

**OREGON DEPARTMENT OF CORRECTIONS**  
**Operations Division**  
**Health Services Section Policy and Procedure #P-D-02.5**

SUBJECT: MEDICATION STARTER DOSES

POLICY: Stock medication and pre-labeled medication will be kept in a locked area. Access is limited to appropriately credentialed health services personnel.

REFERENCE: NCCHC Standard P-D-02, OAR 855-41-120

DEFINITIONS: Medication Starter Dose Cards (fill in the blank): Unique medication orders, pre-determined by the Pharmacy and Therapeutics Committee. The cards are prepared with a defined dosage regimen. The order can be changed but only by a provider.

Stock Medication Cards: These cards contain medications not labeled for a specific patient. They are authorized for use at Medline/med pass only. Each dose must be accounted for on the accompanying count sheet.

Nursing Protocol Medications: These cards are dispensed by nursing staff directly, per nursing protocol. These cards may be issued directly to the inmate as carry on person meds. These may also be used to fill a provider order, until the pharmacy fills the order, but only if the provider order is identical.

PROCEDURE:

- A. Medication may only be removed from drug room/medication storage on a practitioner's written or electronically entered order, a transcribed verbal order or from transcribed nursing protocols.
- B. The processed order will be sent or faxed to the pharmacy for replacement by next scheduled delivery by utilizing the refill tab affixed to the order.
- C. A master standard stock list is available for institutions to choose their medication room inventory. The master standard stock list will be kept in a Health Services public folder.
  1. A request for an addition to the master standard stock list or fill in the blank (FIB) card is made by filling out a FIB Request Form (attachment 1). The completed form is then submitted to the consultant pharmacist. Upon receipt of the form the consultant pharmacist and requestor will discuss the appropriateness of the request and the need for the request. The following steps will be taken by the requestor and consultant pharmacist:
    - a. If the medication is determined necessary, the medication is filled and the card is sent to the institution. The consultant pharmacist documents the decision on the FIB Request Form and forwards the form for retention with the Assistant Administrator/designee. This medication is then added to the institution specific master standard stock list.
    - b. All approved FIB Request Forms will be placed on the agenda by the Assistant Administrator/designee for the next P&T committee meeting to determine if the FIB card would be appropriate for the statewide list or should remain on the institution specific list.

- c. If there is a disagreement between the consultant pharmacist and requestor regarding the request, then the request will be forwarded to the next P & T committee meeting for review and discussion.
2. Review of the master standard stock list will be completed by the Pharmacy and Therapeutics (P&T) Committee annually. The following steps will be taken during the review process:
- a. The month prior to the P&T Committee review of the master standard stock list, the two Pharmacist in Consult (PICs) and designated health care providers will go over the list to verify accuracy, make any comments on usage, etc. Special attention will also be paid to those medications that were added since the last P&T annual review.
  - b. The reviewed list will be forwarded to Assistant Administrator over Pharmacy and Medical Stores Services/designee who will then forward the list to the P&T Committee. The Assistant Administrator will include any documentation (FIB Request Form) that were submitted for justifying the addition of any medication added to the master standard stock list through the year. Each committee member will review the list for the following committee meeting so a discussion can be held.
  - c. At the official P&T committee meeting all members will discuss the accuracy and appropriateness of list.
  - d. The P&T Committee at the conclusion of the meeting(s) will approve list.
- D. All medications in the medication storage area will be reviewed at least once each week by health services personnel to ensure adequate stock.
- E. Only a provider can change the medication dose on a medication starter dose card a notation must be made on the by provider order that the started dose instructions were altered by the provider.
- F. When issuing a medication starter dose card, if the pre-prepared card contains more doses than are ordered, the nurse will discard the additional doses before card is issued to the patient. A notation shall be made on the MAR regarding the number of pills that were discarded.

Effective Date: \_\_\_\_\_  
Review date: August 2014  
Supersedes P&P dated: October 2013



# Stock and Fill-in-the Blank Request Form

Date: \_\_\_\_\_

Institution: \_\_\_\_\_

Drug (Brand/Generic): \_\_\_\_\_

Strength: \_\_\_\_\_

### Stock Card

- 30 count card
- 60 count card
- Other: \_\_\_\_\_

### FIB Card

- Sig: \_\_\_\_\_
- Day/Supply: \_\_\_\_\_

Person Requesting: \_\_\_\_\_

Signature/Title

Date

Describe Need: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was the Request Honored:  Yes  No

Signature of Consultant Pharmacist: \_\_\_\_\_

*By signing this document, the consultant pharmacist acknowledges that s/he has informed both the MSM the CMO of the requesting institution, and the resolution of the request.*

Reviewed at Pharmacy and Therapeutics Committee Date: \_\_\_\_\_

Approved for statewide Stock/FIB:  Yes  No

Reason if denial: \_\_\_\_\_

