Policy title: Policy for Prescribing biomedical tests	
Manual: MUHC Lab Administration Policies and Procedures	**Originating Dept. / Service** MUHC Clinical Laboratories
Document No: POL-01-MUHC-PC-000063	**Version No: 01**
Policy ■ **New** ☐**Revised** ☐ Updated	**Effective Date**: 2016 02 03
Key Words: _____	
Approved by: ■ Laboratory Directors Committee ■ CMDP Council/Committee	
Scope**:** ■ **Entire Hospital** ■ **External Laboratory Clients**	
Site Specific: ☐ Yes ■ No	Distributed to**:** ■ Staff ■ Management ■ Others (clients, doctors, nursing care)

I. Goal

This policy defines the clinical laboratories' requirements in regards to the prescription of biomedical tests. The procedures described herein aim to ensure that tests are prescribed in accordance to the current practices and standards.

II. Personnel/Sectors concerned

Laboratory personnel, physicians, nurses, pharmacists, midwives, and researchers.

III. References

ISO15189:12; Medical laboratories-Requirements for quality and competence; 2012 11 05; Geneva, Switzerland; ICS: 11.100.01; 03.120.10

Règlement sur les normes relatives aux ordonnances faites par un médecin (Loi médicale L.R.Q., c.M-9,a 1er al, par d). http://www.cmq.org/hub/fr/ordonnances.aspx

Règlement sur les activités visées à l'article 31 de la Loi médicale qui peuvent être exercées par des classes de personnes autres que des médecins (Loi médicale L.R.Q., c.M-9,a 1er al, par b). http://www.cmq.org/pdf/autoris-act-med/reglem-actes-vises-a-lart-31-de-loi-med.pdf

Loi sur les services de santé et les services sociaux (L.S.S.S.S article 192)

Loi sur les infirmiers et infirmières (L.I.I article 36)

Loi sur la pharmacie (L.R.Q., chapitre P-10)

Activités réservées et ordonnance collective (Collège des médecins, Octobre 2012)

IV. Policy

Laboratory personnel will perform testing only if the prescription is written by a physician or an authorized prescriber according to Québec's medical bylaws.

Physicians and authorized prescribers cannot prescribe tests for themselves.

Unauthorized personnel (nurses, technologists, etc.) cannot prescribe lab tests.

Laboratory personnel are responsible to inform the prescriber of any non-conformity in the request for testing. All non-conform prescriptions shall be rejected and a non-conformity report will be written.

Prescribers and laboratory personnel must understand and respect the requirements outlined in the following policies:

- Identification of Clinical Specimens and Criteria for Specimen Acceptation and Rejection" (POL-01-MUHC- PC-000010)
- Policy for Verbal test requesting (POL-01-MUHC-PC-0000021)
- Policy for sending and receiving laboratory results by fax (POL-01-MUHC-PC-000023).

V. Procedures

PRESCRIBERS AND AUTHORISED PERSONNEL:

List of authorised personnel under medical bylaws to prescribe biomedical testing for patients:

1. **Doctors / Dentists / Pharmacists**:
   Must be a member of the Québec College of physicians, the Québec Order of dentists or the Québec Order of pharmacists. Medical residents are only permitted to prescribe testing within the scope of their training.
   N.B.: Medical students are not authorised to prescribe testing.

2. **Specialized, practicing nurses**:
   Can only prescribe biomedical tests that are authorised by the MUHC Council of physicians, dentists and pharmacists (CPDP), after an agreement with the nursing directorate.
   Must notify the laboratory, in writing, of their proof of authorisation to prescribe tests in order to include them in the list of prescribers authorised in the laboratory information system (LIS). This subscription must be done before the samples are sent.

3. **Midwives**:
   Have the right to prescribe certain biomedical tests which are specifically linked to their expertise recognized under the bylaws for midwives.

   Must notify the laboratory, in writing, of their proof of authorisation to prescribe tests in order to include them in the list of prescribers authorised in the laboratory information. This subscription must be done before the samples are sent.

PRESCRIPTION CONTENT

A prescription must include the following information:

- The patient's first and last name
- The RAMQ health insurance number *or* the MUHC medical record number (if neither are available, the date of birth and sex for out of province patients)
- Test(s) requested
- Prescribing physician's first and last name and signature (Medical residents must write down the first and last name of their supervising doctor)
- Prescribing physician's permit (license) number
- Date of prescription
- Clinical information (if applicable)
- Complete address and phone number of the prescriber (location where the results must be forwarded)
- Samples that are sent with the prescription must have the collection date & time, and if applicable, the anatomical site.

VI. Definitions

INDIVIDUAL PRESCRIPTION:

Set of directives given to a laboratory professional by a physician or other legally authorised prescriber for the purpose of obtaining one or more biomedical tests for a patient.

The manual prescription may be detailed on a laboratory requisition form or on a medical prescription form.

Exceptions:
On the in-patient units, the prescription can be written on the form called: "Physician's orders."

For external laboratories: the request can be detailed in a "transfer list" with information exported from the laboratory information system.

COLLECTIVE PRESCRIPTION:

Prescription given by a physician or a group of physicians to authorised personnel in order to obtain biomedical testing for a group of people whose clinical diagnosis has previously been determined in the collective prescription.
This prescription must be approved by the CPDP of the MUHC. No additions or modifications to the test request may be performed without the authorisation of the prescribing physician.

ELECTRONIC PRESCRIPTION:

Patient test prescriptions registered through an information system (ex. OASIS, Traceline, Omnitech etc.).

All test requests registered through an information system must be associated to a prescription (individual or collective) authorised by a physician or authorised personnel as per medical bylaws.

	Name	Signature	Date (year/month/day)
Written by:	Carmen Pavan Dr Anne-Marie Bourgault		2015-10-25
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Approuvé par:	Director of Professional services CPDP-Central executive committee	Dr Ewa Sidorowicz Dr Olivier Court	2015-11-04 2015-12-07

RECORD HISTORIQUE DU DOCUMENT

Version	Description of revisions	Signature	Archived by: (AAAA-MM-DD)
01	New MUHC Clinical Laboratory policy	Dr Anne-Marie Bourgault	