

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.80.06	Page 1 of 5
	Original Effective Date: 02/16/18	New Effective Date: 12/23/24
	Supersedes: 500.80.06E	Dated: 02/16/18
	Administrator's Approval: Sarah Cooper, Administrator – 11/08/24	
	Required Posting or Restricted:	
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Obtaining Medications		

POLICY

The Division of Adult Institutions shall provide medication primarily from Central Pharmacy Services and other pharmaceutical sources only as needed.

REFERENCES

Standards for Health Services in Prisons, National Commission on Correctional Health Care, 2018, P-D-01 Pharmaceutical Operations, P-D-02 Medication Services
Wisconsin Statutes s. 302.85 – Medical Care of Prisoners
Wisconsin Statutes s. 302.385 - Correctional institution health care
Wisconsin Statutes s. 302.386 - Medical and Dental services for prisoners and forensic patients
Wisconsin Statutes s. 450.11 – Pharmacy Examining Board
Wisconsin Statutes Ch. 961 – Uniform Controlled Substances Act
Wisconsin Administrative Code Ch. MED 17 – Standards for Dispensing and Prescribing Drugs
Wisconsin Administrative Code Ch. Phar 7 – Pharmacy Practice
Wisconsin Administrative Code Ch. Phar 8 – Requirements for Controlled Substances
DAI Policy 500.80.10 – Accountability for DEA Controlled Medications
DAI Policy 500.80.01 – Pharmaceutical Operations
DAI Policy 500.80.25 - Medication Services

DEFINITIONS, ACRONYMS AND FORMS

Advanced Care Provider (ACP) – Provider with prescriptive authority.

BHS – Bureau of Health Services

CPS - Central Pharmacy Services

Stock – Medication located in the HSU medication room and not currently dispensed to an individual

DAI – Division of Adult Institutions

DEA – Drug Enforcement Administration

DEA Controlled Substance – A drug, substance or immediate precursor included in Schedules I to V of Wisconsin Statutes Ch. 961, Subchapter II. DOC does not provide any Schedule I drugs.

DAI Policy #: 500.80.06	New Effective Date: 12/23/24	Page 2 of 5
Chapter: 500 Health Services		
Subject: Obtaining Medications		

DOC – Department of Corrections

DOC-92A – Prescription pad, printed on tamper proof paper, specific to each facility with their address.

HCR – Health Care Record

HSM – Health Services Manager

HSU – Health Services Unit

NC4 - Nurse Clinician 4

OTC – Over the Counter

P-Card – Purchasing Card

PIOC - Persons in Our Care

WCCS - Wisconsin Correctional Center System

PROCEDURES

I. New/Renewal orders obtained from CPS

- A. An order shall be entered into the HCR of the designated PIOC after verifying the correct PIOC, DOC number, and date of birth by the ACP/delegate.
- B. The order shall contain the following:
 1. Date of issuance.
 2. Order start date.
 3. Name, strength, and form of the drug product or device prescribed.
 4. Directions for use.
 5. Duration for use.
 6. Diagnosis.
 7. The signature by one of the following methods:
 - a. If handwritten (downtime), the ACP or delegate's signature.
 - b. Electronic signature of the ACP/delegate.
 - c. Type of order i.e. Verbal/Telephone if the order is not written by the ACP.
 8. Orders prepared by a delegate of the ACP shall include the first and last name of the delegate and the first and last name of the ACP.
- C. Orders shall be verified in the HCR by a pharmacist prior to dispensing from CPS.

DAI Policy #: 500.80.06	New Effective Date: 12/23/24	Page 3 of 5
Chapter: 500 Health Services		
Subject: Obtaining Medications		

II. Refill of Medications obtained from CPS

- A. Medication refills are automatically calculated based on order duration and date of issuance.
- B. HSU staff shall initiate the reorder of the following medications through the HCR:
 - 1. Controlled substances see DAI Policy 500.80.10.
 - 2. All compounded medications including intravenous medications.
 - 3. Medications with high cost as determined by CPS Director.
 - 4. Release medications.
 - 5. Other medications as determined on a case by case basis.

III. Obtaining Patient Specific DEA Controlled medications from CPS

- A. Orders dispensed by CPS for DEA Controlled Substances require a prescription on DOC-3023M to be filled out in their entirety, signed by the ACP, and sent to CPS per DEA rules.
- B. For medications dispensed from CPS, the pharmacist shall enter the order into the HCR pursuant to the prescription received.
- C. For medications that are obtained from a local pharmacy or doses used from HSU stock supply, the ACP/designee shall enter the order into the HCR as an "Administration only" order.
- D. Administration only orders do not require a DOC-3023M to be sent to CPS.

IV. Obtaining DEA Controlled Stock Medications for HSU Use

Refer to DAI Policy 500.80.10 for obtaining controlled substances.

V. Obtaining Stock Medications and Supplies

- A. The Pharmacy and Therapeutics Committee shall establish and maintain a master stock medication list to meet imminent or emergent needs of the PIOC. This HSU Stock List is posted on the BHS SharePoint site.
- B. Facility HSUs are expected to maintain a sufficient supply of stock medications and supplies to meet the needs of facility's PIOC.
 - 1. HSUs with a wholesaler account shall purchase stock medications and supplies directly from the approved vendor.
 - 2. Only the stock items and supplies posted on the BHS SharePoint site shall be purchased from the approved vendor.
 - 3. HSUs without a wholesaler account shall request stock medications and supplies from CPS.
- C. Purchasing stock medications and supplies from the approved vendor:
 - 1. CPS posts a current stock and supply list available from the vendor to the BHS SharePoint site. This list is considered the standard stock list for stock medications and supplies.

DAI Policy #: 500.80.06	New Effective Date: 12/23/24	Page 4 of 5
Chapter: 500 Health Services		
Subject: Obtaining Medications		

2. CPS shall be contacted if an approved stock item is not available to order from the vendor.
 - a. Do not contact the vendor for an alternative order number.
 - b. CPS shall provide an alternative order number.
 3. Orders shall be checked for accuracy at the time of delivery and any discrepancies shall be reported immediately to the vendor.
 4. A return authorization form shall be obtained from the vendor prior to returning any items.
 5. Invoices shall be verified for accuracy, and submitted to DAI promptly for payment.
 6. Invoices shall be maintained on site in accordance with BHS RDA requirements.
- D. Facilities shall order supply items not obtained directly from the vendor from CPS by faxing electronically submitting an HSU Stock Order Form found on the BHS SharePoint.
1. Institutions shall utilize the HSU Stock Order Form for Institutions.
 2. Centers shall utilize the HSU Stock Order Form for Centers.

VI. Obtaining Medications from a Local Pharmacy

- A. Facilities shall use a local pharmacy when CPS or HSU stock is unable to provide a prescribed medication before the start date and time of the order.
- B. Medications ordered from a local pharmacy shall be limited only to the amount needed until a supply can be obtained from CPS. The local supply shall not exceed five days.
- C. Medications shall be requested in blister pack whenever possible.
- D. Medications received from a local pharmacy may need to be repackaged into a blister pack by a nurse at the facility if the local pharmacy is unable to package.
- E. All Schedule II controlled substances require a written prescription on DOC-92A or printed from the EMR and signed by ACP.
- F. All DEA controlled medications obtained from a local pharmacy require the prescriber's DEA number.
- G. All purchases from a local pharmacy shall be paid for with a P-Card or established process.
- H. The HSM or the NC4 in WCCS is responsible for oversight of all medication purchases and P-Card management.

.DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.80.06	age 5 of 5
New Effective Date:	Supersedes Number: 500.80.06E	Dated:
Chapter: 500 Health Services		
Subject: Obtaining Medications		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. Inmate

III. Other