



<b>Policy Title:</b>	"Do Not Use" Abbreviations	
<b>Policy Author:</b>	Pharmacy	
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## POLICY STATEMENT

St. Thomas Elgin General Hospital (STEGH) is committed to preventing medication errors caused by the use of error prone abbreviations, symbols, and dose designations. Any medication orders that use the abbreviations as identified by the Institute for Safe Medication Practices (ISMP) will not be processed until the ordering prescriber (e.g. Physician, Midwife, Nurse Practitioner, etc.) has been contacted and the orders clarified.

## PROCEDURE

### 1.0 Roles and Responsibilities

#### 1.01 Health Care Professional

- 1.01.1 Contact prescriber to clarify the order. If prescriber is in the hospital, use the paging system to contact. If no response to page, call prescriber at home, if unavailable, contact physician on-call.
- 1.01.2 If the order was entered into Cerner/written by a resident who is not currently available, contact their supervising physician.
- 1.01.3 When taking a verbal/telephone order the same standard applies, be sure to verify order with prescriber, be sure to enter/write order according to this standard.

#### 1.02 Physicians

- 1.02.1 Write/enter clear and legible medication orders that do not contain unacceptable abbreviations.

### 2.0 "Do Not Use" list of abbreviations should not be used at STEGH (refer to Appendix A – Dangerous Abbreviations, Symbols and Dose Designations for a complete list of "Do Not Use" abbreviations).

- 2.01 All of the documentation at STEGH should be done according to the STEGH Clinical Documentation policy.

## **REFERENCES**

ISMP Canada, Safety Bulletins

[ISMP Do Not Use – Dangerous Abbreviations, Symbols and Dose Designations](#)

STEGH Clinical Documentation Policy

## **APPENDICES**

Appendix A – Dangerous Abbreviations, Symbols and Dose Designations