


Name of Policy:	<u>Radiopharmaceutical Administration, Oral Directives and Revisions to Written Directives</u>	
Policy Number:	3364-135-091	
Department:	Radiology	
Approving Officer:	Chief Operating Officer - UTMC	
Responsible Agent:	Chairman & Professor, Radiology	
Scope:	Radiology	
		Effective Date: 12/1/2021
		Initial Effective Date: 1/26/1992
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy		

(A) Policy Statement

Under certain conditions, an oral directive for the administration of a radiopharmaceutical or an oral or written revision to an existing written directive may be acceptable, as described in OAC 3701:1-58-15.

(B) Purpose of Policy

To provide expedient patient services in cases where a delay would jeopardize the patient's health.

(C) Procedure

1. A written directive is required for therapeutic procedures involving radiopharmaceuticals detailed in policy 3364-135-090.
2. If, because of the emergent nature of the patient's medical condition, a delay in order to provide a written directive would jeopardize the patient's health, an oral directive is acceptable. The information contained in the oral directive must be documented as soon as possible in the patient's medical record. A written directive must be prepared within forty-eight hours of the oral directive.
3. A written revision to an existing written directive may be made for any diagnostic or therapeutic procedure, if the revision is dated and signed by an Authorized User (AU) prior to the administration of the radiopharmaceutical.
4. If, because of the emergent nature of the patient's medical condition, a delay in order to provide a written revision to an existing written directive would jeopardize the patient's health, an oral revision to an existing written directive is acceptable. The oral revision must be documented as soon as possible in the patient's medical record and a revised written directive must be signed and dated by the AU within forty-eight hours after the oral revision.
5. Written directives and records of oral/written revisions to written directives must be retained for three years, per OAC 3701:1-58-75.

Approved by:	Review/Revision Date:
<u>/s/</u> <u>Haitham Elsamaloty, MD</u> <u>12/01/2021</u> Chairman & Professor, Radiology Date	7/1/1993 10/1/1996 8/20/1999 9/5/2005 5/28/2008 5/20/2011 6/3/2014 6/1/2017 6/1/2020 12/1/2021
<u>/s/</u> <u>Christine Stesney-Ridenour, FACHE</u> <u>12/08/2021</u> Chief Operating Officer - UTM Date	
<i>Review/Revision Completed By:</i> <i>Haitham Elsamaloty, MD</i>	Next Review Date: 12/1/2024
Policies Superseded by This Policy: R-002C	