

Practice Education Guidelines for BC Orders

GL#4-6

Practice Guideline

February 28, 2007

Students may write, receive, and transcribe Orders when:

- it falls within the policies of **both** the Placing and Receiving Agency (–refer also to [Practice Education Guideline – Student Scope of Practice](#))
- the action is within the scope of practice of the profession
- it is permitted within the specific practice setting

Guideline Details

Written Orders

Only students in authorized professions* (Physician, Dentist, Podiatrist, Nurse Practitioner, Midwife) may write Orders. Orders must be written under the supervision or direction of the supervising authorized professional.

The supervising professional must countersign (co-sign) all student Orders preferably before they are carried out. In the case of an emergency, an Order may be carried out and then countersigned at the earliest opportunity.¹

Pharmacists do not accept prescriptions from students of authorized professions unless countersigned by the supervising authorized professional.

Receiving Verbal & Telephone Orders

Students in authorized professions are NOT to give Telephone* or Verbal Orders*.

Verbal or Telephone Orders generally are not accepted unless circumstances of the patient necessitates such an exception.² Only authorized receivers* of Orders may accept Verbal or Telephone Orders in these circumstances.

Students may only accept Verbal or Telephone Orders from authorized professionals when:

- Placing and Receiving Agency policies permit such action **AND**
- The authorized receiver (the preceptor/field guide, or designate) hears the Order directly as well.

The authorized professional who issued the Verbal or Telephone Order must countersign/co-sign the Order within an appropriate timeframe set by the Receiving Agency and/or other professional/governing body.

Transcribing/Checking Orders

Generally, students may only transcribe and/or check Orders when:

- their Placing Agency permits such action **AND**
- the Receiving Agency policies permit such action by the supervising profession **AND**
- they are directly supervised by the preceptor/field guide, or designate and the work is checked for accuracy by the designated supervisor.

¹ Adapted from MD Undergraduate Program. (June 19, 2006). Students Engaging in Clinical Activities. Section II: Supervision of Students Engaged in Clinical Activities. UBC Faculty of Medicine. Vancouver, BC. Page 2.

² College of Registered Nurses of BC. (Dec. 2005). Practice Standard for Registered Nurses and Nurse Practitioners: Administration of Medications. Vancouver, BC. Pub. No. 408.

Roles & Responsibilities

Placing Agency will:

- have policies in place that define the parameters for students related to writing, receiving and transcribing Orders
- communicate the policies to the student
- make the policies available to the Receiving Agency and supervising staff

Students will:

- know, communicate, and follow the Placing Agency policies regarding Orders
- provide copies of Placing Agency policies on request
- know and follow Receiving Agency policies regarding Orders
- discuss with their preceptor/field guide prior to writing, receiving, and transcribing Orders
- request supervision by their preceptor/field guide to oversee and countersign the work

Receiving Agency will:

- have policies in place that define the parameters for staff and students related to writing, receiving and transcribing Orders

Supervising Staff (preceptor/field guide) will:

- provide supervision and direction according to Placing and Receiving Agency policies
- countersign/co-sign the student's writing, recording, transcribing, or checking of orders before the order is carried out

Note: In cases where there is a discrepancy between Placing Agency policy and Receiving Agency policy, the more restrictive of the two policies apply. (refer to [Practice Education Guideline – Student Scope of Practice](#))

Consequences of Non-compliance

Errors in writing, recording, transcribing, or checking Orders may cause harm to the patient. With Telephone or Verbal Orders, there is always the question of how the error occurred.

Rationale

It is best practice to minimize the use of either Verbal or Telephone Orders in the daily care of patients. There is a higher risk of error with accepting Verbal or Telephone Orders as well as transcribing Orders, especially when students have limited experience in the practice setting. Therefore, it is important that an authorized professional hear the Order directly, and supervise the writing and/or transcribing of the Order.

Practice Standards for some professions state that an Order should not be carried out unless signed off by an authorized professional (licensed prescriber).³

³ College of Registered Nurses of BC. (Dec. 2005). Practice Standard for Registered Nurses and Nurse Practitioners: Administration of Medications. Vancouver, BC. Pub. No. 408.

Definitions

Authorized Profession: a profession who has legislated authority, the scope of which may vary, to prescribe.

Authorized Receiver: a profession who has this activity legislated in their scope of practice.

Verbal Orders: Orders that are dictated in person by an authorized professional to an authorized receiver.

Telephone Orders: Orders that are dictated over the telephone by an authorized professional to an authorized receiver.

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