

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 500.80.16	Page 1 of 5
	Original Effective Date: 11/01/08	New Effective Date: 04/08/24
	Supersedes: BHS800:16	Dated: 01/11/21
	Administrator's Approval: Sarah Cooper, Administrator – 03/08/24	
	Required Posting or Restricted:	
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 500 Health Services		
Subject: Medication Occurrence Reporting		
Guidance Document: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		

POLICY

Each Health Services Unit and Central Pharmacy Services shall document all medication occurrences to ensure appropriate review and identification of opportunities to improve the safety of the medication system within the Department of Corrections.

REFERENCES

About Medication Errors. National Coordinating Council for Medication Error Reporting and Prevention. 2024.

Standards for Health Services in Prison, National Commission on Correctional Health Care, 2018, P-D-01- Pharmaceuticals Operations; P-D-02- Medication Services

DEFINITIONS, ACRONYMS AND FORMS

ACP (Advanced Care Provider) – Provider with prescriptive authority

BHS – Bureau of Health Services

CPS – Central Pharmacy Services

CQI – Continuous Quality Improvement

DOC – Department of Corrections

HSU – Health Services Unit

DOC-3340 – Medication Occurrence Report

DOC-3340A – Central Pharmacy Occurrence Report

Incident Report (WICS)

Medication Occurrence – Any preventable event that may cause or lead to inappropriate medication use or potential patient harm while the medication is in the control of the health care professional, patient, or consumer. Such events may be related to professional practice, health care products, or procedures and systems. These can include prescribing, order communication, product labeling, packaging, nomenclature,

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compounding, dispensing, distribution, administration, education, monitoring, and use. In the DOC, a medication occurrence also includes an event that occurs during the delivery of medication by non-licensed staff.

PIOC – Persons in Our Care

PROCEDURE

I. Reporting

- A. Medication occurrences are reported on a Medication Occurrence Report DOC-3340.
- B. The HSU staff member who discovers the medication occurrence or to whom it was reported shall complete the DOC-3340, follow instructions on the form, and gather and attach necessary documentation.
- C. Examples of reportable occurrences include:
 1. Wrong rate.
 2. Wrong dose.
 3. Wrong medication.
 4. Wrong time.
 5. Wrong patient.
 6. Wrong route.
 7. Calculation error.
 8. Delayed medication.
 9. Unauthorized medication.
 10. Tampering with medications.
 11. Missing medications.
- D. Events relating to patient behavior are not reportable on a DOC-3340. These include:
 1. Failure to request refills in a timely manner resulting in missed medication.
 2. Refusal or misuse by the patient to take a prescribed medication.
- E. The HSU Manager shall be notified of all medication occurrences.
- F. Missing medications shall be:
 1. Reported as a medication occurrence and documented on a DOC-3340
 2. Documented on an Incident Report (WICS) and submitted to the facility Warden/Superintendent/designee and HSU Manager for the facility, with a copy to the BHS Medical Director, BHS Bureau Director, BHS Director of Nursing, and assigned BHS Assistant Director of Nursing for the facility.

II. Care of the Patient and Documentation

- A. Nurses shall notify an ACP of the medication occurrence, as indicated.

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- B. All medication occurrences that have reached the patient require patient notification, assessment, and documentation of intervention within the HCR.
- C. Document the circumstances of the medication occurrence, the ACP notification, the assessment and plan of care for the patient in the healthcare record.
- D. The ACP shall document their assessment and plan of care provided in the HCR.
- E. The name(s) of those involved with the occurrence is not reported on the DOC-3340.
- F. The ACP shall complete the following sections of the DOC-3340:
 - 1. Prescriber Statement.
 - 2. Medical/Lab Findings.
 - 3. Patient Outcome-Severity Index.
 - 4. Signature and date.
- G. Route the completed DOC-3340 to the HSU Manager.
- H. The HSU Manager shall:
 - 1. Complete the following sections of the DOC if the ACP was not notified:
 - a. Medical/Lab Findings.
 - b. Patient Outcome-Severity.
 - c. Determine action to be taken to prevent recurrence.
 - d. Sign and date the form as the HSU Manager.
 - 2. Distribute copies as indicated and send the original form to Central Pharmacy Services.

III. Completion of DOC-3340A – Central Pharmacy Occurrence Report

- A. When a Pharmacist Supervisor determines that there was pharmacy involvement in the occurrence, the Pharmacist Supervisor shall designate the appropriate staff to complete a DOC-3340A.
- B. This form is initiated by CPS upon receipt of a DOC-3340 indicating that Central Pharmacy may have been involved in the occurrence or when occurrence is discovered within the pharmacy.
- C. The name(s) of those involved with the occurrence are not reported on the DOC-3340A.
- D. The completed form shall be reviewed and signed by the Pharmacy Supervisor.

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E. A copy of the completed DOC-3340A shall be maintained with the corresponding DOC-3340.

IV. Quality Improvement Initiatives

A. Occurrence report data shall be reviewed at least annually with the BHS Management Team for quality improvement.

B. Facility shall review medication occurrences at Warden/Superintendent meetings to identify processes and plans to improve patient safety.

C. The HSU Manager shall track and trend all medication occurrences and review them with the designated Assistant Director of Nursing and at facility/unit staff meetings.

D. Pharmacy shall track medication occurrences involving pharmacy for review with pharmacy staff.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 500.80.16	Page 5 of 5
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 500 Health Services		
Subject: Medication Occurrence Reporting		
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. PIOC
- III. Other