

 <p style="text-align: center;"><b>DIVISION OF ADULT INSTITUTIONS</b></p> <p style="text-align: center;"><b>POLICY AND PROCEDURES</b></p>	<b>DAI Policy #:</b> 500.80.18	<b>Page</b> 1 of 5
	<b>Original Effective Date:</b> 08/15/02	<b>New Effective Date:</b> 10/01/18
	<b>Supersedes:</b> 500.80.18	<b>Dated:</b> 11/01/17
	<b>Administrator's Approval:</b> Jim Schwochert, Administrator	
<b>Required Posting or Restricted:</b>		
<input checked="" type="checkbox"/> <b>Inmate</b> <input checked="" type="checkbox"/> <b>All Staff</b> <input type="checkbox"/> <b>Restricted</b>		
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Pharmacy and Therapeutics Committee		

**POLICY**

The Division of Adult Institutions shall ensure the Bureau of Health Services maintain a Pharmacy and Therapeutics Committee to oversee the safe, effective and cost-effective use of drugs.

**REFERENCES**

Standards for Health Services in Prisons – National Commission on Correctional Health Care, 2014, P-D-01 – Pharmaceutical Operations  
DAI Policy 500.80.01 – Pharmacy Operations  
DAI Policy 500.80.05 – Formulary: Approved Medications for Use

**DEFINITIONS, ACRONYMS, AND FORMS**

Advanced Care Provider (ACP) – Provider with prescriptive authority

BHS – Bureau of Health Services

Controlled Medication – Medications maintained under staff control until an individual dose is provided to a patient.

DAI – Division of Adult Institutions

HSU – Health Services Unit

Non-Controlled Medication – Medications allowed to be in a patient's possession for self-administration. These are often referred to as KOP medications.

Therapeutic Substitution – Pharmacist initiated dispensing of a drug that is therapeutically equivalent to but chemically different from the original drug prescribed.

**PROCEDURE****I. Committee Appointment Process**

- A. The BHS Medical Director/designee recommends individuals for appointment to the Committee.
- B. The BHS Director/designee shall review committee appointment recommendation with the Medical Director and they will mutually decide whether the candidate is appropriate for appointment to the committee.

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## II. Committee Leadership and Duties

### A. Medical Director Co-Chairperson shall:

1. Develop agenda for meetings with Pharmacy Supervisor.
2. Chair the committee meetings.
3. Cast additional vote when vote is tied in order to make final decision.
4. Recommend individuals for appointment to the committee.
5. Review and issue policy directives as necessary to implement committee recommendations.
6. Make recommendations for additions and deletions to the formulary.

### B. Pharmacy Supervisor Co-chairperson shall:

1. Assist the Chairperson with setting the agenda.
2. Chair the meeting in the absence of the Medical Director.
3. Maintain pharmacy computer files to accurately reflect formulary status of all drugs.
4. Receive and process communication requests for additions and removals from the Formulary for review and decision.
5. Distribute formulary changes to HSUs.
6. Prepare and distribute minutes of meetings.
7. Implement directives regarding committee recommendations as directed by the Medical/Psychiatry Director and BHS Director.
8. Compile data regarding prescribing patterns so the committee can review data.

### C. Mental Health Director shall:

1. Review and issue policy directives as necessary to implement committee recommendations as they relate to mental health.
2. Make recommendations for additions and deletions to the formulary.

## III. Committee Membership

### A. Committee members shall include members from both adult and juvenile facilities, as feasible.

### B. Members shall be comprised of individuals from multiple healthcare disciplines including both prescribers and non-prescribers.

### C. Members shall include the following individuals:

1. Medical Director – Co-Chairperson.
2. Pharmacy Supervisor – Co-Chairperson.
3. Mental Health Director.
4. Psychiatry Director.
5. Pharmacist.
6. Health Services Manager.
7. Dentist and/or Optometrist on an ad hoc basis.
8. Additional prescribers up to a total of nine prescribers, at least one being a non-physician.

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**IV. Requirements of Committee Members**

- A. Attend quarterly meetings.
- B. Complete work assignments as necessary.
- C. Notify work unit of meeting dates in advance to allow for appointment schedule changes.
- D. Submit requests to the Committee for addition/subtraction of medication(s) to the formulary.

**V. Functions of Committee**

- A. Evaluate treatment guidelines and/or prescribing protocols for drug treatment of medical and psychiatric conditions.
- B. Establish, review and maintain the Drug Formulary.
- C. Assign drugs as Formulary, Restricted Use, Class II, or Non- Formulary.
- D. Establish, oversee, maintain and monitor the therapeutic substitution policies and protocols developed by the DOC.
- E. Evaluate new drugs to determine Formulary status.
- F. Review requests submitted by prescribers for consideration.
- G. Communicate formulary status for all drugs to prescribers.
- H. Assign drugs as Controlled at all facilities.
- I. A multidisciplinary team may designate any drug as Controlled for a specific patient or facility.
- J. Evaluate specific drug utilization with high costs.
- K. Refer recommended policy/procedure changes to BHS Policy and Procedure Committee.
- L. Review drug use reports and trends and make recommendations regarding appropriate prescribing.
- M. Review individual prescriber's drug use patterns.
- N. Review individual facility drug use patterns.
- O. Provide reports to individual ACPs, supervisors and facilities.

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P. Review medication error reports and make recommendations to reduce errors or their impact.

Q. Review concerns identified in HSU Pharmacy reviews.

**Bureau of Health Services:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
James Greer, Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Paul Bekx, MD, Medical Director

\_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Mary Muse, Nursing Director

**Administrator's Approval:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
Jim Schwochert, Administrator

**DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES**

<b>Facility:</b> Name		
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<b>New Effective Date:</b> 00/00/00	<b>Supersedes Number:</b>	<b>Dated:</b>
<b>Chapter:</b> 500 Health Services		
<b>Subject:</b> Pharmacy and Therapeutics Committee		
<b>Will Implement</b> <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
<b>Warden's/Center Superintendent's Approval:</b>		

**REFERENCES**

**DEFINITIONS, ACRONYMS, AND FORMS**

**FACILITY PROCEDURE**

- I.
  - A.
    - 1.
      - a.
  - B.
  - C.
  
- II.
  - A.
  - B.
  - C.