

SOP Template: Medication Selection and Double-Check Procedures

This SOP details the **medication selection and double-check procedures** to ensure accurate and safe administration of medications. It includes guidelines for verifying medication orders, selecting the correct drug and dosage, cross-checking patient information, and implementing a two-person verification process to minimize errors. The objective is to promote patient safety by adhering to standardized medication management practices and preventing medication errors through systematic double-checks.

1. Purpose

To outline procedures for accurate medication selection and double-checks prior to administration, thereby reducing medication errors and enhancing patient safety.

2. Scope

This SOP applies to all healthcare personnel involved in prescribing, dispensing, and administering medications within the facility.

3. Responsibilities

- **Prescribers:** Ensure complete and legible medication orders.
- **Pharmacy Personnel:** Prepare and dispense medications as per order; participate in double-checks as required.
- **Nurses/Authorized Administrators:** Select, cross-check, and administer medications following the double-check process.

4. Procedure

1. Verifying Medication Orders

- Review the order for completeness: patient name, medication, dose, route, frequency, and prescriber signature.
- Clarify illegible or ambiguous orders with the prescriber before proceeding.

2. Selecting the Medication

- Check the medication label against the order for name, strength, and dosage.
- Observe "Look-Alike/Sound-Alike" precautions and high-alert medication protocols.

3. Cross-Checking Patient Information

- Confirm patient identity using two approved identifiers (e.g., name and date of birth or medical record number).
- Cross-reference with the medication administration record (MAR).

4. Two-Person Double-Check Process

- The first person selects and prepares the medication according to policy.
- The second person independently reviews the medication, dose, route, patient, and time before administration.
- Both staff members sign/document the double-check in the MAR/electronic system.

5. Administration

- Administer only after both personnel confirm accuracy.
- Observe the patient for adverse reactions and document all steps taken.

5. Documentation

- All verification and double-check steps must be recorded in the patient's MAR/electronic medical record.
- Any discrepancies or adverse events should be reported according to institutional policy.

6. References

- Institutional medication administration policies
- National patient safety goals (e.g., The Joint Commission)
- Relevant pharmacy guidelines

7. Revision History

Date	Revision	Description	Author
2024-06-15	1.0	Initial creation	Quality & Safety Team