

Introduction

The directions below provide details on how to access the AORN Authoring System Public Commenting application and provide comments. These comments will be used by the document author(s) to revise the document and finalize it for publication.

When you offer a suggested change in the comment field, it is very important that you suggest alternate phrasing, cite evidence to support your change, and provide a rationale for your suggestion. Without these important pieces of information, the document author(s) will not be able to incorporate suggested changes.

Before you start, we recommend that you print a copy of the recommended practices document and read it in full, taking notes as you go, before submitting comments to the online system. Directions for printing the document are detailed in Step IX below.

Overview

This Guide will help you access the site and navigate and understand the available functions and features.

Step 1: Accessing the site

To learn which recommended practices are currently available for public comment and for a link to the public commenting application, visit [http://www.aorn.org/Clinical Practice/Recommended Practices/Recommended Practices News/Recommended Practices News.aspx](http://www.aorn.org/Clinical_Practice/Recommended_Practices/Recommended_Practices_News/Recommended_Practices_News.aspx)

After you click the button for the draft recommended practice on which you would like to comment, the following page will be displayed:

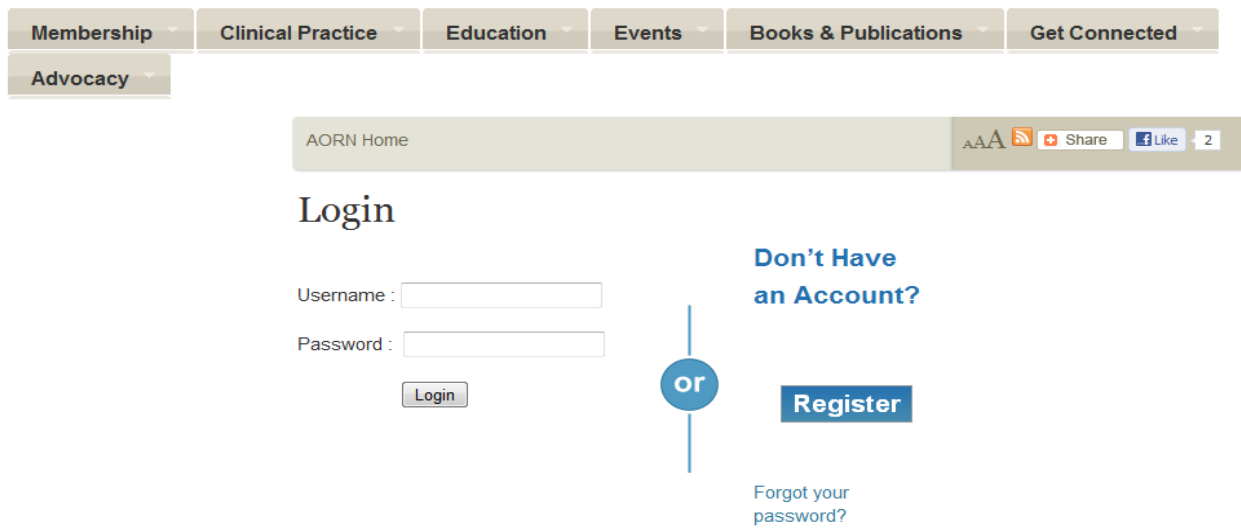


Figure 1

Recommended Practice Public Commenting Guide

Log in using an AORN web login and password. If you don't have one, click "Register" to set up a login and password so that you can access the system. *Note: This login will be your personal AORN web account. It will allow you to comment on the current draft recommended practice as well as future draft recommended practices.*

After logging in, the following page will be displayed:

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Medication Safety

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Introduction

The following proposed Recommended Practices for Medication Safety is presented for review and comment. This is a DRAFT. These recommended practices are intended as achievable recommendations representing what is believed to be an optimal level of practice. Policies and procedures will reflect variations in practice settings and/or clinical situations that determine the degree to which the recommended practices can be implemented. AORN recognizes the various settings in which perioperative nurses practice, and as such, these recommended practices are intended as guidelines adaptable to various practice settings. These practice settings include traditional operating rooms (ORs), ambulatory surgery centers, physicians' offices, cardiac catheterization laboratories, endoscopy suites, radiology departments, and all other areas where surgery and other invasive procedures may be performed.

Purpose

These recommended practices are intended to provide guidance to perioperative RNs to develop, implement, and evaluate safe medication management practices specific to the perioperative setting. Evidence-based approaches to medication safety in perioperative settings are not well established, therefore guidance emerges from broad knowledge of adverse events and strategies to prevent medication errors identified in other settings. Medication errors may go undetected, but when reported the sources of the errors are multidisciplinary and multifactorial and the results can include substantial threats to patients, increased health-care costs, and compromised patient confidence in the health care system.

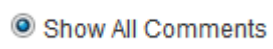
Increased awareness of medication errors arose after the 1999 report entitled *To Err Is Human: Building a Better Health System* reported that "medication errors account for one out of 131 outpatient deaths and one out of 854 inpatient deaths." Since that time, The Joint Commission sentinel event reports indicate that medication errors resulting in death or permanent loss or function occur in more than 25 patients per year.

The recommendations that follow are consistent with the six phases of the medication use process, including procuring, prescribing, transcribing, dispensing, administering, and monitoring. Medication errors can originate at any point in the medication use process and affect patients of all ages. Perioperative settings present additional challenges for safe medication practices. Factors affecting the medication process in the perioperative environment include, but are not limited to,


Figure 2


Recommended Practice Public Commenting Guide

Step 2: Navigate: Site Functions and Features


- I. : Select this radio button to display all public comments, which will appear within brackets and in red type:


[I like the new title above]

- II. : Select this radio button to hide all public comments.

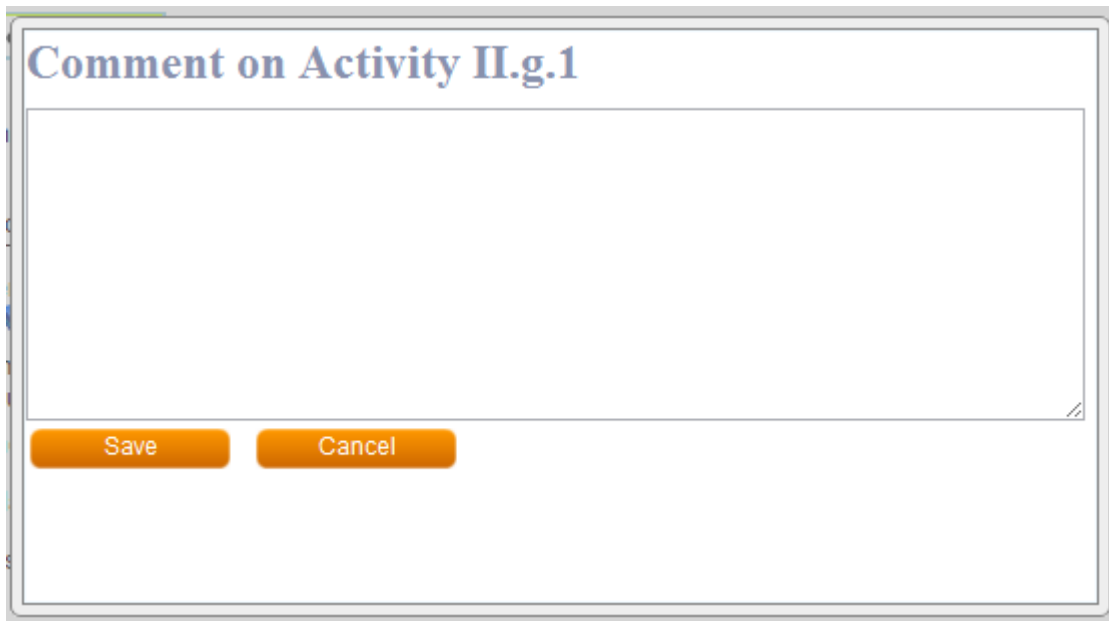
- III. : Select this radio button to hide all public comments except your own, which will always appear within brackets in bold, red type:

[I want to make another comment. -KR]

- IV. : Hover over the blue book to view citation information. *Note: Clicking on the book will not take you to the full reference. The icon is available to provide reference details only.*

- V. : Select this to insert a comment in each section.

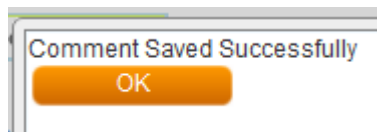
- VI. Use this box to enter your comment, and then click "Save." **NOTE: After a comment is saved, it cannot be deleted.**



The image shows a comment box titled "Comment on Activity II.g.1". It features a large text input area for entering a comment. At the bottom of the box, there are two orange buttons labeled "Save" and "Cancel".

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- VII. After you click “Save,” the system will let you know that your comment was saved successfully. Click “OK” to return to the document. *Note: After you approve your first comment and click “OK,” the system will automatically return to the top of the document. However, after you submit subsequent comments and click “OK,” the view will return to your current place in the document.*




- VIII. Use the Index links to quickly move to previous or subsequent sections of the document.

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- IX. : Click the printer icon to print from your tool bar. You can also print by navigating to File>Print or by pressing Ctrl+P on your keyboard. *Note: The form that will print depends on the radio button you selected at the top of the document. For example, if “Show My Comments” is selected, then only your comments will print.*

To access the AORN Recommended Practices Public Comment application, use the links on the AORN website here: <http://www.aorn.org/PracticeResources/RPNews/>.

If you have questions, please contact AORN Customer Service at custsvc@aorn.org or (303) 755-6300 x1.