

ALASKA PIONEER HOME		P&P No: 07.03
Title: Medication Orders		Approval: 
Key Words: Profile, Refill, Label, Blister Card		
Team: Pharmacy, Nursing	Effective Date: 1/1/11	Page: 1 of 7

PURPOSE

To describe how the Alaska Pioneer Home (AKPH) Pharmacy prepares the residents' medication orders.

POLICY

AKPH pharmacy staff initiates services when the resident profile, a list of the medications, and an order for medications to be filled is received.

AKPH Pharmacy refills medication requests by the Homes through NetRX, on the pharmacy refill form, and as ordered by the resident's prescriber.

AKPH Pharmacy fills new medication orders and renewals of current orders for up to 30 days from the order date.

Medications dispensed by the AKPH Pharmacy are labeled per federal and state law for prescription medications.

AKPH Pharmacy uses uniform packaging for medications, such as blister cards and unit-dose packaging, when dispensing tablets and capsules.

Single pills may be requested to replace a damaged, contaminated, or missing dose.

DEFINITIONS

Blister card are used as unit dose packaging for pharmaceutical tablets, capsules, and lozenges. The cards provide barrier protection for shelf life requirements, and a degree of tamper resistance. The blister card has formed plastic cavities to hold the pills, and a foil backing to seal and allow dispensing of the medication.

Unit-dose packaging is a labeled packet with the amount of a medication administered to a resident in a single dose.

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A. This same procedure applies to resident admission, readmission, and transfer between facilities.

- 1.** Before a medication is dispensed, the AKPH pharmacist receives a
 - a) current, signed, dated medication order for each medication, *and*
 - b) current resident profile.
- 2.** An order that states “*Continue all previous medication orders*” is unacceptable.
- 3.** The Physician Order Sheet indicates that the order is current when the prescriber has initialed each order individually, then signed and dated the page.

B. Resident profile information

- 1.** AKPH staff submits resident profile information to Pharmacy via fax.
- 2.** Face sheet format from the Accu-Care record system is used.
- 3.** Current resident information includes:
 - a) Resident legal name
 - b) Date of birth
 - c) Social security number
 - d) Nationality/race
 - e) Gender
 - f) Marital status
 - g) Date of admission
 - h) Level of care
 - i) Room number
 - j) Bed number
 - k) Primary health care provider
 - l) Provider’s address/phone/fax
 - m) Diagnoses
 - n) Drug allergies and reactions
 - o) Responsible party
 - p) Responsible party address/phone
 - q) Billing information
 - r) Insurance information
- 4.** Current resident profile information which was submitted to pharmacy within the past 30 days does not require re-submittal.

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- C. Current list of medications used by the resident
1. Include medication name, strength, dosage form, route of administration, schedule, and indication/diagnosis for use.
- D. Current signed order for medications to be filled by the AKPH Pharmacy.
1. Include resident legal name, medication name, strength, dosage form, route of administration, schedule, indication/diagnosis for use, and duration of use.
 2. The AKPH pharmacist reviews the order for clinical concerns.
 3. The pharmacy staff enters the medication order into the pharmacy computer system.
 4. The resident medications are included in the next mailing to the Homes.
- E. Medication refills
1. A delegated staff may request a refill using NetRX or by faxing the pharmacy refill form to the AKPH Pharmacy.
 - a) The Home should keep a log of all requested refills to avoid duplication.
 - b) The refill is requested when there is an eight (8) day supply of medication remaining for the resident.
 - c) Refill coverage is assured by noting the number of refills in the medication order.
 - (1) An AKPH nurse contacts the prescriber for a new medication order if there are no remaining refills.
 - d) The date and time is noted on the original refill form request.
 - e) The refill form and/or log is filed for future reference.

II. Date of Medication Orders

- A. AKPH staff assures that a medication order is sent to Pharmacy within 30 days of the order date.
1. Nursing staff obtains a second order from the prescriber if the order date is more than 30 days ago.
 - a) AKPH nurse requests a current written order from the prescriber, *or*
 - b) AKPH nurse rewrites order based on a verbal order from the prescriber.
 - (1) If the medication is a controlled substance, a verbal order from prescriber to nurse is not valid for pharmacy fill.
 2. Pharmacy returns medication order or refill request to the nurse if the order date is over 30 days from receipt by pharmacy staff.

Title: Medication Orders**III. Medication Labeling**

- A.** AKPH pharmacy staff attaches a label to prescription and non-prescription medications that are dispensed from the pharmacy. If the medication is dispensed in the cycle unit-dose packaging, it is pre-labeled.
- B.** Medication label includes:
1. Resident legal name
 2. Resident room number
 3. Prescription number
 4. Prescriber's name
 5. Date medication is dispensed
 6. Directions for use- dose, frequency, and duration of administration
 7. Generic medication name
 8. Dosage form
 9. Strength of medication
 10. Quantity dispensed
 11. Pharmacy name, address, and telephone number
 12. Dispensing pharmacist initials
 13. Expiration of the prescription
 14. Indications for use of the medication
 15. Diagnosis for use of the medication, as assigned by the prescriber
- C.** Unit-dose labeling for the cycle includes:
1. Resident legal name
 2. Resident room number
 3. Date for use
 4. Time for use
 5. Generic medication name
 6. Strength of medication
 7. Quantity of medication in the package
 8. Manufacturer of the medication
 9. Manufacturer's lot number for the medication
 10. Expiration date of the medication
- D.** The AKPH nurse who receives the shipment of medications, double checks the labels.
1. This is required per the *Pioneer Home Receipt of Medications*.
 2. AKPH staff does *not* alter a medication label.
 3. If a medication is mislabeled:
 - a) AKPH staff contacts AKPH Pharmacy.

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- b) Pharmacy staff prepares a medication dispensing error report.
- c) Pharmacy sends a second supply of the medication with an accurate label in the next shipment.
- d) AKPH staff returns the mislabeled medication to the pharmacy.
- e) Pharmacy staff assures credit to the resident's account.

E. Prescriber changes directions for medication use

- 1. Changes are noted in the resident's MAR (medication administration record).
- 2. The medication label is *not* changed.

F. Non-prescription medications

- 1. Dispensed pursuant to a prescriber's order.
- 2. Labeled in accordance with the requirements for a prescription label.

IV. Medication Blister Cards**A. AKPH pharmacy staff prepares blister cards to facilitate accurate and logical medication administration.**

- 1. Pharmacy labels each blister card.
- 2. The expiration date on the blister card does not exceed one year from the date that the card and label is made.

B. The blister cards that hold tablets and capsules have 31 bubbles to hold medications for each day of the month.

- 1. Each bubble on the blister card is numbered to correlate with the day of the month on which the medication is administered.
 - a) Bubble number 4 holds the medication for the 4th day of the month.
- 2. A medication that is scheduled four times a day is dispensed in four blister cards.
- 3. A medication that is scheduled every other day is packaged in the blister card on even-numbered days.
- 4. When a new medication is started mid-cycle, the pharmacy prepares a blister card with medications for the balance of the cycle. Subsequent cycles are prepared for 14 days.

V. Unit-Dose Packaging**A. The pharmacy has automated equipment that packages tablets and capsules in unit-dose packs for administration by the nursing staff.**

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- B. Cycle medications are processed with patient specific medication administration dates and times on the packaging.
- C. Non-scheduled medications are packaged with drug information on the packaging. The unit-dose packages are placed in a sealed baggie with patient specific information on an attached label.

VI. Medications *not* in Blister Cards or Unit-Dose Packaging

- A. The AKPH Pharmacy does not package the following medications in unit-dose packaging, or include them in the 14 day cycle fill.
 - 1. Eye/ear drops
 - 2. Inhalers
 - 3. Nebulizer solutions
 - 4. Pre-packaged unit dose medications
 - 5. Oral liquids
 - 6. Suppositories
 - 7. Topical creams, ointments
 - 8. Topical patches
 - 9. Tums

VI. Single Pill Request

- A. A Single Pill Request Form is completed and faxed by an AKPH nurse to the pharmacy for doses that are damaged, contaminated, or missing.
 - 1. An explanation of how the medication was damaged, contaminated, or determined missing is included.
 - 2. If missing, a photocopy of the blister card or unit-dose package with the missing dose is included.
 - 3. The completed form is signed by the nurse and the nursing supervisor.
- B. The Home is charged for a replacement dose.
- C. When a Home receives the medication shipment and notes a missing dose from a blister pack, it is not charged for the missing medication.

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HISTORY OF REVISIONS

New:

Revised: 1/1/11; 10/1/13

Reviewed:

ATTACHMENTS
