



MONTANA STATE PRISON OPERATIONAL PROCEDURE

Procedure:	MSP HS D-01.0 PHARMACEUTICAL OPERATIONS
Effective Date:	07/28/2016 Page 1 of 3
Revision Date(s):	10/01/2020; 06/30/2026
Public Safety Chief Signature:	/s/ John Schaffer, Public Safety Chief
Medical Director Signature:	/s/ Dr. Paul Rees, MD
Health Services Bureau Chief Signature:	/s/ Cynthia McGillis-Hiner, RN, MSN

I. PURPOSE

Ensure that pharmaceutical operations are sufficient for the needs of the facility and conform to state and federal law and regulations and that medication services are clinically appropriate and provided in a timely, safe, and sufficient manner.

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

A. GENERAL

1. MSP will comply with all applicable state and federal regulations for prescribing, dispensing, administering, procuring, and disposing of pharmaceuticals.
 - a. Prescription medications will be administered and delivered to the patient only on the order of a prescribing clinician.
 - b. Inmates will not handle medication except for their own individual medication boxes or approved KOP medications.
2. A drug formulary will be maintained and updated annually by the Health Services Bureau Chief and Medical Director.
 - a. Prescribers may order non-formulary medications. These medication orders will be entered into the EMAR as usual and will be automatically placed in the non-formulary approval queue for authorization by the Medical Director.
3. Non-formulary medications will not be administered until approved. The approved medication will be started upon receipt of blister packs from the contract pharmacy unless otherwise specified by the provider.
4. Routine medications entered into the EMAR before 10 am will be packaged and shipped to arrive the next day. If the medication is not in stock or is on back order, the pharmacy staff will notify and follow up with the contract pharmacy and the prescribing provider.
 - a. When a medication is ordered STAT or ASAP by the provider and is not in stock, it will be ordered utilizing the emergency back-up pharmacy on the Diamond form and by placing an order in EMAR as a backup order. These meds will be processed immediately by the contracted pharmacy through a designated back-up pharmacy and will be picked up in a timely manner by MSP staff.
 - 1) The primary backup pharmacy is Safeway Pharmacy, 406-846-1414. In the event the medication is not available from Safeway Pharmacy, the contract pharmacy will contact hospital pharmacies in the area to obtain medication.

- b. MSP pharmacy assistants will explore reasons when a medication does not arrive from the contracted pharmacy as expected. The assistants will follow up to assure the earliest possible re-ship of the medication.
 - c. Delayed arrival medications may be started from stock, ordered through emergency back-up, or started upon arrival per the ordering clinician's preference.
5. All medications will be accounted for and stocked in the MSP infirmery pharmacy room upon receipt from the contracted pharmacy through the EMAR system.
 - a. In addition, all controlled substance medications will be added to the narcotic count upon receipt.
 - b. The delivery sheet will need to indicate how many pills were received and will be signed by the Narcotic Nurse and the pharmacy aide.
6. Providers will check the renewal queue on the EHR and renew medications as needed.
7. Providers will schedule appropriate follow up appointments for medication renewals.
8. All medication removed from the MSP pharmacy area by qualified staff will be signed out using the *Stock Medication Sign-Out Log*. Narcotic medications will be signed out using the daily narcotic tracking sheet.
9. Designated nurses will count all narcotics and controlled drugs at the end of each shift and maintain written records documenting these counts. If a discrepancy is found during the count, the designated nurse will immediately complete an incident report and notify the on-duty nursing supervisor. As a measure of ensuring the system's integrity, designated medical staff will perform routine checks on all narcotics.
10. Drug storage and medication areas will be devoid of outdated, discontinued, or recalled meds.
 - a. All medication carts in the facility will be inspected and documented by a pharmacy assistant or nursing staff at least once monthly for expired or discontinued medications. Inspections will be tracked by the Assistant Director of Nursing (ADON) Nurse Educator or designee.
 - b. The MSP pharmacy area will be inspected and documented by a pharmacy assistant at least once monthly for expired or discontinued medications. Inspection will be tracked by the ADON Nurse Educator or designee.
 - c. All expired or discontinued medications will be labeled as such and stored in the appointed area of the MSP pharmacy until shipped to the contract pharmacy for disposal.
 - d. Disposal of expired or discontinued narcotic medications will happen according to DEA regulations with a reverse distributor. Single doses will be disposed of in the "Rx Destroyer" receptacle and documented as per DEA regulations.
11. Medications will be stored under proper conditions.
 - a. Refrigeration temperature logs will be recorded using data loggers, downloaded by the pharmacy aide monthly, and tracked by the ADON Nurse Educator or designee.
12. A consulting pharmacist from the contract pharmacy will conduct a quarterly on-site inspection and consultation.
 - a. A report documenting the findings of the visit will be prepared by the consulting pharmacist.
 - b. Reports will be reviewed and kept on file by the ADON who oversees the pharmacy.
13. The poison control number will be posted on telephones used by nursing staff.
14. Emergency medications will be stocked and maintained.

15. Pill bottles of medications arriving with inmates will not be maintained at MDIU. Medication bottles will be transported to a designated area of the MSP Infirmary Med Room to be sent to Diamond for destruction. Blister packs with appropriate patient specific labeling from the sending facility may be utilized and maintained.
 - a. All incoming medication and medication administration records will be reviewed by nursing staff with a provider and continued as appropriate.
 - b. Intake medications will be ordered on Techcare by the provider or the nurse completing the intake.
 - c. Medications that require STAT or consistent dosing and not sent in blister pack form from the sending facility will be emergency ordered so that missed doses are kept to an absolute minimum.
 - 1) All other medications without adequate supply from sending facility will begin upon arrival from Diamond Pharmacy.
16. Narcotic medications arriving with inmates will be managed per DEA regulations.
 - a. Patient-specific medications arriving on intake will be destroyed with 2 nurses present and documented on the *Inmate Patient-Specific Controlled Substance Medication Waste Report* and turned into the designated Nurse Manager.
 - b. Patient-specific narcotic medications will not be stored with stock narcotic medication.

IV. CLOSING

Questions about this procedure should be directed to the Medical Health Services Manager.