



## Pharmacy Department Clinical Policy and Procedure Medication Order Duration and Order Renewal

**A. EFFECTIVE DATE:**

August 17, 2021

**B. PURPOSE :**

The purpose of this policy is to define appropriate lengths of medication orders.

**C. POLICY :**

Pharmaceutical orders are valid for a period of days depending on the classification of the pharmaceutical as designated in the CT Comprehensive Drug Control Laws.

Orders for Schedule II Controlled Substances shall be limited to a period not exceeding 7 days from the time the original order is written, as required by Connecticut State Statute (chapter 420b, sec 21a-251).

Orders for Schedule III, IV or V Controlled Substances shall be limited to a period not exceeding 30 days from the time the original order is written, as required by Connecticut State Statute (chapter 420b, sec 21a-251).

All patients will have medications reviewed as outlined in the Medication Reconciliation Policy. In addition, to this review, medication orders shall be reviewed by the provider, prior to discontinuation, when set to expire within 24 hours.

**D. SCOPE :**

Applies to all John Dempsey Hospital clinical care areas except outpatient clinics.

**E. DEFINITIONS :**

None

**F. MATERIAL(S) NEEDED :**

None

**G. PROCEDURE :**

The Computerized Provider Order Entry (CPOE) system will provide all Schedule II Controlled Substance with an active duration time of 7 days and Schedule III, IV or V Controlled Substances with an active duration time of 30 days, unless ordered for a shorter time period. All other medications will have no end time, unless ordered for a shorter time period.

Stop order times for specific medications may be present as addressed in other clinical protocols or in CPOE order sets, based on clinical standards (e.g. some antimicrobial orders may have defaulted expiration dates as determined by Antimicrobial Stewardship Program).

The physician/licensed independent practitioner (LIP) will be responsible for discontinuing medications prior to the default or reordering the medication beyond the defaulted times, as clinically appropriate. The medication will be discontinued if the physician/LIP does not reorder.

Twenty-four hours prior to the order stop date, medication orders will display in CPOE with a reminder for review. It is the responsibility of the provider to evaluate whether the order should be discontinued or renewed. Orders not renewed or discontinued by their stop date will be automatically discontinued in the system. The primary nurse, pharmacist, or respiratory therapist may provide notification to a provider when an order is automatically discontinued as a reminder for review to determine if an order is still needed.

Orders will automatically move from the active medication summary and the active work list of the electronic medication administration record (MAR) upon order expiration date and time. If using a manual MAR, upon expiration, the nurse will yellow highlight the order in the MAR. This will indicate that the order is discontinued, if not renewed by this time.

**H. ATTACHMENTS :**

None

**I. REFERENCES :**

Connecticut State Statute (Chapter 420b, Sec. 21a-251) – Dispensing of controlled substances by hospitals, infirmaries or clinics, UConn Health Medication Reconciliation Policy  
HAM Policy – Medication Reconciliation

**J. SEARCH WORDS :**

Medications, orders, stop times, duration, controlled, controls

**K. ENFORCEMENT:**

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

**L. STAKEHOLDER APPROVALS :**

On File

**M. COMMITTEE APPROVALS :**

Pharmacy and Therapeutics Committee

**N. FINAL APPROVAL :**

- |   |                           |
|---|---------------------------|
| 1. <u>Andrew Agwunobi, MD (Signed)</u><br>Andrew Agwunobi, MD, MBA<br><b>UConn Health Chief Executive Officer</b>   | <u>09/23/2021</u><br>Date |
| 2. <u>Anne D. Horbatuck, (Signed)</u><br>Anne D. Horbatuck, RN, BSN, MBA<br><b>Clinical Policy Committee Co-Chair</b>   | <u>09/23/2021</u><br>Date |
| 3. <u>Scott Allen, MD (Signed)</u><br>Scott Allen, MD<br><b>Clinical Policy Committee Co-Chair</b>  | <u>09/21/2021</u><br>Date |
| 4. <u>Caryl Ryan (Signed)</u><br>Caryl Ryan, MS, BSN, RN<br><b>Interim Chief Operating Officer, JDH<br/>VP Quality and Patient Services &amp; Chief Nursing Officer</b> | <u>09/15/2021</u><br>Date |

**O. REVISION HISTORY :**

Date Issued: 5/4/12

Date Revised: 12/29/2014, 11/29/17, 8/17/21

Date Reviewed: 5/4/12, 11/29/17