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|  <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: 01/11/21 |
| | Supersedes: BHS800:16 | Dated: 12/19/12 |
| | Administrator's Approval: Makda Fessahaye, Administrator | |
| Required Posting or Restricted: | | |
| <input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted | | |
| Chapter: 500 Health Services | | |
| Subject: Medication Occurrence Reporting | | |

POLICY

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

REFERENCES

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 Error 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, procedures and systems, including prescribing, order communication, product labeling, packaging and nomenclature; compounding; dispensing; distribution; administration; education, monitoring and use. Copyright 1998-2005, National Coordinating Council for Medication Error Reporting and Prevention. NOTE: In the DOC, a medication occurrence also includes an event that occurs during the delivery of medication by non-licensed staff.

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PROCEDURE

I. Reporting

- A. Events relating to patient behavior are not reportable on a DOC-3340 – Medication Occurrence Report. 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.

- B. 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.

- C. The HSU staff member who discovers the medication occurrence or to whom the incident/occurrence was reported to shall complete the DOC-3340 – Medication Occurrence Report and gather and attach the necessary documentation related to the occurrence. This includes occurrences originated at CPS.

- D. The HSU Manager shall be notified of all medication occurrences.

- E. Missing medications shall be:
 - 1. Reported as a medication occurrence and documented on a DOC-3340 – Medication Occurrence Report.
 - 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 Nursing Coordinator for the facility.

II. Care of the Patient and Documentation

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

- B. All medication occurrences that have reached the patient require a patient notification, assessment, and documentation of intervention.

- C. Document the circumstances of the medication occurrence, the ACP notification, the assessment and plan of care for the patient in the healthcare record.

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- 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 – Medication Occurrence Report.
- F. The ACP shall complete the following sections of the DOC-3340 – Medication Occurrence Report:
 - 1. Prescriber Statement.
 - 2. Medical/Lab Findings.
 - 3. Patient Outcome-Severity Index.
 - 4. Signature and date.
- G. Route the completed DOC-3340 – Medication Occurrence Report to the HSU Manager.
- H. The HSU Manager shall:
 - 1. Complete the following sections of the DOC-3340 – Medication Occurrence Report if the ACP was not notified :
 - a. ACP Statement.
 - b. Medical/Lab Findings.
 - c. Patient Outcome-Severity.
 - d. Sign and date the form.
 - e. Determine action to be taken to prevent recurrence.
 - f. Document actions taken to prevent recurrence.
 - 2. Sign and date the form as the HSU Manager.

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

- A. When the Pharmacy Supervisor determines that the occurrence originated in the CPS the Pharmacist Supervisor designates appropriate staff to complete a DOC-3340A.
- B. This form is initiated by CPS upon receipt of a DOC-3340 – Medication Occurrence Report indicating that Central Pharmacy may have been involved in the occurrence.
- C. The name(s) of those involved with the occurrence are not reported on the DOC-3340A – Central Pharmacy Error Report.
- D. The completed form shall be reviewed and signed by the Pharmacy Supervisor.
- E. A copy of the completed DOC-3340A – Central Pharmacy Error Report shall be maintained with the corresponding DOC-3340 – Medication Occurrence Report.

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IV. Quality Improvement Initiatives

- A. Error 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 Nurse Coordinator and at facility/unit staff meetings.
- D. A CQI plan shall be implemented for significant problems, trends and patterns that are identified.

Bureau of Health Services: Michael Rivers **Date Signed:** 1/8/21
Michael Rivers, Director of Healthcare Administration

Date Signed: _____
Vacant, Medical Director

Mary Muse **Date Signed:** 1/8/21
Mary Muse, Nursing Director

Administrator's Approval:  **Date Signed:** 01/11/21
Makda Fessahaye, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

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| 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

V.

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

VI.

VII.

RESPONSIBILITY

- I. Staff
- II. Inmate
- III. Other