


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
<b>TITLE:</b> Medication Dispensing	<b>POLICY NO:</b> AD-PHARMA-05	Page 1 of 2
<b>RESPONSIBILITY:</b> Pharmacy		
<b>APPROVED BY:</b>  THERESA C. ARRIOLA, DIRECTOR	<b>DATE OF ORIGINAL APPROVAL:</b> 9/20/19	
	<b>LAST REVIEWED/REVISED:</b> SEP 20 2019	

**PURPOSE:**

To outline the process of dispensing medication to Guam Behavioral Health and Wellness Center (GBHWC) Outpatient, Inpatient, and Residential Recovery Program consumers.

**POLICY:**

- A. GBHWC only dispenses medication prescribed by its in-house Psychiatrist and other Authorized Providers.
- B. Only a licensed GBHWC Pharmacist can dispense medication to Outpatient, Inpatient, and Residential Recovery Program consumers.
- C. All medication dispensed to Crisis Stabilization Charge Nurses, Detox Charge Nurses, and Residential Recovery Consumers will be in unit dose form in bubble wrap, if available and appropriate.
- D. A cassette exchange system, if available, shall be utilized daily to provide a 72-hour supply of medication to the Inpatient Units based on current, active physician orders.

**DEFINITIONS:**

Authorized Provider: A Psychiatrist with GBHWC privileges

**PROCEDURE:**

- A. Dispensing Medication to Outpatient Consumers
  1. The prescription presented by the consumer is verified by the Pharmacist.
  2. The Pharmacist must check the identification of the consumer prior to handing off the medication. If a consumer's representative is picking up the medication on his/her behalf, the pharmacist must verify that proper authorization is in order.
  3. Medication education is conducted to the consumer by the Pharmacist.
- B. Dispensing Medication to the Inpatient Units
  1. Initial Order
    - a. An order is written by the Psychiatrist on the prescription section of the Physician's Order Form in the patient's medical record. A complete order contains:
      - i. First and last name of the patient
      - ii. Patient ID number
      - iii. Date
      - iv. Drug
      - v. Dosage and strength
      - vi. Route of administration
      - vii. Frequency

- viii. Signature of prescriber and time of the prescribing
- b. Medication orders are delivered to the Pharmacy via psychiatric technician or nursing personnel.
- c. A nurse picks up the medication and signs the generated prescription label.

2. Receipt of Orders

- a. Upon receipt of the written order, only the Pharmacist shall check the order for accuracy, proper dosage, safety, and possible drug, food, or disease interactions.
- b. The Pharmacist shall make any corrections or initiate a phone inquiry to the prescribing Psychiatrist to clarify the order. If medication is not available, the pharmacist will inform the prescribing Psychiatrist and make recommendations for alternative medication.
- c. After clarification is done, the new medication order is noted by the Pharmacist in the Psychiatrist's order.
- d. Orders are entered into patient's profile in the computer Pharmacy Management module.
- e. The charge and backup file is generated daily and these charges are picked up by the computer system.
- f. After checking, medications will be sorted according to the unit and are subsequently picked up by an inpatient unit nurse for placement into the Inpatient Units' medication storage cabinet.
- g. STAT or NOW orders will be picked up by inpatient unit staff in a timely manner. If the order includes controlled medication, a Registered Nurse (RN) will pick up medication.
- h. A 72-hour supply will be provided for standing orders.
- i. When an emergency is anticipated e.g. Typhoon, a 7- day supply may be provided in patient medication bins. Nurse will be informed about the excess quantity of medicine delivered.

3. Drugs Requiring Special Handling: Controlled Substances

- a. If there is an order call for schedule drugs, nurses will get the drug from their stock. The nurses shall also keep an integral record for the usage of controlled substances. (see also *AD-PHARMA-06 Dispensing Controlled Medication*)
- b. Upon receiving the record from the nurse, the Pharmacist will enter into patient's profile and charge the account as well without issuing the drug to the individual patient.



**GUAM BEHAVIORAL HEALTH & WELLNESS CENTER**

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**REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

**Policy Title: Medication Dispensing**

**Policy No: AD-PHARMA-05**

**Initiated by: Pharmacy**

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