

River Valley Therapeutic Residence Policy and Procedure		
Reordering of Non-Cycle Medications		
Effective: 4/26/2023	Revised:	Due to Review: 4/26/2025

POLICY

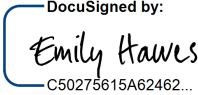
At River Valley Therapeutic Residence (RVTR), all PRN medications, controlled medications, and scheduled medications identified as Non-Cycle shall be reordered regularly.

PROCEDURE

This process shall be completed twice a week on Mondays and Thursdays by the RN on the AM shift. When there are 8 or less doses of a non-cycle medication, a refill request/reorder is submitted via the Framework Link online portal.

* Be aware that some PRN medications have a high frequency and may need re-ordering when there are more than 8 doses remaining.

* There are instances when there is a scheduled medication and a PRN medication of the same dose. In these cases, both scheduled medications and the PRN's are dispensed from the same card. These may also need re-ordering when there are more than 8 doses remaining.

Approved by	Signature	Date
Emily Hawes Commissioner Vermont Department of Mental Health	 <p>DocuSigned by: Emily Hawes C50275615A62462...</p>	4/26/2023