State Operated Community Program SOCP Policy Transmittal

Topic: MAR/T	'AR Discontinuing Doctor's Orders Issue date:	07/22/2010
Related policy:	2.010 Training, 4.004 Medication Administration, 4.0 Medication, 4.010 Medication Disposal	06 Controlled

The attached is a policy clarification and update to the **Medication Administration Manual** for the State Operated Community Program.

Applies to: (check all that apply)	✓ All employees includes:✓ Nurses	☑ Prog. Managers☑ BVS1s	☑ Site Managers☑ BVS2s
	□ Cent. Office staff		
	MHHT1	MHHT2	
	□HR		Other:

FROM: Brad Heath, Clinical Services Manager

SUBJECT: Red Ink is required when Discontinuing Doctor's Orders

Effective with the 2010 printing of the SOCP Medications Administration Manual, page 64 "red ink as optional" has been changed to "red ink is required" when discontinuing doctors' orders.

The change is made to increase legibility when writing over a previous staff's initials on the DHS 4573 MAR/TAR.

- Please post the attached revised manual page 64 for all staff to view (for 30 days) and add to your house's monthly meeting agenda.
- Check your mailbox for (3) red pens on your next trip to Central Office.

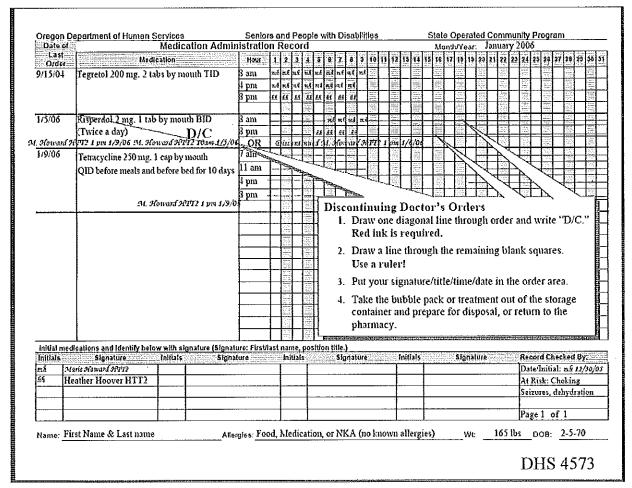
Also, remember to call the Outreach Nurse for pickup or to coordinate drop off of "discontinued medications" at Central Office/Milton house. The DHS 4590 Drug Disposal Sheet with directions is attached for your convenience.

Attachments: Med Admin Manual PG 64 for posting, DHS 4590 Drug Disposal Sheet

If you have questions about this information, contact:

Contact(s):	Brad Heath	Linda Fiegi	Lizz Pierce-Green
Phone:	503 378-5952 ext. 244	503 378-5952 ext. 224	
Email:	Brad.J.Heath@state.or.us	Linda.D.Fiegi@state.or.ur	Elizabeth.Piercegreen@state.or.us

Discontinuing Orders



D/C preferable to not be confused with "David Campbell."

- 1. **RED INK** is required when "Discontinuing Doctor's Orders."
- 2. Draw one diagonal line through order and write "DC."
- 3. Draw a line through the remaining blank squares.
- 4. Use a ruler!
- 5. Put your signature/title/time/date in the order area.
- 6. Take the bubble pack or treatment out of the storage container and determine if it can be returned to the pharmacy <u>or</u> use the DHS 4590 Drug Disposal Sheet and call the Outreach Nurse for pickup.

(See page 43 for more information about medication disposal.)



Drug Disposal Sheet

Disposal signatures

Control of the Contro	**************************************					3
		Reason	Reason for disposal	Method of	House required	Central Office
Date	Drug description:	Recalled Outdated	Jnused Other	disposal: Return to pharmacy or Central Office	signatures: 1- SM, BVS1, BVS2 or PM	required signatures: 1- Nurse Manager
				☐ Phamacy*		
]		☐ Phamacy*		
				☐ Office	***************************************	
				☐ Pharmacy*		
				☐ Pharmacy*		
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				☐ Pharmacy* ☐ Office		
				☐ Pharmacy*		
				☐ Pharmacy*		

SEE BACK for process details.

Original Drug Disposal sheet remains at the house for 2 years and a copy goes with the outreach nurse.

^{*} NOTE: Pharmacy disposal requires signature of a staff or manager at the house.

Medication disposal / accountability signatures process

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- Preferred method: Contact the Pharmacy and check for acceptance requires one staff or manager's signature.
- Alternate method: Contact SOCP Outreach nurse requires multiple signatures
- Original DHS 4590 form is kept in the home for 2 years in both disposal options

Alternate method: Preparing medications for return/disposal through Central Office/Outreach Nurse(s)

HOUSE: Requires two signatures

1st signature: Site Manager, BVS1, BVS2 or Program Manager.

2nd signature: Outreach nurse

- Medications remain in the bubble wrap.
- Original DHS 4590 form is kept in the home for 2 years
- Duplicate the DHS 4590 form and send the copy with the outreach nurse

Central Office/Milton Nurse Station:

Outreach nurse is required to recount the medications upon arrival at Central Office / or the Milton Nurse Station:

Two signatures are required:

1st signature: Nurse Manager

2nd signature: Witness / outreach nurse

witnesses signatures to the originating house for Licensing's review. The original will be filed at Central Office For validation of disposal: Central Office will FAX the 4590 Drug Disposal Sheet with the Nurse Manager and