

Vermont Psychiatric Care Hospital Policy and Procedure		
Drug Distribution		
Effective: September 2014	Revised: September 2024	Due for Review: September 2026

POLICY


Vermont Psychiatric Care Hospital (VPCH) maintains an Automatic Dispensing Machine (Pyxis) system that utilizes individualized profiled medications and unit dose packaging to minimize errors. The Pharmacy Department will be responsible for stocking medications in all departments. All medications that are sent out from the pharmacy must be checked by the pharmacist prior to leaving the pharmacy.

PROCEDURE

- Most medications will be available to the nursing staff in the ADM. All the nursing areas utilize ADM Profile. The medication will need to be verified by a pharmacist and then the medications will be available.
- If a medication is not loaded in the ADM, (for example, an individual-specific bulk medication (i.e., inhalers, creams)), an initial dose will be prepared and checked by a pharmacist before being sent to the hospitalized individual’s specific bin in the nursing medication areas. Medications will be labeled appropriately.
- The Pharmacy Department will dispense a supply of all medications that are loaded or not loaded. Medications will be delivered daily as needed, Monday through Friday. To the extent possible, unit dose packages will be dispensed. The prepared doses will be checked by a pharmacist and stored in room-specific bins in the nursing medication room or in the ADM.
- Only the approved list of medications will be stocked and distributed to the ADM and floor stocks in individual care areas.
- Pharmacy will dispense quantities of medication that are consistent with the required needs.
- Pharmacy will dispense upon receipt of the medication order- If the medication is a non-formulary item- Pharmacy will supply within 24 hours- if applicable
- For non-formulary pharmacy items ordered during the weekend. Nurses must contact the Pharmacist on call-Pharmacist can order medications via the internet 24 hours a day. Medication can be obtained Monday morning. Maximum Delay in therapy would be 48 hours.

References

Joint Commission M.M. 05.01.09, MM 05.01.11, MM 05.01.13

Approved by	Signature	Date
Emily Hawes, Commissioner, Vermont Department of Mental Health	 <p>DocuSigned by: <i>Emily Hawes</i> C50275615A62462...</p>	9/26/2024