SUMMARY of REVISION/REVIEW

III.B.1. – Replaced “multiple compartment plastic boxes with snap shut lids” with medication cards. Once medications are received, they are taken out of transport box and placed in medication cart. Deleted “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. III.B.3. – Replace “unit does package” with medication cards. III.B.5. – Delete “Medication Distribution Log or a” and “Medications not taken at the prescribed time will be left in their respective compartments and returned to the Pharmacy. III.B.6. – Deleted in totality. III.C.2. - Replace 15 with 30. Add: “It is recommended for patients at Community level to have all medications as Keep On Person (KOP). Exceptions would be if diagnosis and or ability to administer on their own would prohibit. REFERENCE: Delete Attachment 1. A Medication Distribution Log and Attachment I. Over the Counter Medication Log.

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 patient 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 patients 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. (4-4378)

PROCEDURES

I. MEDICATION FORMATS

A. Staff-Administered Medications: Staff-administered medications are those medications which, for reasons of abuse or patient non-compliance, are distributed in unit dose or 30-day medication cards by staff. Any drugs not taken at the prescribed time will be entered on the Medication Administration Record (Attachment A), 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 patients to keep and consume provider approved medications in their living locations.

C. Involuntary Psychotropic Medications (4-4401)

The involuntary admission of psychotropic medications to a patient is governed by applicable laws and regulations of the jurisdiction, See Policy 115.12, Special Needs Inmates Programs. 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 contracted prescriber (psychiatrist preferred, if available). Patients 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 (4-4378)

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 B) 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 Policy 113.06, Procurement, 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 H) or via 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 (4-4378)

A. Self-Administered Medications

1. Upon initial intake at an NDCS facility, the patient will complete and sign the Self Medication Memo (Attachment C), indicating an understanding of the Self Medication Program. The Form will be placed in the patient’s medical chart.

2. Upon receipt of self-administered medications, staff will document pickup.

B. Staff-Administered Medication

1. Medications are sent to medical in transport boxes that contain multiple medication cards. Once medication cards are received, they are taken out of the transport box and placed in the medication cart. Medications are passed as ordered by the provider. The 30-day medication cards will be secured in a medication cart until accessed for use by appropriate staff.

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 patient is required to report to the distribution point at medication pass time. Staff members passing medications check the patient’s name and number from the patient ID card and compare with the name on the medication card(s). Staff will apply gloves before opening medications and will empty the tablets, capsules, pills, etc. into the medication cup, then watch the patient take the medication.

4. If a pill is accidently 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.

5. Staff passing medications will complete the appropriate form: Staff will complete the 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 E). Medication Administration Records will be audited monthly by the facility nursing or medical staff.

C. Community Corrections Exceptions

1. Patients 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.

   b. The patient 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 patient physically leaves the center’s grounds to perform work.

2. Those patients housed at Community Corrections Centers may be allowed to carry medication considered abuse-able as Self-Administered up to a 30 day supply as allowed by provider.

3. It is recommended for patients at Community level to have all medications Keep On Person (KOP). Exceptions would be if diagnosis and or ability to administer on their own would prohibit.

D. 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 Log Book (Attachment F). (4-4379)

E. 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 patient swallowing his/her pill after which the patient’s mouth and hands will be inspected to verify swallowing of the pill:

1. Staff administered medications will be distributed up to three times daily, in the morning, afternoon, and in the evening as determined by staff. Staff administered medications will be sent from the NDCS pharmacy for a maximum 30 day supply.

2. Self-administered medications will be handed out at designated facility times by NDCS staff.

3. Patients 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 patient’s need. The nurse/officer will then inform the caller of the earliest time that the patient 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 patient will not be administered to any other patient and will not be relabeled with another patient’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 G. 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 six 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 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 morning a month 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. STATUTORY REFERENCE – None noted

II. NDCS POLICIES

A. Policy 113.06, Procurement

B. Policy 115.12, Special Needs Inmates Programs

III. ATTACHMENTS

A. Medication Administration Record (BOF 31-DAY MAR)

B. Physician’s Orders Form 1206

C. Self-Medication Memo (JO 1/2010)
D. Delivery report NE DOC Pharmacy (Sign Out Sheet) (02/06/2013)

E. NDSCS Medication Incident Report DCS-A-med-071-pc


G. List of Job Classifications by Facility/Program Required to hold a Medication Aide Certification (New: 2/2013)

H. Non-Formulary Request Form

IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA) STANDARDS

A. Standards for Adult Correctional Institutions (ACI) (4th edition): 4-4378, 4-4379, 4-4401