



PSYCHIATRIC HEALTH FACILITY POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

Section - PSYCHIATRIC HEALTH FACILITY	Effective: 2/1/2012
Policy- MEDICATION NURSE	Revised:
PHF CEO's Approval <u><i>Ann DeStefano</i></u>	Date: <u>10/24/12</u>
Executive Medical Staff Chair's Approval <u><i>R. Schenck</i></u>	Date: <u>10/26/12</u>
Committee Chair's Approval <u><i>R. Schenck</i></u>	Date: <u>10/26/12</u>
Form Ref. N.M. -- 1.9	

POLICY:

A medication nurse will be assigned for administration of medications.

PROCEDURE/DUTIES:

- Administer and accurately record the administration of psychotropic and medical medications to all PHF patients including topical, inhalant, PRN and emergency medications. Document all medications given and/or refused on Medication Administration Record (MAR.)
- *The Medication Nurse will hold the controlled substance cabinet keys and sign for all deliveries. The Team Leader/Charge Nurse will co-sign all controlled substances delivered, and/or wasted. Only the Team Leader can be assigned to hold the keys when the Med Nurse takes breaks and will assume all designated responsibilities, until Med Nurse returns.*
- Audit and verify all medication records (MARs, MD orders) are correct & complete prior to medication administration, and continuously throughout shift.

Determine and record effectiveness of medications in a timely and accurate manner as required by state and federal regulations and perform necessary assessments related to medication administration including blood glucose checks, pain assessments and vital signs/labs as indicated.

- Observe, record, and report symptoms and conditions of patients that could be related to medication effects.

- Provide for and promote patient's rights regarding medication(s). Verify completion of Medication Consent form.
- Provide medication education re: medication purpose, dose, schedule, and side effects.
- Transcribe all MD orders for medications, labs, and procedures. Contact MDs as needed to renew/clarify medication orders.
- Maintain medication supply for individual patients, house stock, and controlled substances on a daily basis. Coordinate with Pharmacy to maintain.
- Store all medications in a safe and accurate manner in accordance with established PHF policies and procedures, and applicable state and federal regulations.
- Ensure adequate accountability measures are taken by monitoring medications ordered, received, administered and at change of shift, as required by policies and procedures of PHF, and applicable state/federal regulations.
- Report any equipment or supply issues to the Team Leader for correction or repair.
- Demonstrate awareness of proper infection control practice by using Universal Precautions and following PHF infection control policies and procedures.