


<b>Name of Policy:</b> <b>Medication Management</b>  <b>Policy Number:</b> 3364-160-SD-151  <b>Approving Officer:</b> Chief Executive Officer  <b>Responsible Agent:</b> Chair, Department of Psychiatry Administrative Director  <b>Scope:</b> Outpatient Clinic - Psychiatry		  <b>Effective date:</b> June 18, 2024  <b>Original effective date:</b>	
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).

## Medication Management

- (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 UTMCC policy.

**Approved by:**

/s/

Richard Swaine, CPA  
Chief Executive Officer

June 18, 2024

Date

/s/

Robert Smith, MD, PhD  
Chair, Department of Psychiatry

June 18, 2024

Date

/s/

Stephanie Calmes, Ph.D., LPCC-S,  
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June 18, 2024

Date

**Review/Revision Completed by:**  
*Department of Psychiatry Administration*

**Policies Superseded by this Policy:**

- *None*

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