



**DEPARTMENT OF CORRECTIONS  
PROBATION AND PAROLE DIVISION  
OPERATIONAL PROCEDURE**

Procedure No.: PPD 4.5.2500	<b>Subject: PHARMACEUTICALS</b>
Reference: DOC 4.5.25; 53-1-203, MCA	Page 1 of 2
Effective Date: 01/11/16	Revision Dates:
Signature / Title: /s/ Kevin Olson, Probation and Parole Division Administrator	

**I. PURPOSE:**

Probation and Parole Division facilities will follow established procedures to ensure all medications are prescribed, distributed, and administered in accordance with Department of Corrections' policy and state and federal laws and regulations.

**II. DEFINITIONS:**

Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreements between the Department and PPD contract facilities and prerelease centers.

CSD-Clinical Services Division – The division that oversees all medical, mental health, dental and vision services for all offenders in the custody of the Department in secure and contracted facilities.

CSD Policy Team – A team which may consist of the Department Clinical Services Division administrator, medical director, dental director, managed care RN, facility or program designated health authority, mental health or psychiatric representative, and facility or program administrator.

Drug Formulary – A list of medications available to authorized prescribers without pre-approval in health care programs. Medications not listed on the formulary are considered non-formulary and require pre-approval from the medical director, or designee, before use in health care programs.

Health Care Providers – Licensed health care providers (e.g., physicians, nurses, psychiatrists, dentists, and mental health practitioners), including contracted or fee-for-service providers, responsible for offender health care and treatment.

Medical Director – The physician(s) designated by the CSD administrator to oversee clinical practice decisions requiring medical judgments for offenders under Department jurisdiction.

Pharmaceutical – Any drug, chemical, vaccine, hormone or medication that may only be dispensed by a licensed or certified provider to render treatment, evaluation, or health care.

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices, interstate transfers, and the facilities providing assessments and sanctions, training, prerelease, and treatment services.

Self-Administration – The act of administering a medication to oneself.

**III. PROCEDURES:**

Subject: PHARMACEUTICALS

## A. GENERAL REQUIREMENTS

1. Appropriate facility staff must be informed of an offender's pertinent medical conditions on a directly applicable basis to ensure the continuation of the offender's care and treatment.
2. Health care providers will procure, dispense and administer pharmaceuticals in accordance with all state and federal regulations.
3. PPD treatment facilities will:
  - a. As part of the per diem, provide over-the-counter (OTC) medications and day-to-day-medical supplies;
  - b. Make available the means to provide prescribed medications:
    - i. When possible, prescribed medications will be obtained through the Department's pharmacy contractor. Prescribed medications will be billed directly to the Department by the pharmacy contractor.
    - ii. When a non-pharmacy contractor is used, and the offender or facility needs reimbursement for the cost, the facility will submit a receipt for the medication to the CSD.
  - c. Designate and approve medications offenders are allowed to possess for self-administration;
  - d. Account for all medications in keeping with the Department's drug formulary and with the Montana Nurse Practice Act and Board of Pharmacy regulations;
  - e. Maintain the records of all medications distributed by facility staff and audited them monthly, including the date, time and name of the offenders receiving medication, and the name of the medical staff overseeing self-administration.

## B. DRUG FORMULARY

1. The Medical Director, in conjunction with the CSD policy team and assistance from the consulting pharmacist, will develop the drug formulary and define the approval process for using non-formulary medication.
2. Providers must follow the CSD process for obtaining approval prior to prescribing a non-formulary medication.
3. A provider's request for approval must document the clinical justification for the non-formulary medication, including the offender's current health status, medications currently prescribed, and medications previously tried.

## C. FACILITY POLICIES/PROCEDURES

Each facility will develop and maintain policies/procedures regarding the facility's possession and use of controlled substances, prescribed medications and over-the-counter medications that address:

1. Procurement and distribution;
2. Dispensing and administration, stipulating that prescribed medications be administered according to the directions of the prescribing professionals;
3. Storage and disposal;
4. Accountability and security of controlled substances; and
5. Offender self-administration.

## IV. CLOSING:

Questions concerning this procedure should be directed to the CSD or Contract Manager.