

Vermont Psychiatric Care Hospital Policy and Procedure		
Processing and Verification of Medication Orders		
Effective: September 2014	Revised: September 2024	Due for Review: September 2026

POLICY

Registered pharmacist will review each prescription/ medication order prior to the first dose dispensed. Exceptions will be made for situations in emergencies, when delaying the administration of medication would cause individual harm. After the orders have been thoroughly reviewed for completeness and accuracy the order will be approved or the prescriber will be contacted for clarification.

The registered Pharmacist will be either on site (between the hours of 8 to 1630 on weekdays) or provide services remotely with a contracted agency. The Vermont Psychiatric Care Hospital registered pharmacists and remote registered pharmacists must follow the same rules and regulations as dictated by VPCH policies and State and Federal Regulations.

PROCEDURE

All new medication orders will be promptly available and processed via the VPCH electronic health record. VPCH has Physician order entry with the pharmacist verification required prior to RN verification process. After the Pharmacist verification process, the medication will be immediately available in the Automatic dispensing system- Pyxis stations. After normal business hours, all medications orders will be available after processed by the remote pharmacy service providers. All medication orders will be reviewed prior to completion by a pharmacist.

Pharmacist Order Review

The pharmacist will review and assess the medication orders or prescription for:

- Complete medication order-
- Individual allergies and potential sensitivities
- Diagnoses
- Therapeutic appropriateness of a individual's medication regimen
- Therapeutic duplication
- Appropriateness of the medication, route and method of administration, dose and frequency
- Drug-drug, drug-food, drug-laboratory test and drug-disease state interactions
- Clinical and laboratory data to evaluate risk for contraindication and risk of toxicity and/or adverse effects.
- Hospitalized Individual's medication history will be evaluated against the new medication order for consistency- Any inconsistencies will be questioned. Orders requiring clarification will be discussed with the prescriber.
- No Incomplete order will be accepted

Order Processing (Order Verification)

- Verification of the medication orders will be performed by pharmacy staff prior to administration of the medications to the individual.
- Once the Pharmacist verified, the verification of the medication orders will be performed by VPCH nursing staff prior to administration of the medications to the individual.


In the event of a conflict between the prescriber and the pharmacist/nurse, all discrepancies will be addressed immediately alerting medical staff/ Pharmacy staff-In-house pharmacists or contracted pharmacy services depending on the time of day. Correction of the order will occur, and the correct information will be entered into the individual’s profile.

Exception: TO BE USED IN EMERGENCY SITUATIONS ONLY

- **For hand-written orders**
 - The pharmacist will enter orders into the Pharmacy computer system. All alerts/interactions/warning in the computer system will be addressed and clarified as needed. All orders will be entered into the computer with all the necessary information- For example indication for use for PRN medications, any special instructions – dosage sizes. Any special instruction that nursing will be required to know on this medication prior to administering to the individual, As needed Location of the medication will be included in the instructions- for example: in topical bins ; in individual bulk medication bin.

References

Joint Commission M.M. 4.01.01 MM 5.01.01

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