

River Valley Therapeutic Residence Policy and Procedure		
Monthly Medication Cycle Delivery		
Effective: 4/25/2023	Revised:	Due to Review: 4/25/2025


POLICY

All cycled medications shall be delivered monthly by Health Direct staff.

PROCEDURE

Two River Valley Therapeutic Residence (RVTR) staff shall be available to check the medications in. Two lists of all delivered medications, including resident name, medication, dosage, and quantity, will accompany the medications. Staff will use this list to verify that the medication delivery list is consistent with the medications delivered.

- 1) One RVTR staff will verify the medication by reading the resident name, medication, dosage, and quantity from the delivered medication list.
- 2) If there are any discrepancies between the delivered medication list and the medications delivered, the staff member must highlight the discrepancy and fax it to the pharmacy (1-800-861-1904), stating the discrepancy on the cover sheet. If the discrepancy would result in a resident missing a dose of medication, the staff member must immediately call the nurse manager or designee to discuss next steps.
- 3) All controlled medication shall be processed per the control medication check in procedure.

Approved by	Signature	Date
Emily Hawes Commissioner Vermont Department of Mental Health	 C50275615A62462...	4/25/2023