Standing order template guide

NB: Unregulated health workers must have separate standing orders that reflect their level of competency and scope of practice

In accordance with: The Ministry of Health Standing Order Guidelines 2006

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| **Issue date: Review date:** |
| **Medicine Standing Order Title**  | *Name the condition you are treating under this standing order – eg, urinary tract infection (UTI), scabies.* |
| **Rationale** | *Explain why the standing order is necessary..* |
| **Scope (the condition and patient group)** | *eg, for the treatment of UTI in females over 12 years of age.* |
| **Medicine** | *Name, strength and dose form.* |
| **Dosage Instructions for each Medicine** | *eg, 300 mg at night for 3 days.* |
| **Route of Administration** | *eg, oral, deltoid intramuscular or deep subcutaneous injection.* |
| **Precautions and Exclusions that Apply to this Standing Order** | *eg, pregnancy, breastfeeding, allergies, contraindications.* |
| **Persons Authorised to Administer the Standing Order** | *Name or class of health professional (eg, registered nurses).* |
| **Competency/Training Requirements for the Person(s) Authorised to Administer** | *For example, before being authorised as competent to administering a medicine under this standing order, the registered nurse is required to undergo the in-house training on the policy, procedure and documentation requirements for standing orders. A record of this training will be kept.**Training also includes the attendance of a formal / informal education session on the use and administration of this medication* |
| **Countersigning or Audit** | *The standing order must be either individually countersigned or included in the monthly audit by the issuer. If countersigning is required, define the timeframe (eg, within 24 hours of administration); if countersigning is not required, define the audit sample (eg, 20% of standing order treatments once a month)* |
| **Definition of Terms used in Standing Order** | *eg, dysuria is pain or difficulty on urination.* |
| **Additional Information** | *Documentation (administration/supply information – including validated dose reference charts); initial and ongoing assessment requirements. Note any supporting documents, eg, policy, guidelines or decision support tools, attached to this standing order.* |
| **Signed by the issuer:** *NB: Only one issuer per standing order*

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| ***Name & Title***  | ***Signature*** | ***Date*** |
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**Signed by health practitioners working under this standing order:** *NB: If applicable, a separate standing order must be used for non-regulated team members.*

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| ***Name & Title***  | ***Signature*** | ***Date*** |
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**Notes**

This standing order is not valid after the review date. The review date is one year after the date that the order was signed by the issuer.

The organisational standing order policy and procedure must be signed by management, the issuer and every person operating under standing orders, and attached to the standing order.