

Vermont Psychiatric Care Hospital Policy and Procedure		
Prescribing/Administration of Controlled Medications		
Effective: September 2014	Revised: September 2024	Due for Review: September 2026

POLICY

Vermont Psychiatric Care Hospital (VPCH) has a safe process for prescribing and administering Controlled substances. VPCH will follow all State and Federal rules and regulations that govern Controlled substances.

PROCEDURE

Prescribing Requirements:

Only members of the medical staff duly registered with the Federal Drug Enforcement Administration (DEA) and holding a valid and current DEA registration number may prescribe controlled drugs. Current DEA registration numbers are available in the computer files and a copy in the pharmacy.

Post-graduate, non-licensed physicians in authorized training programs within Vermont Psychiatric Care Hospital may prescribe controlled drugs for use by hospitalized individuals within VPCH, if cosigned by the supervising physician.

Post-graduate, non-licensed physicians in authorized training programs within VPCH, may prescribe controlled drugs for discharge prescriptions, if they have been issued a temporary registration number using Vermont Psychiatric Care Hospital's registration number or using University of Vermont Medical schools designated DEA number.

Process for Prescribing/Administering Controlled Substances:

All Controlled Substance medication orders to be administered to a individual within the hospital shall be entered into the electronic health record by a physician. The medication order must comply with all the requirements of a complete medication order.

All controlled substances entered into the electronic medical record will be renewed/ approved every 30 days. The Attending Physician renews the order every 30 days as needed.

Upon receipt of an order for a controlled drug for an individual, the pharmacist will verify and approve. If the medication order is appropriate the approval will occur, if there are any questions the pharmacist will notify the prescribing Physician regarding those questions or concerns. When the questions are addressed, the Pharmacist will process the medication order and the order will show up in-the individual's medication profile in the ADM.

Once the Pharmacist approves a medication order the Nurse must approve and verify the medication order. If the Nurse has any questions or problems with the order- notify the Prescribing Physician what must happen. Upon nursing approval, the medication is capable of being viewed in the Point of Care site for medication administration and the medication if

needed can be accessed to administer to the individual. The nurse will access the dose from the Automated Dispensing Machine.

Documentation of the administration of controlled substances to the individual.

Medication will be removed from our Automated Dispensing Machine (ADM). Hospitalized Individual’s Identifiers will be accessed, and a bar code will be scanned into the Emar. The Medication will be scanned into the Emar. All questions that are asked within the administration process must be addressed. Once the Nurse save and exits the Emar, physically giving the medication to the individual is next. The medication will show the medication has been given to the individual and a time, date and Nursing initials will be displayed in the Emar.

Quality assurance process:

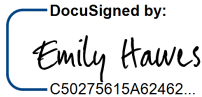
Accountability of the medication process with Controlled Substances

The Director of Pharmacy or designee will review all documentation processes with Controlled Substances.

There will be a daily review of the Automated Dispensing Machine dispensing record and the documentation on the Individual’s medication administration record for all controlled substances. Weekend reviews will occur every Monday. The report from the ADM will be compared to the documentation on the individual’s administration record. All doses of Controlled substances removed must be accounted for. Any discrepancy shall be investigated immediately. If there are inconsistencies and documentation concerns, Medication Variance reports are generated, and the nursing Supervisor will be notified immediately. The Director will alert any governing agency if there is lost or stolen medication.

References

Joint Commission M.M. 03.01.01, MM 05.01.01 MM 06.01.01

Approved by	Signature	Date
Emily Hawes, Commissioner, Vermont Department of Mental Health	 <p>DocuSigned by: Emily Hawes C50275615A62462...</p>	9/25/2024