


Name of Policy: <u>Medication Management</u> Policy Number: 3364-160-SD-151 Department: Psychiatry Approving Officer: Chief Executive Officer - UTMC Responsible Agent: Chair/Medical Director Department of Psychiatry Administrative Director Department of Psychiatry Scope: OP-Clinic-Psychiatry	 Effective Date: 11/01/2021 Initial Effective Date:								
<table> <tr> <td><input type="checkbox"/></td> <td>New policy proposal</td> <td><input type="checkbox"/></td> <td>Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Major revision of existing policy</td> <td><input checked="" type="checkbox"/></td> <td>Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy	<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy
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(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 patients receiving 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)
2. The prescriber will monitor side effects and effectiveness of the prescribed medication as reported by the individual served or his or her family when applicable.
3. The prescriber monitors the response of the individual served to his or her medications by taking into account information from the clinical/case record, and the individual's response.
4. The prescriber takes into account information from the clinical/case record, relevant lab values, medication profile, and the individual's response.
5. 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., seals 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.
 - i. In the event there is concern with the medication integrity, the medication will not be given, and prescriber will be consulted.
6. Medications are stored securely and tracked.
7. Types of medications stored in the clinic are according to manufacturer specifications and are as follows:
- a. Floor stock
 - b. Clear bag: Dispensed by a pharmacy to the clinic for a specific patient. UTMC pharmacy is used when possible.
 - c. White bag: Dispensed by a pharmacy to the patient for administration in the clinic.

Approved by:		Review/Revision Date: 07/06/2021
<u>/s/</u> Rick Swaine CPA Chief Executive Officer - UTMC	<u>08/12/2021</u> Date	
<u>/s/</u> Cheryl McCullumsmith, MD, PhD Chair/Medical Director Department of Psychiatry	<u>8/4/2021</u> Date	
<u>/s/</u> Lindsey Eitnrear Director of Pharmacy Department of Pharmacy	<u>08/04/2021</u> Date	
<i>Review/Revision Completed By: Department of Psychiatry Administration</i>		
Policies Superseded by This Policy:		Next Review Date: 07/06/20224