



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 4.5.25	Subject: <b>PHARMACEUTICALS</b>
Chapter 4: FACILITY/PROGRAM SERVICES	Page 1 of 2
Section 5: Health Care	Effective Date: July 1, 1998
Signature: /s/ Mike Ferriter, Director	Revised: 04/18/06; 10/27/09

**I. POLICY**

The Department of Corrections facility health care unit will ensure that all medications are prescribed, distributed, and administered in accordance with state and federal laws and regulations.

**II. APPLICABILITY**

The secure care facilities that include Riverside and Pine Hills Youth Correctional Facilities, Montana State Prison, Montana Women's Prison, and the private and regional facilities contracted to the Department of Corrections.

**III. DEFINITIONS**

Drug Formulary – A written list of prescribed and non-prescribed medications available in Department 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.

Health Policy Team – A team consisting of the Department medical director, dental director, mental health or psychiatric representative, health services bureau chief, managed care RN, chief facility health officer, and facility administrator.

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.

**IV. DEPARTMENT DIRECTIVES**

**A. Pharmaceutical Distribution**

Health care providers will procure, dispense, and administer pharmaceuticals in accordance with all state and federal regulations.

**B. Pharmaceutical Procedures**

1. Each facility will develop procedures that address:
  - a. procurement and distribution;
  - b. dispensing and administration;
  - c. storage and disposal;
  - d. accountability and security of controlled substances; and
  - e. procedures for offender self-administration.

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### **C. Formulary Management**

1. The Department medical director will:
  - a. develop the drug formulary with the assistance of the consulting pharmacist and the health policy team; and
  - b. define the approval process for using non-formulary medication.

### **V. CLOSING**

Questions concerning this policy should be directed to the Department medical director.

### **VI. REFERENCES**

- A. *National Commission on Correctional Health Care Standards, 2008*
- B. *Statutes and Rules Relating to Physicians, Nursing, Nurse Practitioners and Physician Assistants as issued by the Montana Department of Professional Licensure*

### **VII. ATTACHMENTS**

None.