



Standing Orders Procedure

Procedure Number

CHC-PG-0019

Version Nos:

4

1. Purpose

This Procedure outlines the process for the development, content and use of standing orders.

2. Application

This Procedure is to be followed by all clinical staff throughout the West Coast District Health Board (WCDHB).

3. Definitions

There are no definitions associated with this Procedure.

4. Responsibilities

For the purposes of this Procedure:

Medical Practitioners are required to:

- determine who is permitted to administer and supply a medicine under a standing order;
- issue in writing the standing order as per the requirements of the Procedure and the Medicine (Standing Orders) Regulations (2002);
- countersign the charted treatment within the required period;
- ensure a process is in place for the review and monitoring of the standing order;
- ensure that a copy of the standing order is made available to every person permitted to administer or supply the medicine.

Other Clinical Persons Permitted To Administer/Supply Medicine Under Standing Order are required to:

- ensure that the medicine is administered/supplied in accordance with the standing order
- record the administration/supply of the medication, assessment and treatment of the patient (including adverse reactions) and any monitoring or follow-up of the patient, if necessary.

5. Resources Required

This Procedure requires:

- i) written standing order
- ii) patient's medical record

6. Process

1.00 Medical Practitioners are to determine who is permitted to administer and supply a medicine under a standing order. This is to also include any competencies required by the persons to enable them to administer/supply the medication, as well as any training they may require.

1.01 The Medical Practitioner is to issue the standing order in writing. The standing order is to include:

- i) the name of the medical practitioner issuing the standing order;
- ii) the signature of the medical practitioner issuing the standing order;
- iii) the date on which the standing order was issued;
- iv) the persons permitted to supply/administer a medicine under the standing order;



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- v) any competencies required of the persons permitted to supply/administer a medicine under the standing order;
 - vi) any training that the persons permitted to supply/administer a medicine under the standing order must undertake;
 - vii) the class of patients to whom a medicine may be supplied/administered under the standing order;
 - viii) the period for which the standing order applies or that the standing order is to apply until it is replaced by a new standing order or is cancelled in writing;
 - ix) the particular circumstances in which the standing order applied;
 - x) the treatments to which the standing order applies;
 - xi) the medicines that can be supplied/administered;
 - xii) the indications for which the medicine can be supplied/administered;
 - xiii) the recommended dose/dose range for the medicine;
 - xiv) the contraindications for the medicine;
 - xv) the validated reference charts for calculation of the dose if required;
 - xvi) the period of time in which the medical practitioner must countersign the charted treatment;
 - xvii) the scope associated of the standing order;
 - xviii) the definitions of any terms used in the standing order.
- 1.02 If a standing order contains any competencies that a person permitted to supply/administer a medicine under the standing order must have, then these competencies must be reviewed annually by the medical practitioner who issued the standing order.
- 1.03 Medical Practitioners who issue standing orders must ensure that each time a medicine is administered/supplied under the standing order, that they countersign this within the time period stated by the standing order.
- 1.04 All standing orders must be reviewed annually by the Medical Practitioner who issued the standing order. As part of the review the Medical Practitioner is to consider:
- i) whether it is necessary or appropriate for the standing order to continue;
 - ii) any changes, deletions or additions required.
- 1.05 Any changes, deletions, or additions made to a standing order as part of the annual review must be documented, dated and signed by the Medical Practitioner who issued the standing order.
- 1.06 If a Medical Practitioner wished to cancel a standing order that they have issued, this must be in writing and state the date at which the standing order is no longer valid.
- 1.07 Medical Practitioners who issue standing orders must ensure that each time a medicine is administered/supplied under the standing order, that they countersign this within the time period stated by the standing order.
- 1.08 Medical Practitioners who issue standing orders must also monitor and review the correct operation of any standing order they have issued; and in particular any adverse incidents that occur (as per the *WCDHB Medication Errors Procedure* and the *WCDHB Accident/Incident Reporting Procedure*).



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- 1.09 Persons administering/supplying medicine under a standing order must ensure that:
- the medicine is administered/supplied in accordance with the standing order
 - record the administration/supply of the medication, assessment and treatment of the patient (including adverse reactions) and any monitoring or follow-up of the patient, if necessary.

7. Precautions And Considerations

- ➔ Medical Practitioners are to determine who is permitted to administer and supply a medicine under a standing order
- ➔ The medical practitioner is to issue the standing order in writing
- ➔ Medical Practitioners who issue standing orders must ensure that each time a medicine is administered/supplied under the standing order, that they countersign this within the time period stated by the standing order.

8. References

Medicines (Standing Orders) Regulations (2002)

9. Related Documents

WCDHB Standing Orders Template

WCDHB Medications Errors Procedure

WCDHB Accident/Incident Reporting Procedure

Revision History	Version:	4
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