



<input type="checkbox"/> ADMINISTRATE POLICY & PROCEDURE (APP)		<input checked="" type="checkbox"/> INSTITUTIONAL POLICY & PROCEDURE (IPP) <input checked="" type="checkbox"/> INTERDEPARTMENTAL <input type="checkbox"/> INTERNAL	
TITLE		POLICY NUMBER/V#	
Safe Prescribing of Medications		MMC- MED- 06 (01)	
INITIATED DATE	EFFECTIVE DATE	REVISED DATE	
02/08/2025	01/09/2025	01/08/2028	
REPLACES NUMBER		NO. OF PAGES	
N/A		03	
APPLIES TO		RESPONSIBILITY	
Pharmacy, Medical and Nursing Staff		Pharmacy, Nursing, Medical	

1. PURPOSE:

- 1.1 To guide safe prescribing and ordering of pharmaceuticals.
- 1.2 To improve patient safety and eliminate medication errors.

2. DEFINITION:

- 2.1 **Privileging:** The process of reviewing an individual's credentials through a credentials body to determine the authority and responsibility to be granted to a practitioner for making independent decisions to diagnose, initiate, alter, or terminate a regimen of medical or dental care. Privileging determines the physician's scope of practice in the organization determined by his/her competencies.
- 2.2 **Medication order:** is written directions provided by a physician for specific medication to be administered to an individual and it should specify patient demographics, indication of prescribed medication, drug name, dose, dosage forms and frequency and prescriber must state date and signature.

3. POLICY:

- 3.1 Only physicians who are privileged and qualified relevant licensure are allowed to place medication orders.
- 3.2 **The medication prescription in the clinic shall commit to the following:**
 - 3.2.1 All prescriptions are identified by accurate patient demographics including name, age and medical record number
 - 3.2.2 Allergy status is clearly identified on the prescription.
 - 3.2.3 For pediatric patients and frail elderly prescriptions, weight (kg) is identified.
 - 3.2.4 Abbreviations are not used in prescriptions.



3.2.5 Prescribed medication is documented in the medical record.

3.3 In order to be processed and dispensed, medications orders in the clinic shall be electronically entered by the prescribing physician and documented properly in the patient's medical record.

3.4 For outpatient pharmacy: All medications orders placed by the physicians shall be reviewed by a registered pharmacist and assessed in relation to pertinent patient and clinical information before dispensing.

4. PROCEDURE:

4.1 The clinic established, implement and trains staff on process for the safe prescribing, ordering and transcription of medications.

4.2 Prescribing physicians shall observe the following when ordering:

3.2.1 The use of leading decimal (e.g. . 0.5ml not to write .5ml) or trailing zero (e.g. 0.5ml not to write 0.50 ml) when entering medication doses are not allowed.

3.2.2 If any change of an existing order is needed, an electronic discontinuation of the previous order shall be done by the prescribing physician and a complete new order shall be electronically entered.

3.2.3 Antibiotic orders should be in compliance with clinic antibiotic policy. (Refer to Antibiotic use Policy)

3.2.4 For outpatient pharmacy if the prescribing medications are not available (out of stock) the pharmacist shall contact the prescribing physician asking him /her to order an alternative.

4.3 If the alternative is not available or the physician insists on original prescribed medication, then the pharmacist shall print the prescription and give it to the patient to buy this medication from outside.

4.4 Allergy documentation: the electronic system does not allow the prescriber to order medication if the allergy history is not electronically recorded.

4.5 Weight based orders: for pediatric patients and frail elderly must clearly indicate the weight and age of the patient, i.e. using kilograms for dosing.

5. RESOURCES:

5.1 N/A

6. CROSS REFERENCE:

6.1 Medication Management Policy

6.2 Antibiotic use Policy

7. REFERENCES:

7.1 CBAHI National Standards for Ambulatory Care Centers, Effective Jan,2020.

7.2 The Joint Commission International (JCI), 7th Edition, Effective Jan 2021.

KINGDOM OF SAUDI ARABIA

Ministry Of Health

General directorate of Health Affairs AL-Baha

Mayyara General Medical Complex



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وزارة الصحة

المديرية العامة للشئون الصحية بمنطقة الباحة

مجمع ميارا الطبي العام

8. FORMS & ATTACHMENT:

8.1 N/A

9. Approved

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