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		PHARMACY MEDICATION DISTRIBUTION, ACCESS & TRAINING	

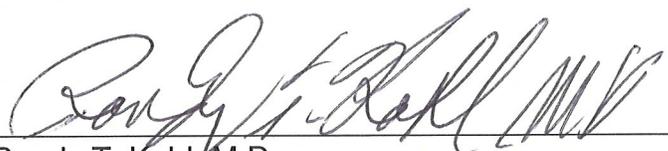
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 REVISED: June 30, 2016

SUMMARY of REVISION/REVIEW

Section I.B. "nonabusable" changed to "provider approved". Section I.C. added title to referenced AR. Section I.D. added "or until the order expires" to last paragraph. Section II.C. added SNF/Clinic stock medications "are ordered via a prescription order from a prescriber;". Section II.D. updated referenced AR title. Section III.B.5. added "for destruction" at the end of the paragraph. Incorporated Policy Directive 015-038 and re-lettered accordingly.

APPROVED:



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PURPOSE

To promulgate a procedure, this will insure that pharmacy services within the Nebraska Department of Correctional Services (NDCS) are available to the inmate population and are of a high-quality and that the administration of same will remain in accordance with applicable laws and regulations.

GENERAL

It is essential that strict controls and supervision be provided for the acquisition, storage, handling and dispensing/disposal/distribution of medications at the facility to prevent abuse as well as to ensure that inmates receive only the medications prescribed in accordance with their individualized treatment plans. Therefore, personnel involved in any aspect of the handling of pharmaceuticals will follow in detail the procedures as contained herein.

PROCEDURES

I. MEDICATION FORMATS

A. **Staff-Administered Medications:** Staff-administered medications are those medications which, for reasons of abusability or patient non-compliance, are distributed in unit dose form by staff. Any drugs not taken at the prescribed time will be entered on the Medication Distribution Log (Attachment A) or Medication Administration Record (Attachment B), returned to the Pharmacy, and charted on the individual Medical Profile as "not taken" and returned to stock when appropriate.

B. **Self-Administered Medications:** "Self-Administered Medication" procedure allows inmates to keep and consume provider approved medications in their living locations.

C. **Involuntary Psychotropic Medications**

The involuntary admission of psychotropic medications to an inmate is governed by applicable laws and regulations of the jurisdiction (See Administrative Regulation (AR) 115.12, *Special Needs Inmate Program*). When administered, the following conditions must be met:

1. Authorization is by a physician or mid-level practitioner who specifies the duration of therapy
2. Less restrictive intervention options have been exercised without success as determined by the physician or psychiatrist or mid-level practitioner
3. Details are specified about why, when, where, and how the medication is to be administered
4. Monitoring occurs for adverse reactions and side effects
5. Treatment plan goals are prepared for less restrictive treatment alternatives as soon as possible

D. **Psychotropic Medication:** Psychotropic medications will be continued as prescribed, unless contraindicated, upon placement in NDCS custody, return from parole or transfer to another NDCS facility, until the patient is seen by the facility employed or

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contracted prescriber (psychiatrist preferred, if available). Inmates who become non-compliant with their psychotropic medications will be seen by the appropriate medical or mental health staff to address the compliance issue. Psychotropic medications will be refilled until discontinued by the prescriber or until the order expires.

II. MEDICATION ORDERING

- A. Out-patient drug orders: Out-patient medications are ordered via a prescription order from a prescriber.
- B. In-patient drug orders: In-patient medications are ordered via a Physician's Orders Form (Attachment C) or via electronic entry.
- C. Stock/Over-the-Counter Medications: SNF/Clinic stock medications are ordered via a prescription order from a prescriber; OTC medications are ordered through a NDCS 218 Intra Institutional Requisition Form.
- D. Emergent Medications: Emergent Medications are medications not ordered through the NDCS Pharmacy. Emergency Medications are ordered from an outside contracted vendor, using approved protocol (See AR 113.06, Purchasing Services), when unavailable from the NDCS Pharmacy.
- E. Non-Formulary Medication Orders: All non-formulary medications must be approved by the Medical Director (Deputy Director, Health Services), or his designee, through a Non-Formulary Request Form (Attachment D) or via CIPS (electronic format).
- F. All physicians, psychiatrists and prescribing mid-level practitioners will meet with the patient prior to a consideration of medication discontinuation for non-compliance and /or abuse. A written contract in the medical record is encouraged for medications with most abuse potential.

III. MEDICATION RECEIVING/DISTRIBUTING

- A. Self-Administered Medications
 1. Upon initial intake at an NDCS facility, the inmate will complete and sign the Self Medication Memo (Attachment E), indicating an understanding of the Self Medication Program. The Form will be placed in the inmate's medical chart.
 2. Upon receipt of self-administered medications, staff will match the inmate name and number to the label on the medication. Staff will have the inmate sign the Delivery Report NE DOC Pharmacy (sign out sheet) (Attachment F) that he/she received the medication and staff will witness, through signature, that the inmate received the medication. The completed Delivery Report NE DOC Pharmacy (sign out sheet) is returned to the pharmacy. Any refused medications will be returned to the pharmacy.
- B. Staff-Administered Medication
 1. Medications are sent to the housing units in transport boxes that contain multiple compartment plastic boxes with snap shut lids. Medications are

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passed as ordered by the provider. For each of the passes for each living area, there are one or more of the plastic boxes. The multiple compartment plastic boxes are marked on the outside with the pass time and the living unit.

2. Correctional staff shall transport the secured boxes to the living locations or the designated area at the facility where they are locked in the housing unit control centers until medication distribution time. Nebraska Correctional Center for Women (NCCW), Omaha facilities, Tecumseh State Correctional Institution, and Work Ethic Camp (WEC) are delivered by courier and correctional staff at the facilities transports the secured boxes to the designated areas.
 3. The inmate is required to report to the distribution point in the living location at medication pass time.
 4. Staff members passing medications check the inmate's name and number from the inmate ID card and compare with the name on the unit dose package. Staff will apply gloves before opening medications and will empty the tablets, capsules, pills, etc. into the inmate's hand, then watch the inmate take the medication. Liquid medications will be consumed directly from the provided med cup.
 5. If a pill is accidentally dropped onto a clean surface, staff will use a gloved hand to place it into a cup. If a pill is dropped onto a dirty surface, the staff will return it to the pharmacy for possible destruction, with the exception of controlled substances. Designated controlled substances will be returned to the pharmacy for destruction.
 6. Staff passing medications will complete the appropriate form: Staff will complete the Medication Distribution Log or a Medication Administration Record (MAR). Medications not taken at the prescribed time will be left in their respective compartments and returned to the Pharmacy. The staff member who identifies that a medication incident has occurred immediately completes the Medication Incident Report form (Attachment G). Medication Administration Records will be audited monthly by the facility nursing or medical staff.
 7. The Over-The-Counter Medication Log (Attachment H) will be filled out by staff at all facilities for the administering of the following medications to include: Tylenol, Ibuprofen, antihistamine and antacid. For access to nonprescription (over-the-counter) medications that are available outside of health services, the items, the policy, and procedures are approved jointly by the facility or program administrator and the health authority.
- C. Crushed Medications ONLY will be distributed in the manner described below:
1. The unit dose, containing the medication, will be labeled by the NDCS Pharmacy, or highlighted in green, which designates crushed medication. The medication in unit dose will have previously been broken into smaller pieces by the Pharmacy, except for medication in capsule form.

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2. Instructions for dilution in water for crushed (greened) medications are noted in the yellow medication box. If the medication is in the form of a capsule, the capsule will be removed from the unit dose package by gloved staff, pulled apart and the granules emptied into a cup of water.
3. Staff will dilute the medication in two ounces or greater of fresh water.
4. Staff will then give the cup to the inmate and directly observe him/her swallow the medication. If the inmate requests more water, staff will supply the same.
5. The empty cup must then be returned to the staff for proper disposal.

Staff must provide the inmate with the cup and fresh water used in the procedure outlined above. A container of water and a supply of cups must be taken onto the gallery when medications are distributed.

D. Community Corrections Exceptions

1. Inmates housed in either of the agencies Community Corrections Centers may be permitted to take staff-administered medication with them when they leave the facility under the following exceptions.
 - a. If the physician's orders so indicate this is approved; or
 - b. The inmate is on authorized leave from the center. Authorized leave is defined as a furlough, pass, work/school assignment or outside detail work assignment where the inmate physically leaves the center's grounds to perform work.
2. Those inmates housed at the Community Corrections Center – Lincoln may be allowed to carry medication considered abuseable as Self-Administered up to a 15 day supply as allowed by provider.

E. Stock Medications

1. Approved stock medication, as determined by the Pharmacy and the P&T Committee, kept at NDCS facilities for "single-dose" supply, will be ordered from the Pharmacy by appropriate means, such as a prescription from the provider or NDCS Form 218 for OTC medication. Stock medication will only be used for a one to two day supply until the pharmacy delivers the required medication.
2. A perpetual inventory of stock medications will be kept by the nursing staff on the Stock Medication Perpetual Inventory form (Attachment I).

F. Central Pill Call Distribution: For those institutions utilizing central pill call, the nurse on duty or designated staff, is responsible for distributing medications seven days a week in a secure designated location. Staff will observe each inmate swallowing his/her pill after which the inmate's mouth and hands will be inspected to verify swallowing of the pill.

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1. Staff administered medications will be distributed two to four times daily, in the morning and in the afternoon/evening as determined by staff. Staff administered medications will be sent from the NDCS pharmacy for a maximum 30 day supply unit dose packaging.
2. Self-administered medications will be handed out at designated facility times by NDCS staff.
3. Inmates taking staff administered as needed (PRN) medications will be instructed to have their supervisor or an officer call the medical department or the lieutenant's office, if a nurse is unavailable, and notify the nurse/lieutenant on duty, of the inmate's need. The nurse/officer will then inform the caller of the earliest time that the inmate may get medication.

All medication distributed by a nurse on a PRN basis will be documented in the Medication Administration Record (MAR).

Medications labeled for a specific inmate will not be administered to any other inmate and will not be relabeled with another inmate's name.

**IV. MEDICATION AIDE CERTIFICATION REQUIREMENT FOR DESIGNATED STAFF—
CERTIFICATION AND RECERTIFICATION**

Each Facility/Program designates positions required to hold a Medication Aide Certification as an essential job function. For a list of positions, see Attachment J.

Medication Aide Certification training is standardized throughout NDCS. All staff required to be certified as Medication Aides must adhere to all competencies per NDCS training and as required by DHHS Regulation and Licensure Division. New hires required to hold a Medication Aide Certification receive training during their five week Pre-Service training. Staff required to have a Medication Aide Certification must keep their Certification current, and plan for recertification every two years by attending scheduled training at the Staff Training Academy (STA). Employees not keeping their Medication Aide Certification current, including failure to recertify every two years, may be disciplined, up to and including termination if unable to recertify prior to the expiration of their Certification.

**V. TRANSFERRING OR PROMOTING TO A FACILITY/PROGRAM WHICH REQUIRES A
MEDICATION AIDE CERTIFICATION**

An employee interested in transferring or promoting to a position at a Facility/Program which requires the position to hold a Medication Aide Certification has two months from the date of transfer/promotion to obtain the required Medication Aide Certification. Staff in this situation would not deliver medications until in receipt of Certification. Failure to obtain Certification can result in possible discipline up to and including termination, and if available transferring back to their former position.

**VI. RECERTIFICATION OF STAFF REQUIRED TO HOLD A MEDICATION AIDE
CERTIFICATION**

Ninety calendar days prior to the expiration date, employees receive their Registration Renewal Notice for Recertification with a Renewal Form from DHHS at the employee's

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mailing address listed on the DHHS Medication Aide Registry Web Site. Employees are required to keep that address current.

- A. Upon receipt of the DHHS Registration Renewal Notice, employees must immediately notify their supervisor to enroll in a STA recertification class within the first 30 calendar days of receiving the notice. Employees waiting longer than 30 calendar days to enroll in a class are jeopardizing timely renewal of their Recertification prior to their Recertification expiration date. Recertification classes are held one day a month with a morning session and an afternoon session at STA. Dates and times of the Recertification Classes can be found in the State of Nebraska on-line Education Development Center (EDC).
- B. When reporting to the Recertification Class at STA, employees must bring their yellow Renewal Application Notice to STA Recertification class. Renewal Application will be completed by the Class Instructor who submits the Application along with payment to DHHS Regulation and Licensure. It takes approximately six - eight weeks for the new license to be issued and received by the employee.

VII. EXPIRED MEDICATION AIDE CERTIFICATION

- A. It is important to note the DHHS Medication Certification renewal deadline cannot be extended.
- B. Staff with an expired Certification is required to self-report immediately the situation to their Warden or designee, and immediately stop administering medications.
- C. Employees who are required to hold a Medication Aide Certification but allow its expiration are subject to possible disciplinary action, up to and including termination for being unable to meet an essential job function.

REFERENCE

I. ATTACHMENTS:

- A. Medication Distribution Log (08/2003 aaw)
- B. Medication Administration Record (BOF 31-DAY MAR)
- C. Physician's Orders Form 1206
- D. Non-Formulary Request Form
- E. Self-Medication Memo (JO 1/2010)
- F. Delivery report NE DOC Pharmacy (Sign Out Sheet) (02/06/2013)
- G. NDCS Medication Incident Report (Reviewed: 2014)
- H. Over-The-Counter Medication Log (Revised 07/2013)
- I. Stock Medication Perpetual Inventory (09/04/2003 aaw)

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- J. List of Job Classifications by Facility/Program Required to hold a Medication Aide Certification (New: 2/2013)
- II. ACA STANDARDS
 - A. Standards for Adult Correctional Institutions (ACI) (4th edition): 4-4378, 4-4379, 4-4401.