

## ***Pharmacy Contact Information***

### ***Central Pharmacy:***

Pharmacy personnel are available 24/7  
Extension 7600 (from within the Medical Center)  
327-4252.

### ***Management:***

#### ***Director of Pharmacy:***

Kevin Cady  
Extension 4190 (within the Medical Center)  
327-4190



Current Status: Active

PolicyStat ID: 9472671



From day one.

Origination:	03/2000
Effective:	03/2021
Last Approved:	03/2021
Last Revised:	11/2011
Next Review:	03/2024
Owner:	<i>Kevin Cady: Pharmacy Director</i>
Area:	<i>Patient Care Services</i>
References:	
Applicability:	<i>Community Medical Center</i>

## Medications: Time Schedule, Administration, PH1313

### PURPOSE:

The purpose is to provide listed times for regular administration of medications to patients, to define eligible (medications eligible for routine time scheduling) or not eligible (medications that do not fit within the routine time scheduling), to define time-critical scheduled medications and non-time-critical scheduled medications and to address missed or late administration of medications.

### POLICY:

Medications will be routinely scheduled for administration as defined by EMR Logic.

There are several exceptions:

- "Not Eligible" medications
- NICU medications may or may not be routinely scheduled due to patient dose time considerations.

Routine scheduled medications may be administered up to 1 hour before or 1 hour after the scheduled dose time. Exceptions are noted within this policy.

### SCHEDULED MEDICATIONS:

Please refer to the attached Appendix A spreadsheet for defined times for scheduled medications based upon EMR Logic at Community Medical Center, Inc.

#### Routine Orders:

Routine EMR medication orders shall be processed by pharmacy within 90 minutes and the medication shall be available for administration to the patient within 2 hours as appropriate.

#### First Dose Medications:

First time doses, loading doses or one-time only medication doses will be administered within "Routine Order" processing based upon the order time documented in the EMR. This is unless they are "Stat" or "Now" orders that follow EMR logic for the order time documented. EMR processing timelines established for "Stat" and "Now" orders are noted below.

#### Subsequent Doses after a First Time Dose:

Subsequent doses, after a first time dose, will be based upon EMR logic. Please see the attached Appendix A

spreadsheet.

### **Retiming of Missed or Late Doses:**

Missed or late doses are often due to a patient being temporarily away from the nursing unit, patient refusal, a patients' inability to take the medication, problems related to medication availability, or other reasons.

The following guideline is provided for missed or late doses:

- A missed or late dose may be administered to the patient if it can be administered within 25% of the dose frequency, e.g., 25% of q6h would be 1.5 hours. If the missed or late dose exceeds 25% of the dose frequency the Nurse will not administer the medication and will consult with the provider responsible for the patients care.
- Medication errors that result from a missed or late dose administration must be reported to the provider responsible for the patients care.

### **MEDICATIONS identified as NOT ELIGIBLE for scheduled dosing times:**

- time sequenced doses; doses timed for serum drug levels;
- medications prescribed on an as needed basis (prn doses);
- Stat doses;
- Now doses;
- First time or loading doses

#### **Stat Orders:**

Stat EMR medication orders shall be processed by pharmacy within 5 minutes and the medication shall be administered to the patient within 15 minutes.

#### **Now Orders:**

Now EMR medication orders shall be processed by pharmacy within 30 minutes and the medication shall be administered to the patient within 45 minutes.

#### **Providers:**

Providers are responsible for timely communication of "Stat" and "Now" orders to the nursing staff.

## **TIME-CRITICAL SCHEDULED MEDICATIONS:**

Time-critical scheduled medications must be administered within 30 minutes before or after their scheduled dosing time, for a total window of 1 hour.

Time-critical medications:

- All Insulin Products - Nursing is allowed to adjust the scheduled dosing time around meals to meet patient needs.
- Warfarin
- Medication prescribed more frequently than every 4 hours, i.e., q3h, q2h.
- Medications that must be administered apart from other medications for optimal therapeutic effect.

# NON-TIME-CRITICAL SCHEDULED MEDICATIONS:

Medications prescribed for daily, weekly or monthly administration will follow the "Routine Orders" processing times as noted above.

## Attachments

[Appendix A](#)

## Approval Signatures

Step Description	Approver	Date
CNO	Jan Perry: Chief Nursing Officer	03/2021
Policy Owner	Kevin Cady: Pharmacy Director	03/2021

## Applicability

Community Medical Center

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