

Name of Policy: Medication Management

Policy Number: 3364-160-SD-151

Approving Officer: Chief Executive Officer

Responsible Agent: Chair, Department of Psychiatry
Administrative Director

Scope: Outpatient Clinic - Psychiatry



Effective date: June 18, 2024

Original effective date:

Key words: medication, documentation, side effects, effectiveness

	New policy proposal	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

When patients seek medication management services from the department of psychiatry, information will be made available to assist in the medication management process and prescriber will monitor the patients' response.

(B) Purpose of policy

To ensure patient medication management services are delivered in a safe manner.

(C) Procedure

- (1) Prior to prescribing medication, the following information will be accessible.**
 - (a) Age.
 - (b) Sex.
 - (c) Diagnosis/conditions.
 - (d) Allergies.
 - (e) Sensitivities.
 - (f) Height and weight (when necessary).
 - (g) Drug and alcohol use and abuse.
 - (h) Current medications.
 - (i) Pregnancy and lactation information (when necessary).

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- (2) The prescriber will monitor side effects and effectiveness of the prescribed medication as reported by the individual served (and his/her guardian or family, when applicable).
- (3) The prescriber monitors the response of the individual served to his/her medications by taking into account information from the clinical/case record, relevant lab values, medication profile, and the individual's response and/or report.
- (4) When prescribed injectable medications are brought into the organization for administration the following occurs.
 - (a) The name of the patient is verified against the label on the medication.
 - (b) The packaging integrity is visually inspected to ensure package has not been tampered with, i.e., seal intact.
 - (c) The name of the medication and dosage is compared against the order in the record.
 - (d) Verify medication has not passed the expiration date.
 - (e) The medication itself will be viewed for discoloration, particulates, and other loss of integrity.

In the event there is concern with the medication integrity, the medication will not be given, and prescriber will be consulted.

- (f) The provider will follow all standard documentation protocol for medication administration within the patient record, which includes but is not limited to the following:
 - (i) Administration location.
 - (ii) Medication NDC number/lot number.
 - (iii) Expiration date of medication.
 - (iv) Any site/adverse reactions.
- (g) Medication administration supplies will be disposed of properly per UTMC policy.

<p>Approved by:</p> <p>/s/</p> <p>Richard Swaine, CPA Chief Executive Officer</p> <p><u>June 18, 2024</u></p> <p>Date</p> <p>/s/</p> <p>Robert Smith, MD, PhD Chair, Department of Psychiatry</p> <p><u>June 18, 2024</u></p> <p>Date</p> <p>/s/</p> <p>Stephanie Calmes, Ph.D., LPCC-S, LICDC-CS Administrative Director</p> <p><u>June 18, 2024</u></p> <p>Date</p> <p><i>Review/Revision Completed by: Department of Psychiatry Administration</i></p>	<p>Policies Superseded by this Policy:</p> <ul style="list-style-type: none">• <i>None</i> <p>Initial effective date:</p> <p>Review/Revision Date:</p> <p><i>July 6, 2021</i> <i>November 1, 2021</i> <i>June 18, 2024</i></p> <p>Next review date:</p> <p><i>June 18, 2027</i></p>
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