom relief
- To ensure that all medications are administered in a timely and legally responsible way.
Implementation:
The existence of standing orders is introduced to clinical staff at New Staff Orientation.

Standing Orders are made available to every person permitted to work under the auspices of a Standing Order. This includes those that supply or administer the medicine under the Standing Order, any affected practitioner who is not the issuer, and any member of the public upon request.

- All Standing Orders will be available online on Drive/Mercy Shared, as well as being available on SharePoint.
- A hard copy of all Standing Orders will be kept on McAuley ward for reference should there be an issue with access to IT.
- Surgical Preferences will follow the same process.
- Where Standing orders are in use a written record of RN/EN signature will indicate that these staff have read and fully understand their responsibilities in administering from a Standing Order. This process will be managed by the Clinical Coordinators with sign off sheets filed and retrievable.

Please note - administration of any medication requires the administrator to be aware of the indications and contraindications, expected and unwanted effects of the medication as well as the management of these e.g. respiratory depression, hypotension, altered level of consciousness etc. Administrators are accountable for their practice and are required to hold sufficient knowledge of the medications that they administer as well as any monitoring requirements or special considerations around the medication.

The specific competency required is a current Mercy Hospital IV certificate (RN or EN).

Updating
- Credentialed Specialists supply a copy of their Surgical Preferences and/or Standing Orders to Mercy Hospital prior to commencement.
- Where a surgeon or anaesthetist requires a change to a surgical preference or standing order please ensure this change is communicated to the Executive Assistant by email. These changes will be updated online as they take place, the hard copy will be updated annually.
- Biennial review, update and sign-off of surgical preferences will be undertaken by Credentialed Specialists. Annual review, update and sign off of Standing orders will be undertaken by credentialed specialists and facilitated by the DCS.
Evaluation:
How will the effectiveness of this Policy be reviewed?
- Standing orders will be reviewed by the issuer (prescriber) at least annually
- Surgical preferences, as they do not involve medications, will be reviewed 2 yearly unless changes are required in a more timely fashion
- The co-signing of a standing order will be audited as part of the annual Medicines Management Audit (the Global Audit cycle)
- Nurses covered by a standing order must sign a record sheet to acknowledge they have read and understood the standing order. This must be done annually when the standing orders are reviewed. Clinical Coordinators will be responsible for ensuring completeness and filing of this list
- Any adverse events will be reviewed as part of the Incident reporting system.

Associated Documents

External
- Ministry of Health (2012) Standing order guidelines
- Ministry of Health (2002) Medicines (Standing Orders) Regulations
- The Misuse of Drugs Act 1975
- NZNO Guidelines for nurses on the administration of medicines (2014)

Internal
- Incident Management Policy
- IV Manual 2015
- Medicines Management Policy
- By-laws for Credentialed Specialists
- Clinical Records Management Policy
- Medication Standing Order templates
- McAuley Ward Opiate Standing Order – Adult
- PACU Opiate Standing Order – Adult
- Indigestion standing order flowchart
- Bowel Protocol
- MCC standing orders
- MHC standing orders
- Standing orders template.
Standing Orders
Process for managing new Standing Orders or alterations to existing Standing Orders

Standing Orders For Credentialed Specialists are reviewed annually in February by DoCS to reflect Consultant initiated changes.

Are changes required?

Yes

- DoCS reviews changes and sends on line to Credentialed Specialist for review.
- If no feedback is received, a final copy is printed.
- If comments are received, the on-line documents are updated and printed off annually.

Executive Assistant sends final hard copy to PAC for signing.

PACU gets Credentialed Specialist to sign off changes on final copy and returns final copy to Executive Assistant

No

Ad hoc changes required

Send email to Executive Assistant

Changes made on line

Credentialed Specialists sign off Standing Orders annually

Executive Assistant ensures 1 signed copy of Standing Orders is kept in McAuley
Surgical Preferences
Process for managing new Surgical Preferences or alterations to existing Surgical Preferences

- DoCS reviews changes and sends online to Credentialed Specialist for review.
- If no feedback is received, a final copy is printed.
- If comments are received, the online documents are updated and printed off biennially.

Executive Assistant sends final copy to PACU.

PACU gets Credentialed Specialist to sign off changes on final copy and returns final copy to Executive Assistant.

Executive Assistant ensures signed copies of Surgical Preferences are available in McAuley.

Surgical Preferences For Credentialed Specialists are reviewed every two years in February by DoCS to reflect Consultant initiated changes.

Credentialed Specialists sign off Surgical Preferences every two years or as required.

Are changes required?

- Yes
  - DoCS reviews changes and sends online to Credentialed Specialist for review.
  - If no feedback is received, a final copy is printed.
  - If comments are received, the online documents are updated and printed off biennially.
  - Executive Assistant sends final copy to PACU.

- No
  - Ad hoc changes required
    - Send email to Executive Assistant
      - Changes made online immediately