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| TITLE: | | |
| ABBREVIATIONS PROHIBITED | | |
| FACILITY: St. Vincent's East | FUNCTION: Medication Management | ORIGINATING DEPT: Pharmacy |
| HOSPITAL SHARED POLICY? _X_ Yes ___ No | | EFFECTIVE DATE: 10/01/2006 |
| DOCUMENT NUMBER: 42-7171-168 | | LAST REVIEW DATE: 2/01/2009 |
| ORIGINATION DATE: 10/01/2006 | | LAST REVISION DATE: |
| APPROVAL DATE: 2/01/2009 | | RETIREMENT DATE: |

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| SCOPE: All areas of St. Vincent's East where medication and critical value orders are written. |
| PURPOSE: To prevent errors due to misinterpretation of problem and confusing abbreviations |
| DEFINITIONS: Prohibited Abbreviations are those not permitted to be used by the JC and/or otherwise identified by the organization that are not permitted to be used when writing orders or recording critical results. |
| POLICY: A standardized list of abbreviations, acronyms and symbols that are not to be used throughout the organization will be established and should be excluded when writing orders and reporting critical results. |
| PROCEDURE: I. A list of prohibited abbreviations will be established using the JC list and other abbreviations identified by the organization. The abbreviations on this list are as follows: |

*The contents of this document rescind any previous document covering similar material.
The online version of this document is deemed current.*

| NEVER USE | INSTEAD USE |
|----------------------------|-------------------------------|
| U | Unit |
| IU | International Unit |
| QD | Daily |
| QOD | Every other day |
| Trailing zero (x.0) | X |
| Lack of Leading Zero ((.X) | 0.X |
| MS | Morphine or Magnesium Sulfate |
| MSO4 | Morphine or Magnesium Sulfate |
| MgSO4 | Morphine or Magnesium Sulfate |
| DCN or DCN 100 | Darvocet N or Doxycycline |
| Amio | Amiodarone or Aminophylline |
| Amp | Ancef or Ampicillin |

II. The list will be evaluated and other abbreviations added if errors or near misses warrant such action.
 III. Whenever the pharmacist receives an order with a prohibited abbreviation, he/she will evaluate the clarity of the order. If the order is unclear, the MD will be contacted and asked to clarify the order. This request may be made by the pharmacist or nurse as appropriate.
 IV. There will be ongoing monitoring of the use of prohibited abbreviations to determine repeat offenders and the trending of the use of such abbreviations.
 V. Issues will be referred to the Patient Care Evaluation Committee for review.

REFERENCES:

ATTACHMENTS:

APPROVAL ROUTING:

REVIEW HISTORY:

REVISION HISTORY: