# STATEMENT 3.2.18 – STATEMENT ON ORDERS AND DOCUMENTATION

**Undergraduate Medical Education**

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<tr>
<th>Approved by:</th>
<th>Clerkship &amp; Electives Committee</th>
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## I. PURPOSE

This statement clarifies the process for orders and documentation. It also outlines the limits of a medical student’s ability to complete some documentation.

## II. DEFINITIONS

- **LHSC**: London Health Sciences Centre
- **Supervising Physician**: refers to a licensed physician who is delegated by their respective training program to supervise a medical student. He/she can be a Resident, the Most Responsible Physician, or their delegate or a consulting physician holding privileges at the hospital.
- **Licensed Physician**: refers to a physician who is registered with an educational or independent license from the College of Physicians and Surgeons of Ontario.

## III. STATEMENT

1. A Senior Medical Student (clinical clerk) is an undergraduate medical student in Year 3 or 4 of medical school training, and not a physician under the Regulated Health Professional Act (RHPA). The practice of medicine by Senior Medical Students at St. Joseph’s Health Care and London Health Science Centre is to be under the supervision of a licensed Physician in accordance with the regulations of the College of Physicians and Surgeons of Ontario.

2. All orders, written by a Senior Medical Student, for the investigation or treatment of a patient, must be done under the supervision or direction of a Physician, and **must be countersigned** prior to the orders being processed and actioned.

3. Senior Medical Students shall wear nametags clearly identifying them by name and as a “Senior Medical Student” and should not be addressed or introduced to patients as “Doctor”. It would then be the shared responsibility of student and supervisor to specifically introduce them as a medical student.

### Scope of Activities

4. Guided by principles of graded responsibility, Senior Medical Students engaged in clinical activities may carry out controlled acts, according to the RHPA, under direct or remote supervision, depending upon the student’s level of training and competence.

5. **Documentation**: by a Senior Medical Student of a patient’s history, physical examination, diagnosis and/or progress notes should be reviewed and **countersigned by the Supervising Physician**.
6. **Orders:** Orders are to be documented by the Senior Medical Student directly on the patient’s order sheet. The orders are to be clearly and legibly signed with the signature and name of the Senior Medical Student followed by the notation “Med III or Med IV for Dr. XXX”. A supervising physician will countersign the orders prior to implementation.

7. **Administration of Medications:** It should be noted that Senior Medical Students are authorized to administer only those drugs which can be administered by nurses on the general units. They are not permitted to administer any parenteral drug, which is classified as “Physician Only” or “Designated Nurse Only”, unless the Senior Medical Student is under the direct supervision of the Supervising Physician or has been authorized by the Supervising Physician to administer under remote supervision.

8. Any questions or concerns regarding the functions and responsibilities of Senior Medical Students should be addressed with the Physician supervising the student.

**Procedures**

9. A clinical clerk is a medical student registered in the third year of undergraduate medical training.

10. He/she is a highly educated, yet only partially trained person.

11. Overall, clerks may only complete those procedures that a trained person (without a license – such as a nurse or orderly) may complete.

The following is a list of procedures that the clinical clerk may do without supervision after appropriate instruction:

- Drawing blood samples by venipuncture;
- Starting intravenous infusion;
- Checking containers of blood before transfusion and starting transfusion. The clerk may act as one of two persons verifying blood.
- Administration of only those drugs that nurses can administer, excluding designated medical acts;
- Passing naso-gastric tubes in adults;
- Urethral catheterization, male or females. You should not make more than two unsuccessful attempts before calling a more senior person; this is a good general rule for everyone!
- Carrying out histories, physical examinations and writing initial orders on admission. A licensed physician must verify these orders, however before they can go into effect and must be countersigned as well by the licensed physician involved and so noted in the Progress Notes.
- Pelvic examinations on female patients must be done in the presence of a licensed physician or female nurse.
- Any other procedure may be done only under the direct supervision of a licensed physician (e.g., suturing minor wounds in the Emergency Department).