SingHealth Community Hospitals

eIMR Audit Checklist

√ - Comply X - Does Not Comply NA - Not Applicable

	eIMR Standards	Ward : Rx lines :	Remarks
1)	All orders must have a correct start date (e.g. EOD orders, colecalciferol after loading dose, step down dosing regimen)		
2)	All orders must include the frequency of administration (e.g. Q8h, Q6h, BD, TDS, etc)		
3)	The route of orders must be clearly indicated (e.g. PO, IV, PR, SC, etc)		
4)	All orders must include the strength / quantity of the preparation especially for drugs ordered under "Other Medication" (e.g. 2g OM or 2 sachets OM)		
5)	All changes in drug/dose/frequency must be cancelled and re-ordered as a new entry.		
6)	The stop-date must not overlap with the start date of the new order for the same drug. Prescriber / pharmacist may future suspend order as needed.		
7)	All additional 'free text' remarks must be clear and concise. To remove unnecessary / irrelevant remarks as far as possible.		
8)	Drug administration device types must be included on the order, e.g. inhaler type (MDI, turbuhaler, accuhaler) and insulin type (vial, flexpen, penfill, etc), if applicable.		
9)	PRN orders : Ensure strength, frequency and indication are stated. (e.g. ketoprofen plaster bd prn for pain)		
10)	Use as directed' frequency is not recommended (except GTN tablet / spray)		
11)	Suspended orders : ensure reasons for suspension are stated		
12)	Future unsuspended orders : ensure correct date of unsuspension with reasons are stated		
			Comments / Suggestions:
			Actions to be taken or follow up (if any):
			Name of Auditing Pharmacist / Date :