

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

CODE: 5.06.0
DATE: 1/5/82
REVISED: 01/03/19, 4/19/22
APPROVED: Think Tran, Pharm.D.
PAGES: 1 of 4

SECTION: **INTRAVENOUS ADMIXTURE PROGRAM**
SUBJECT: **ADMINISTRATION TIME SCHEDULE**

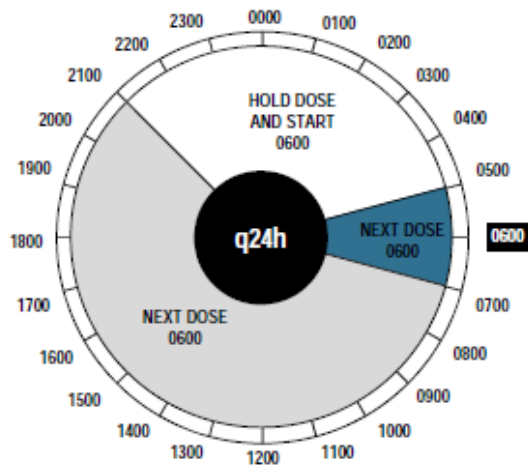
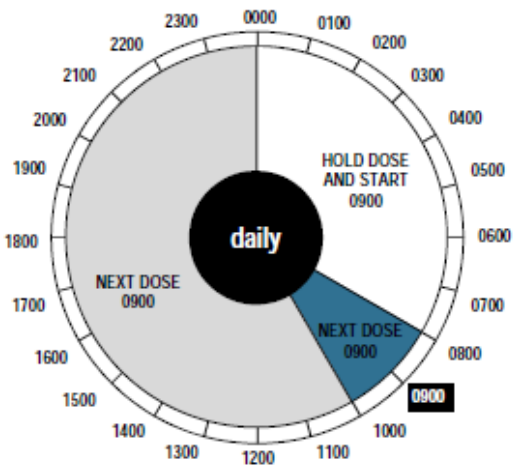
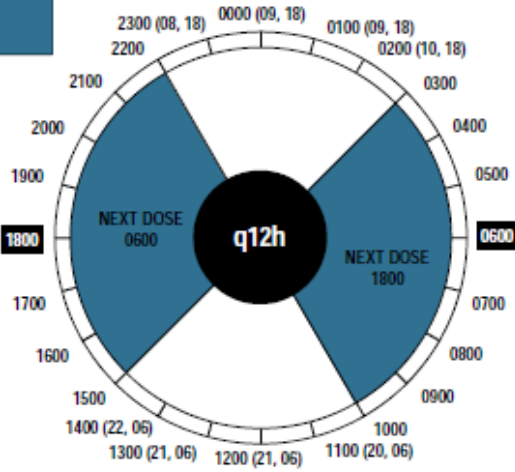
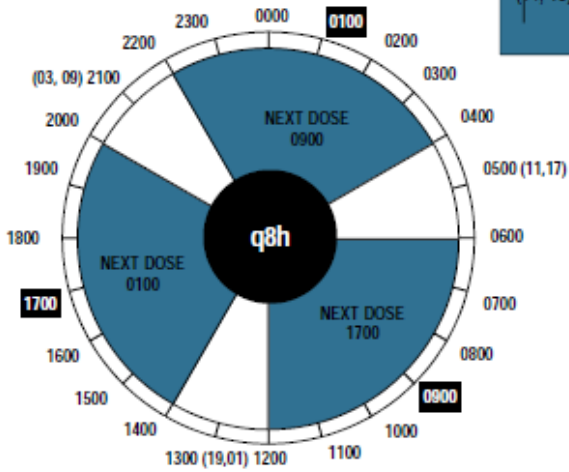
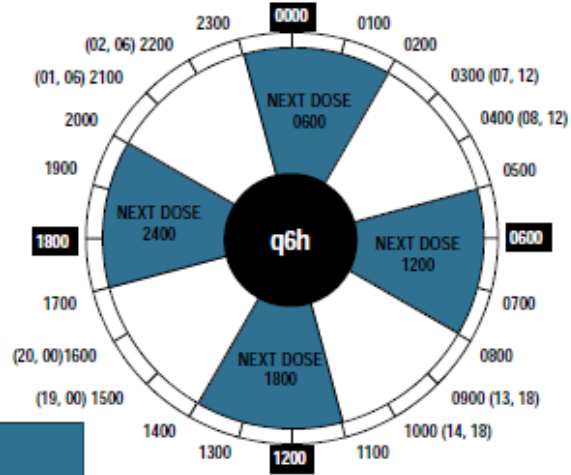
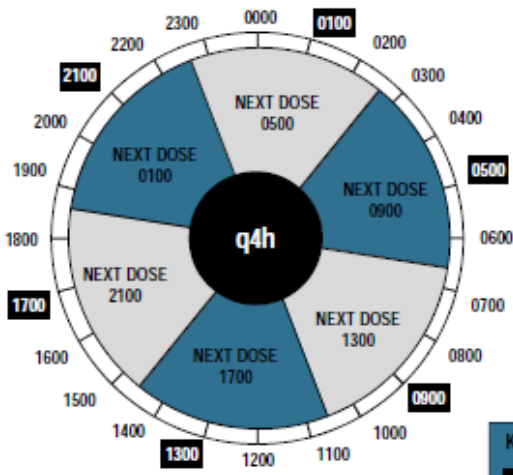
POLICY

1. A standardized time schedule will be adhered to unless there is a specific reason to alter the dosing.
2. The nurse will administer the first dose as soon as it arrives on the unit.
3. In order to obtain the dosing schedule, the nurse will adjust subsequent doses as per the attached guidelines until the desired times are reached.

Reviewed: 4/29/14,6/8/15ll, 4/19/2022 TT

Approved By: *Ben Arndt*

RLANRC IVPB TIMING WHEEL



TIMING GUIDELINES FOR NON-TIME CRITICAL SCHEDULED MEDICATIONS

Daily

- Up to 14 hours late – Give dose then administer at next scheduled time
- Up to 15-23 hours, give dose at next scheduled time.

Q12H

Up to 4 hours late – Admin at next scheduled time

- > 4 to < 6 hours late – Re-time 2 hours after next scheduled time
- 6 to < 8 hours late – Re-time 3 hours after next scheduled time
- 8 to < 9 hours late – Re-time 4 hours after next scheduled time
- 9 or greater hours late – Non-Admin next scheduled dose

Q8H

- Up to 3 hours late – Admin at next scheduled time
- > 3 to < 5 hours late – Re-time 2 hours after next scheduled time
- 5 or greater hours late – Non-Admin next scheduled dose

Q6H

- Up to 2 hours late – Admin at next scheduled time
- > 2 to < 4 hours late – Re-time 1 hour after next scheduled time
- 4 to < 5 hours late – Re-time 2 hours after next schedule time
- 5 or greater hours late – Non-Admin next scheduled dose

Q4H

- Up to 1.5 hours late – Admin at next scheduled time
- > 1.5 hours late – Non-Admin next scheduled dose

EXCLUDED FROM STANDARD TIMES: TIME CRITICAL AND EXACT/PRECISE DOSING

- Physician order for a specific administration time
- Specific patient request which are not contraindicated by patient's condition
- Medications which must be administered around meal times due to Food/Drug interactions (will be specified by Pharmacy)
- Post-op, time limited, prophylactic antibiotic doses (OR dose does not count in total but should be used to time next scheduled dose)
- Chemotherapy
- Serum level monitored medications: Aminoglycosides (tobramycin, gentamicin and amikacin), and vancomycin
- Coumadin: administered daily per facility guidelines, e.g. 2100
- Misc. Drugs: Tikosyn, procainamide, immunosuppressants and other medications as deemed necessary by Pharmacy

USING THE TIME WHEEL

1. Administer the first dose according to hospital guideline (i.e. within 15 minutes for a STAT order).
2. Find that first dose time (round to the nearest hour) on the appropriate time wheel.
3. If that time falls within a colored time slice (blue or gray), administer the next dose at the next standard time (see the 'next dose ...' printed in the time slice).
4. If the first dose time falls in a non-colored (white) time slice, follow the times in the brackets. (next dose=catch-up dose, succeeding dose=standard time)
5. Whenever a dose is delayed for a drug, blood or procedure, administer dose as soon as possible then proceed as in step 1 with this dose as first dose.
6. Use the same procedure as in step 3, if the scheduled dose is missed in error.
7. Contact the pharmacist if you are not sure if the drug should be on standard times.
8. Notify pharmacy by Pharmacy Communication Form of administration time(s) for medications that are excluded from the standard time policy.
9. Medication Order Turnaround Time reminders:
 - The time allotted from the time the physician signs the order to the time the medication is administered:
 - STAT: within 15 minutes
 - Urgent: within 60 minutes
 - New or revised orders for antibiotics: within 60 minutes unless clarification of order is required or if there is a patient allergy or problem with the order
 - Routine: within 120 minutes from when the time is ordered when the medication is delivered and available for administration