Ten Things Every Nurse Should Know

1 – To Prevent Drug Transcription Errors; Have the prescriber include the reason (diagnosis) for the medication as part of every order. Then *ALWAYS* read back the order to the prescriber.

2 – Before administering a medication, do a "*triple check"* the MAR and the prescription label every time.

3 – Reorder Refill when there is a **4 day** supply remaining.

4 – Know the Pharmacy's order *Cut-Off Times* and when a telephone call may be required to ensure that the medication is delivered timely.

5 – Medication or *Med - Unavailable* is <u>**NOT**</u> as acceptable reason for failing to administer a medication.

6 – If a new order (or refill) is needed in time for dosing **TODAY or early tomorrow**, always call the pharmacy to ensure that they know it is needed quickly. If the medication is needed for dosing today, call the order in as a **"STAT delivery needed"** and document the **name of the person that you spoke with.**

7 – If a refill is needed, but in a lesser quantity than originally filled quantity, due to an upcoming discharge or medication discontinuation, you <u>**CAN**</u> request that a lesser quantity be sent. This includes IV medications as well.

8 – At the time of delivery, you should **REFUSE** the medication being delivered by the courier for resident who: *Have expired, have been discharged, are on LOA, or are in the Hospital* unless the resident will be returning on the <u>*SAME*</u> day that the medications are being delivered.

9 – DON'T sign the pharmacy delivery manifest before you have **verified that the manifest reflects exactly** what the courier is delivering.

10 – Medication carts should contain all of the **currently ordered medications.** Duplicate supplies should be stored in such a way as not to confuse the nurse with the active current medications. If this is not possible, the facility needs to have a process in place to organize and to use up the *current medication before reordering* any additional supplies.