


Idaho Department of Correction  	<b>Standard          Operating          Procedure</b>	Title: <b>Medication Administration Training</b>		Page: 1 of 4
		Control Number: <b>401.06.03.021</b>	Version: <b>4.0</b>	Adopted: 11-09-1998

**Pat Donaldson, chief of the Management Services division, approved this document on 06/15/2015.**

Open to the public:  Yes  No

**SCOPE**

This standard operating procedure applies to Idaho Department of Correction (IDOC) health care services staff, security staff, and contract medical staff.

<b>Revision History</b>
Revision date (06/15/2015) version 4.0: Periodic review to confirm content accuracy. Previous revision date: 07/15/2014

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**BOARD OF CORRECTION IDAPA RULE NUMBER 401**

Medical Care

**POLICY CONTROL NUMBER 401**

Clinical Services and Treatment

**PURPOSE**

The purpose of this standard operating procedure is to establish procedures for ensuring that personnel who administer or deliver prescription medication receive appropriate training.

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## RESPONSIBILITY

### ***Health Authority***

The health authority is responsible for

- Monitoring and overseeing all aspects of health care services
- The implementation and continued practice of the requirements in this standard operating procedure

If health care services are contracted, the health authority is responsible for

- Reviewing and approving all applicable contract medical provider policy, procedure, and forms before implementation
- Reviewing programs, curricula and lesson plans to ensure compliance with all aspects of NCCHC standard P-C-05, Medication Administration Training
- Monitoring the contract medical provider's performance including reviewing processes, procedures, forms, and protocols used by the contract medical provider to ensure compliance with all health care-related requirements provided in this standard operating procedure and in NCCHC standard P-C-05

### ***Contract Medical Provider***

The contract medical provider is responsible for

- Implementing and practicing all provisions of this standard operating procedure unless specifically exempted by written contractual agreements
- Ensuring that all requirements of this standard operating procedure and NCCHC standard P-C-05 are followed by applicable contract medical provider policy and procedure
- Ensuring facility health authorities use all applicable contract medical provider policy, procedure, forms, and educational information to fulfill all health care-related requirements provided in this standard operating procedure, NCCHC standard P-C-05, or contractual agreements
- Ensuring all applicable contract medical provider policy, procedure, and forms are submitted to the health authority for review and approval prior to implementation
- Ensuring that the facility health authority and facility medical director review and approve all programs designed to train staff in medication administration before implementation
- Ensuring that medication administration training includes the psychotropic medications included in the company's approved formulary per respective contract agreements

Nothing in this standard operating procedure relieves the contract medical provider(s) of any obligation or responsibility stipulated in respective contractual agreements.

### ***Facility Medical Director***

The facility medical director is responsible for

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- Reviewing and approving all programs designed to train staff in medication administration before implementation
- Determining which inmates are responsible enough to carry medications and self-medicate

### ***Facility Health Authority***

The facility health authority is responsible for

- Ensuring an adequate number of appropriately trained staff are available to meet the requirements of this standard operating procedure
- Ensuring that only appropriately trained staff deliver and administer prescription medications to inmates
- Maintaining records on-site for all staff trained in medication administration as required by this standard operating procedure
- Maintaining records on all non-health care services staff trained to deliver and administer medications to inmates because of staffing patterns and facility functions
- Establishing and monitoring applicable contract medical provider policy and procedure to ensure that all elements of this standard operating procedure and NCCHC standard P-C-05 are accomplished as required

In addition, the facility health authority along with the facility medical director, are responsible for reviewing and approving all programs designed to train staff in medication administration prior to implementation.

### ***Non-Health Care Services Staff***

Non-health care services staff are responsible for the following after receiving training on the delivery of medications to inmates if called upon to do so

- Receiving medications from health care services staff and delivering them to the inmate as directed by health care services staff
- Verifying the inmate's identification and the medication card or blister pack to the inmate, and witnessing and verifying that the inmate took the medication
- Signing the medication administration record and returning it and the medication card or blister pack to a secure location

## **STANDARD PROCEDURES**

### **1. General Procedures**

Administering is giving a single dose of an identified drug to a patient.

Only staff members trained in the delivery and administration of medications are allowed to do so. This training must include

- Medication security in a correctional setting
- The importance of the responsibility and accountability of delivering and administering medications

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- The common side-effects of medications that are administered
- Documenting the delivery and administering of medications, including psychotropic medications, properly onto the medication administration record
- Proper labeling of containers removed from the medication room for administration at a different location (label includes patient name, IDOC number, medication name, and dosage)
- Knowledge and use of the 'six rights of medication administration'
  - Right Patient
  - Right Medication
  - Right Dose
  - Right Route
  - Right Time
  - Right Documentation

Usually only health care services staff delivers and administers medications to inmates in facilities where health care services staff is on-site at least two shifts seven days a week. Due to staffing patterns and the facility's functions, there may be times when non-health care services staff deliver and administer medications to inmates. Those non-health care services staff must be trained accordingly.

## 2. Compliance

The health authority ensures compliance with this standard operating procedure and all related protocols by monitoring clinical practice guidelines, routine reports, program reviews, and record reviews.

The health authority or designee must conduct at least two audits each year. The audits must consist of monitoring applicable contract medical provider and department policy and procedures, applicable NCCHC standards, and reviewing a minimum of 15 separate records.

## REFERENCES

National Commission on Correctional Health Care (NCCHC), *Standards for Health Services in Prisons*, Standard P-C-05, Medication Administration Training

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