
Policy:	500.040
Title:	Standing Orders
Effective Date:	1/2/18

PURPOSE: To standardize basic nursing care utilizing physicians' standing orders for medications and treatments for use in specific medical conditions.

APPLICABILITY: Minnesota Department of Corrections (DOC); health services

DEFINITIONS:

Physician standing orders – physician-ordered directions that correspond to specific health conditions (including conditions related to sexual assault) requiring a course of action that may include medications, treatments, lab work, immunizations, or any other interventions as indicated.

Pharmaceutical and therapeutic (P&T) committee – a formal committee consisting of DOC representatives: a psychiatrist, medical director, behavioral health director, and nursing director; and contracted vendor representatives: the medical director, pharmacist, and regional director; and other participants as invited. The purpose of the committee is to review, revise, and approve the formulary and prescribing practices, develop and/or approve treatment protocols, establish therapeutic substitutions, perform drug utilization reviews, and resolve issues involving the delivery and dispensing of medications.

PROCEDURES:

- A. The department maintains physician's standing orders for use in specific medical conditions. Standing orders are developed and implemented as outlined in these procedures.
- B. The pharmaceutical and therapeutic (P&T) committee:
 - 1. Approves all standing orders prior to implementation;
 - 2. Reviews standing orders at least annually, and revises if indicated;
 - 3. Signs all standing orders (medical director) prior to implementation and at least annually; and
 - 4. Documents in the P&T committee minutes the review of standing orders and retains the minutes in central office health services according to the approved retention schedule.
- C. Only registered nurses may authorize the initiation of a standing order.
- D. Registered nurses must document in the progress notes an assessment, including the rationale for initiating a standing order. Documentation of standing order implementation is retained in the medical record.
- E. Standing orders may not be extended or renewed by a registered nurse a consecutive time. A practitioner must be notified for further evaluation and provide a medical order for continued use if this is deemed necessary.
- F. Licensed practical nurses or other trained staff may administer standing orders previously initiated by a registered nurse.

- G. All standing-order medications must be given direct observed therapy (DOT), administered on a dose-by-dose basis.

INTERNAL CONTROLS:

- A. The review of standing orders is documented in the P&T committee minutes, which are retained in central office health services according to the approved retention schedule.
- B. Documentation of standing order implementation is retained in the medical record.

ACA STANDARDS: 4-4381, 4-4382, 4-4361, and 1-ABC-4E-41

REFERENCES: [Policy 500.010, "Health Services"](#)
[Policy 500.200, "Management of Medications"](#)
Prison Rape Elimination Act (PREA), [28 C.F.R. §115 \(2012\)](#)

REPLACES: Policy 500.040, "Standing Orders/Nursing Protocol Manuals," 7/9/16.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVED BY:

Deputy Commissioner, Facility Services
Deputy Commissioner, Community Services
Assistant Commissioner, Facility Services
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