

Tohono O'odham Nation Health Care Administrative Policy Do Not Use Abbreviations

Do Not Use any of the Following When Ordering or Prescribing:

- * The Joint Commission recommended list of unacceptable abbreviations. TJC recommends a "do not use" list of a minimum of eight (8) items.
- ** Institute of Safe Medication Practices (ISMP) list of dangerous abbreviations relating to medication use. The ISMP recommends these abbreviations should be explicitly prohibited.

Unacceptable Abbreviation/Symbol	Code	<u>Why this is not</u> to be used	<u>What is acceptable</u> practice
Decimal point preceding dose <u>without</u> preceding zero - example: .5 mg	*/ *	Can be mistakenly read as multitudes of the intended amount without notice of the decimal	Include the preceding zero (0) before a decimal point when the dose is less than a whole unit example: 0.5 mg
Trailing or terminal zero after decimal point - example: 3.0 mg	*/ *	Can be mistakenly read as multitudes of the intended amount without notice of the decimal point	Do not use trailing or terminal zeros. Write doses as whole numbers - example: 3 mg
A.D., A.S., A.U.	*/ *	Can be mistaken for each other or for O.D., O.S., O.U.	Write out the term "left ear", "right ear" or "both ears"
Apothecary symbol for the word dram	**	Can be mistaken for the number three (3)	Use the metric system instead of this apothecary symbol
IU	*/ *	Can be mistaken for intravenous or 10 (ten)	Write out the words "international units"
q.d. or QD every day	*/ *	Can be mistaken for q.i.d.	Write out the word "daily" or "every day"
q.o.d. or QOD every other day	*/ *	Can be mistaken for daily or four times daily	Write out the phrase "every other day"
TIW or tiw	*/ *	Can be mistaken for three times per day	Write out three times per week, <u>do not</u> use the abbreviation TIW or tiw
U or u	*/ *	Frequently mistaken for the number zero or the number four	Write out the word "unit"

<p>The following Drug Abbreviations are not to be used:</p> <p>MgSO4 - Magnesium sulfate **</p> <p>MSO4 - Morphine sulfate **</p> <p>MS - Morphine sulfate **</p>	<p>Write out the complete name of the drug</p>
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Employee Name (Print): _____ Date: _____

Employee Signature: _____ Supervisor Signature: _____