



ieMR Advanced

Medication – scheduling administration times

Medication Management

Quick reference guide

Medications will be scheduled for administration based on:

- the selected first dose priority
 - NOW
 - Routine
- the frequency
 - scheduled frequency
 - interval frequency

Check the schedule when ordering

- From the *Orders* page click *+Add*.
- Search for the medication and select the most appropriate order sentence.
- Click *Done* to close the search window.

Note: when you click into *Frequency* the appropriate time/schedule may not be listed e.g. thyroxine is usually administered at 0600 on an empty stomach. When the administration times are changed from *daily on an empty stomach* to *weekdays only* the administration time resets to 0800. To obtain a schedule of 0600 on an empty stomach weekdays only, you will need to do the following steps.

To change the administration time back to 0600 for the life of the order:

- Select the frequency e.g. weekdays only.
- Click on the located next to the *Frequency* box.

- Next to the dropdown box is an elipsis

A window will open where you can enter the desired time of administration.

Once the time of dose has been selected you will be prompted to indicate the first administration date and time.



7. When you have made your selections click **OK** and **sign** the order.

Scheduling Doses

It is **critical** that clinicians have a detailed understanding of **INTERVAL** versus **SCHEDULED** frequencies when prescribing medications.

The frequency affects not only the first dose date and time, but also the subsequent doses.

It is **essential** that all prescribers review the schedule of **every** medication before prescribing.

Interval frequencies are **hourly** frequencies, such as:

- 4 hourly
- 6 hourly
- 8 hourly

Scheduled frequencies are frequencies such as:

- TWICE a day
- THREE times a day
- FOUR times a day

Scheduled frequencies have specific times within the order. For example, a medication ordered FOUR times a day (even interval) will have scheduled frequencies of 0600hr, 1200hr, 1800hr and 2400hr and one with a scheduled frequency of FOUR times a day will have scheduled frequencies of 0600hr, 1200hr, 1800hr and 2200hr.

Impact of First Dose Priority on scheduling

First Dose Priority of **NOW** will schedule the first dose date/time immediately (current date/time).

First Dose Priority of **Routine** will schedule the first dose for:

- Start of the next hour if the order uses an interval frequency (e.g. 6 hourly).
- Next time in the schedule for scheduled frequencies (e.g. FOUR times a day).

If a medication with scheduled frequencies has a first dose priority of **NOW**, there is a clinical risk that a patient may receive two doses of a medication close together.

IMPORTANT: Check that the next dose is not too close to the first dose when First Dose Priority is **NOW**.

Intravenous Antibiotics

When prescribing IV antibiotics, use hourly (known as interval) frequencies (e.g. 6 hourly), rather than scheduled frequencies (e.g. FOUR times a day). This will reduce the risk of additional, unintended doses being scheduled and the nurses having to do extensive rescheduling.

Antibiotics generally have order sentences with a first dose priority of **NOW**. So if a scheduled frequency is used, the first and second doses may be scheduled too close together, because the first dose occurs **NOW** and the next dose will fall at the scheduled time **NOT** 6 hours after the first dose. (Scheduled doses are for set times of the day.)

Example: Try to select order sentences with 6 hourly frequencies. If not available you may select the FOUR times a day (even interval) order sentence and make modifications as per following steps.

- change the frequency to 6 hourly
- review appropriateness of the first dose priority. (**NOW**/Routine)
- always check the administration schedule by clicking in to the "First Dose Date/Time" field to review the administration times
- Finally, after signing the order, check the MAR.

If in doubt, **call 1999** and ask for a pharmacist or a clinical floor walker to come and assist you.

