



HIGHLAND HOSPICE

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PREScribing BY TELEPHONE

Policy

NMC guidance states that telephone prescribing is not an acceptable practice. The situation has been risk assessed for the Highland Hospice, where medical staff are not on the premises at all times. The Hospice has approved that in exceptional circumstances, a doctor may prescribe by telephone to a registered nurse.

Procedure

The Registered Nurse will record in the appropriate section of the prescription sheet

- a) the date
 - b) the medicine prescribed - generic name - must be printed in block letters
 - c) the dose
 - d) the route of administration
 - e) the dosage time/s
 - f) the prescriber's name and the words 'verbal order'
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- 3 To ensure that the message is clearly understood, the Registered Nurse must read the prescription back to the prescriber

 - 4 The Registered Nurse will record in the Daily Diary section of the nursing notes of the patient "verbal order from" (the doctor's name), the circumstances and the prescription.

 - 5 The telephone prescription must be heard and checked by the second registered nurse and both sign beside entry in daily diary.

 - 6 The prescribing doctor, or Consultant, will sign the prescription within 24 hours.

 - 7 Both the prescribing doctor and nurse must feel confident with the situation before the nurse requests/accepts any prescription prescribed by telephone.