Downtime prescription and dispensing form

Form | HOS-FRM-014

Document type	Form
Title	Downtime prescription and dispensing form
Document ID	{{facility.code}}-HOS-FRM-014
Version and status	1.0 | Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	System S1 (Hospital), criterion S1.22
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

The paper prescription and dispensing record used when the electronic system is down. It carries the checks the software normally makes.

1. How to complete

- Use for every prescription during downtime.
- Make the software checks by hand, and tick each one.
- Dispense against the form, and check the item.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Allergies checked	Yes	[ ]	[ ]	[ ]	Action and who to tell
2	Weight and renal function checked	Yes	[ ]	[ ]	[ ]	Action and who to tell
3	Interactions checked	Yes	[ ]	[ ]	[ ]	Action and who to tell
4	Dose and route checked	Yes	[ ]	[ ]	[ ]	Action and who to tell
5	Independent check for high-alert items	Yes	[ ]	[ ]	[ ]	Action and who to tell
6	Entered into the system when it is back	Yes	[ ]	[ ]	[ ]	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-007	WHO Nine patient safety solutions (2007).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval