 Department of Health Government of Nunavut		NURSING POLICY, PROCEDURE AND PROTOCOLS	
		Community Health Nursing	
TITLE:		SECTION:	POLICY NUMBER:
Administering or Dispensing Pharmaceuticals – Documentation		Pharmacy	09-006-00
EFFECTIVE DATE:	REVIEW DUE:	REPLACES NUMBER:	NUMBER OF PAGES:
Jan 18, 2023	Jan 18, 2026	Update	2
APPLIES TO:			
All Healthcare Providers			

1. BACKGROUND:

- 1.1 Documentation is a crucial component of safe, ethical, and effective nursing practice, irrespective of the context of practice or whether the documentation is paper-based or electronic. Documentation establishes accountability, promotes quality nursing care and facilitates communication between health care providers. (Registered Nurses Association of the Northwest Territories and Nunavut).

2. POLICY:

- 2.1. The healthcare provider (HCP) shall document the preparation, administration and dispensing of pharmaceutical agents in the client's health record.
- 2.2 The use of abbreviations is limited to those included in the *Government of Nunavut Formulary, 2021*.
- 2.3 In emergency situations, HCPs may sign for medications administered by other HCPs.
 - 2.3.1 At the earliest opportunity, the HCP administering the medication should confirm validity of the entry by utilizing the amendment function in Meditech to document on the original HCP's note, thereby linking their note to the original.
 - 2.3.2 If Meditech is unavailable, downtime procedures shall be utilized.

3. PRINCIPLES:

- 3.1. HCPs are accountable for ensuring timely, accurate documentation of all medications they administer.
- 3.2. HCPs document all aspects of medication administration.
- 3.3. HCPs only use employer-approved abbreviations.

4. DEFINITIONS:

- 4.1. **Healthcare Providers** (HCP) refers to any regulated or unregulated health care provider who has authority to administer or dispense medications in their scope of practice or through medical delegation.
- 4.2. **Documentation** "is anything entered in electronic or written format into a patient's health care record". (Perry, 2022)

5. PROCEDURE:

- 5.1. Documentation shall include the following information:
 - 2.3.3 Policy, protocol, or guideline being used or name and designation of ordering provider
 - 2.3.4 Date medication administered or dispensed
 - 2.3.5 Actual time pharmaceutical agents are prepared, administered, or dispensed

- 2.3.6 Name of pharmaceutical agents
- 2.3.7 Route of administration and frequency of administration
- 2.3.8 Site of administration if appropriate
- 2.3.9 Dosage administered
- 2.3.10 Number of dosages dispensed
- 2.3.11 Lot number and expiry date if applicable ie: immunizations
- 2.3.12 HCP signature and designation
- 2.3.13 Patient name, birthdate, healthcare number if applicable (i.e. paper charting)
- 2.4 Additional documentation for continuous intravenous medications must include:
 - 2.4.1 The concentration (i.e. mg/ml)
 - 2.4.2 The continuous infusion dose (i.e. mg/min, mcg/kg/min)
 - 2.4.3 The volume of medication infusing (i.e. 20mls/hr)
- 2.5 Following the administration of a medication to a client, the HCP shall document
 - 2.5.1 The client's response
 - 2.5.2 Any adverse reactions to the medication
 - 2.5.3 Any related interventions
 - 2.5.4 The information and/or instructions provided to the client
 - 2.5.5 Communication orders received from other members of the healthcare team

6. RELATED POLICIES, PROTOCOLS AND LEGISLATION:

Policy 06-008-00 Documentation Standards

Policy 07-031-00 CHN Expanded Role: Diagnosing, initiating lab and x-ray tests and initiating drug treatment

Policy 09-005-00 Dispensing Medication

Government of Nunavut Drug Formulary, 2021

Nunavut Nursing Act (S.Nu. 2003, c.17)

Nunavut Pharmacy Act (S.Nu.2006, c.20)

Licensed Practical Nurses Act (S.NU.2010, c.25)



7. REFERENCES:

Nova Scotia College of Nursing. (2022, April). *Medication Guidelines for Nurses*. Retrieved from <https://cdn1.nscn.ca/sites/default/files/documents/resources/MedicationGuidelines.pdf>

Perry, A. a. (2022). *Clinical Nursing Skills and Techniques 10 edition*. Elsevier Inc.

Registered Nurses Association of the Northwest Territories and Nunavut. (2015, January 19). *Documentation Guidelines for Registered Nurses and Nurse Practitioners*.

Pharmacy and Therapeutics Committee: *Nunavut Formulary 2021*

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