



UNIVERSITY OF SASKATCHEWAN
College of Medicine
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Order and Prescription Writing Policy

	NAME	TITLE	DATE
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Reviewer	Dr. Greg Malin Dr. Asma Noshewan	Director, Academic Chair, SAMC	June 2023 May, 2025
Authoriser	Student Academic Management Committee	SAMC	July 23, 2023

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Contents

1. [Purpose](#)
2. [Scope](#)
3. [Principles](#)
4. [Definitions](#)
5. [Policy](#)
6. [Non-Compliance](#)
7. [Contact](#)

Purpose:

To describe standardized procedures for order and prescription writing for undergraduate Clerks in the Doctor of Medicine program.

Scope:

This policy applies to instances where Clerks registered in the Doctor of Medicine (MD) program at the University of Saskatchewan are involved in the care of patients, irrespective of the geographically distributed campus or site to which they are currently assigned.

Pre-Clerkship students cannot write orders for action on patient charts, nor can they write prescriptions.

Related policies include:

- Saskatchewan Health Authority (SHA) – [Clinical Documentation & Communication Standard - Practitioner Orders](#)
- Saskatchewan Health Authority (SHA) – [Clinical Documentation & Communication Standard – Co-Signing/Counter Signing](#)
- Saskatchewan Health Authority (SHA) – [Medication Management Policy](#)
- Saskatchewan Health Authority (SHA) – Prescribing of Medications Procedures

Principles:

The Most Responsible Physician is responsible for orders and prescriptions written by learners under their supervision. Patient safety and student learning are optimized by effective discussion and oversight of orders and prescriptions.

Definitions:

Clerk: Third to fifth year students in the University of Saskatchewan Undergraduate Medical Education Program (UGME) are termed “Clerks”. During this program phase medical students focus on clinical learning activities in health care settings.

Order: Documentation in the patient chart by an authorized practitioner to require a diagnostic test, therapeutic procedure, medication, or other intervention for the care of the patient to be performed or administered.

Prescription: an authorization issued by a practitioner directing that a stated amount of a drug or mixture of drugs be dispensed for the person named in the authorization.

Most Responsible Physician (MRP): or most responsible practitioner, generally refers to the physician, or other regulated healthcare professional, who has overall responsibility for directing and coordinating the care and management of a patient at a specific point in time.

Policy:

Clerks are authorized to write all necessary orders for investigations and treatment of patients, after discussion with their clinical supervisor. All orders must be written on the appropriate order form and must have clear documentation of agreement (e.g., countersignature) by the Most Responsible Physician or other approved prescriber (e.g., supervising resident) before being acted upon by Pharmacy or Nursing. Where applicable, the Most Responsible Physician or supervising resident may confirm the order by phone. Clerks must not change a physician's orders without their approval.

Clerks may write prescriptions after discussion with and under the supervision of their clinical supervisor. All prescriptions must be countersigned by the Most Responsible Physician or other approved prescriber (e.g. supervising resident).

Clerks are not permitted to provide telephone or verbal medication orders.

Non-Compliance:

Instances of non-compliance with this policy should be brought to the attention of the Associate Dean, Undergraduate Medical Education and will be addressed through relevant UGME program and/or SHA policies.

Contact:

Associate Dean, Undergraduate Medical Education

3A20 Health Science Program

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