



**FAMILY PLANNING PROGRAM  
POLICY AND PROCEDURE MANUAL**

**SECTION:** Program Administration

**SUBJECT:** Standing Order

**POLICY:** Each Delegate Agency utilizing a standing order program of written authorization for licensed health professionals must assure the orders are approved by the Delegate Agency's medical director and committee. A standing order is an order conditional upon the occurrence of certain clinical events.

**PROCEDURES:**

1. Each delegate agency that plans to implement a standing order program should utilize a committee to develop and establish the standing orders. The committee must include the medical director, the clinic or delegate director and other medical or nursing staff representatives.
2. A written policy and procedure must be maintained by the delegate agency on standing orders. Delegate agency policies may be more (but not less) restrictive than federal and state statutes, rules and regulations of a governing body, and other higher authorities.
3. Standing orders must correlate with the Family Planning Medical Services Protocols.
4. Standing orders must be specific and complete. Examples may include:
  - a. The use of a predetermined/preauthorized specific oral contraceptive pill may be utilized for a specific client group under specific circumstances.
  - b. The use of a specific antibiotic is used for a diagnosis of a specific disease.
  - c. The use of a specific ECP plan as predetermined.
5. Each standing order must be reviewed by the committee annually and on an ad hoc basis as required for revisions, updates, or deletions.
6. A standing order must be documented in the client's record as a standing order and must be "signed off" by the provider with prescriptive authority within one week's time of the transcription.
7. The health professional carrying out the standing order is responsible and accountable to seek clarification if the order seems inappropriate, inaccurate, non-effective or contraindicated for a specific circumstance.

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2. National Center for Biotechnology Law. Center for Public Health Law. Resource Guide. Nursing Protocols. [On-line]. <http://www.plague.law.umkc.edu/books/aspen/aspen-contents.html/>
3. Kansas Foundation for Medical Care. [On-line]. [www.kfmc.org/providers](http://www.kfmc.org/providers)

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