



MONTANA STATE PRISON
HEALTH SERVICES OPERATIONAL PROCEDURE

Table with 2 columns and 5 rows containing metadata: Procedure No., Subject, Reference, Effective Date, Signature/Title.

I. Purpose:

To assure that pharmaceutical operations are sufficient for the needs of the facility and conform to state and federal law and regulations. To assure that medications services are clinically appropriate and provided in a timely, safe, and sufficient manner.

II. Definitions:

Dispensing: Placing one or more doses of a prescribed medication into containers that are correctly labeled to indicate the name of the patient, the contents of the container, and other vital information.

Administering: The act in which a single dose of an identified medication is given to a patient.

Drug Formulary: A written list of prescribed and non-prescribed medications available to authorized prescribers working in the facility.

KOP Medication: a designation for a medication approved by a provider for an inmate to keep in his cell and self-administer as prescribed

III. Procedures:

- A. MSP will comply with all applicable state and federal regulations concerning prescribing, dispensing, administering, procuring, and disposing of pharmaceuticals.
B. A drug formulary will be maintained and updated annually by the Clinical Services Division/Medical Director.
C. Routine medications entered into the Sapphire eMAR before 10am will be packaged and shipped to arrive the next day.

Procedure No. MSP HS D-01.0	Subject: Pharmaceutical Operations and Medication Services
Effective Date: July 28, 2016	p. 2 of 3

1. When a medication is ordered STAT or ASAP by the provider and is not in stock, it will be ordered utilizing the emergency back-up pharmacy in the Sapphire e-Mar. These meds will be processed immediately by the contracted pharmacy through a designated back-up pharmacy and will be picked up in a timely manner by MSP staff.
    - a. The primary backup pharmacy is Keystone Family Pharmacy, 406-846-2120. In the event the medication is not available from Keystone Family Pharmacy, the contract pharmacy will contact hospital pharmacies in the area to obtain medication.
  2. MSP pharmacy assistants will explore reasons when a medication does not arrive from the contracted pharmacy as expected. The assistants will follow up to assure the earliest possible re-ship of the medication.
  3. Delayed arrival medications may be started from stock, ordered through emergency back-up, or started upon arrival per the ordering clinician's preference.
- D. All medications will be accounted for and stocked in the MSP infirmery pharmacy room upon receipt from the contracted pharmacy through the Sapphire e-MAR system. In addition, all controlled substance medications will be added to the narcotic count upon receipt.
- E. Providers will check the renewal queue on the Sapphire e-MAR and renew medications as needed.
- F. Providers will schedule appropriate follow up appointments for medication renewals.
- G. All medication removed from the MSP pharmacy area by qualified staff will be signed out using the Stock Medication Sign-Out Log. Narcotic medications will be signed out using the daily narcotic tracking sheet.
- H. Designated nurses will count all narcotics/controlled drugs at the end of each shift, and maintain written records documenting these counts. If a discrepancy is found during the count, the designated nurse will immediately complete an incident report and notify the on-duty nursing supervisor. As a measure of ensuring the systems integrity, designated medical staff will perform routine checks on all narcotics.
- I. Drug storage and medication areas will be devoid of outdated, discontinued, or recalled meds.
  1. All medication carts in the facility will be inspected and documented by a MSP pharmacy assistant or nursing staff at least once monthly for expired or discontinued medications. Inspections will be tracked by the ADON Nurse Educator or designee.
  2. The MSP pharmacy area will be inspected and documented by a MSP pharmacy assistant at least once monthly for expired or discontinued medications. Inspection will be tracked by the ADON Nurse Educator or designee.
  3. All expired or discontinued medications will be labeled as such and stored in the appointed area of the MSP pharmacy until shipped to the contract pharmacy for disposal.
  4. Disposal of expired or discontinued narcotic medications will happen according to DEA regulations. Single doses will be disposed of via the "Rx Destroyer" receptacle and documented as per DEA regulations.
- J. Medications will be stored under proper conditions.
  1. Refrigeration temperature logs will be maintained on a daily basis by assigned staff and tracked by the ADON Nurse Educator or designee.
- K. A consulting pharmacist from the contract pharmacy will conduct an on-site inspection and consultation quarterly.
  1. A report documenting the findings of the visit will be prepared by the consulting pharmacist.
  2. Reports will be reviewed and kept on file by the Director of Nursing.
- L. The poison control number will be posted on telephones used by nursing staff.
- M. Emergency medications will be stocked and maintained.

Procedure No. MSP HS D-01.0	Subject: Pharmaceutical Operations and Medication Services
Effective Date: July 28, 2016	p. 3 of 3

- N. Pill bottles of medications arriving with inmates will not be maintained at MDIU. Medication bottles will be transported to MSP infirmary for disposal in the “Rx Destroyer” or destroyed by Diamond Pharmacy staff during quarterly visits. Blister packs with appropriate patient specific labeling from the sending facility may be utilized and maintained.
1. All incoming medication and medication administration records will be reviewed by nursing staff with a provider and continued as appropriate.
  2. Intake medications will be ordered on Sapphire e-MAR by the provider.
  3. Medications that require STAT or consistent dosing and not sent in blister pack form from the sending facility will be emergency ordered so that missed doses are kept to an absolute minimum. All other medications without adequate supply from sending facility will begin upon arrival from Diamond Pharmacy.
- O. Narcotic medications arriving with inmates will be managed per DEA regulations.

**IV. Closing:**

Questions concerning this operational procedure will be directed to the MSP Clinical Services Manager.

**V. Attachments:**

[Night Locker Sign out log.xls](#)  
[PRN Narcotic Count.docx](#)  
[Patient Specific Narcotic Count.docx](#)

Attachment A  
Attachment B  
Attachment C