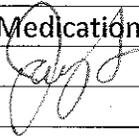


 VERMONT DEPARTMENT FOR CHILDREN AND FAMILIES Family Services Division Woodside Juvenile Rehabilitation Center		<h1>405f</h1>
Chapter:	Organization, Administration and Management	
Subject:	Verbal & Telephone Medication Orders	Page 1 of 1
Approved:	Jay Simons, Director 	Effective: 9/17/2015
Supersedes		Dated:

Purpose

Decrease the risk of medication transcription errors

Definitions

Telephone/Verbal Order: any order that is verbally communicated to nurse in person or by phone.

Procedure

The Nurse:

- Will take telephone/verbal medication orders only if the physician is not in the building.
- Will read back and confirm the verbal order given.
- Will wait for email, fax or some form of written confirmation of order **before** implementing medication.
- Will immediately clarify any and all parts of the order that is illegible.
- Will transcribe the verbal order, flag it for sign-off, and bring to the attention of the physician to be signed off the next time the physician is in the building.
- Will take only written medication orders when the physician is in the building.

The Physician:

- Will write medication orders and give to the nurse in person or by email when in the building.
- When not in the building will follow up a verbal order by sending an email or fax to the nurse confirming the order as soon as possible.