

State Operated Community Program SOCP Policy Memorandum

Topic:	Med Return Procedure - PayLess Drug	Issue date:	10/20/11
Related policy:	4.010 Medication Disposal, 4.011 Pharmacy		
<p>Policy Memorandums - should be considered high priority, and processed immediately. They are used to disseminate new federal, state, and program policies, or <u>administrative rules</u>, changes in existing policy, <u>procedures</u> or administrative rules, and manual updates.</p>			

Applies to:

(check all that apply)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> All employees includes: | <input checked="" type="checkbox"/> Prog. Managers | <input checked="" type="checkbox"/> Site Managers |
| <input checked="" type="checkbox"/> Nurses | <input checked="" type="checkbox"/> BVS1s | <input checked="" type="checkbox"/> BVS2s |
| <input checked="" type="checkbox"/> Cent. Office staff | <input checked="" type="checkbox"/> Group home staff | <input checked="" type="checkbox"/> Trainers |
| <input checked="" type="checkbox"/> HR | <input type="checkbox"/> Other: _____ | |

Implementation date: 10/20/11

FROM: Linda Fiegi, RN, MSN, Nurse Manager *LDFW*
SUBJECT: Drug Disposal _ PayLess Drug Long-Term Care (LTC) Pharmacy
(returns/destruction)

POLICY: State Operated Community Program following the guidelines set by PayLess Drug LTC Pharmacy will follow all state and federal rules and regulations as they pertain to returning and destroying medications.

Additional Information: Oregon law allows pharmacies to take back non controlled medications for destruction. Crediting and reuse of medications is not allowed (unless the facility meets the requirements of the Oregon Board of Pharmacy).

State Operated Community Program group homes are not allowed to receive credit for medications but can send medications back to PayLess Drug LTC Pharmacy for destruction will follow the procedures listed below.

- Only medication dispensed with a PayLess label can be accepted for destruction.
- No schedule II, III, IV or V medications are allowed to be returned. (see definition sheet)
- No other items can be returned such as sharps containers.

NOTE: Group Homes without access to PayLess Drug LTC Pharmacy returns are to continue with Central Office Drug Disposal Form and procedure.

Attachments: 4.010.01 Procedure, Definitions and PayLess sample form

If you have questions about this information, contact:

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Procedure Title:	Preferred Medication Disposal - PayLess Drug LTC Pharmacy Return		
Procedure Number:	4.010.01	Version:	1.0
		Effective Date:	10/20/2011

It is the policy of **State Operated Community Program (SOCP)** program **NOT** to keep any contaminated, discontinued, unused, outdated or recalled drugs or drug containers with worn, illegible, or missing labels in the home. A written record will be maintained on the disposal of **ALL** non-controlled and/or controlled substances/medications. **Two medication disposal options exist:**

- 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.

The SOCP group homes will be supplied with PayLess LTC Pharmacy Return form and PayLess Drug LTC Pharmacy Returned meds to be destroyed sticker. Contact PayLess for replacement stock when supplies run low.

Procedure

Step	Responsible Party	Action
1.	Group Home	Will fill out the "Payless Drug LTC Pharmacy Return" form/tool. a. All information must be filled in. b. Under section "Notes to PayLess," please write "For Destruction only." Any returns sent without a properly filled out "PayLess Drug LTC Pharmacy Return" form – <i>will be returned</i> to the group home for completion.
2.	Group Home	Will place the medications and completed "Return" form into a brown paper bag. They will then seal the bag closed and place the authorization for medication destruction label on the outside of the bag.
3.	PayLess Drug Pharmacy	Will pick up the medication for destruction on their next routine delivery to the group home.
4.	Group Home	Will keep the <u>yellow copy</u> of the form and the <u>white copy</u> will be <u>returned</u> to PayLess Drug LTC Pharmacy along with the medications. a. File yellow copy per state policies regarding record-storage. b. Payless upon destroying the medications will send the "white copy" of the form to the group home for filing/record storage. NOTE: It is important to remind staff Medication <i>pick-up is free during routine deliveries</i> but if

outside the normal routine deliveries PayLess will charge \$25.00 for the service. Please remind/train staff SOCP prefers to use the FREE service and NOT incur the charge.

Policy that applies:

OAR 411-325-0120 (10)(a-g), 4.010 Medication Disposal, 4.011 Pharmacy

Form(s) that apply:

- TOOL: Payless Drug LTC Pharmacy Return form/tool (09/11)
- TOOL: Payless Drug LTC Pharmacy Returned Meds "Destroy Sticker" (09/11)
- DHS 4570 Individual Narcotic Count Sheet
- DHS 4573 Medication Administration Record (MAR)
- DHS 4621 Addendum to Physician's Directions: Medication Administration Irregularities (MAR)
- DHS 4571 Psychotropic Drug Record
- DHS 4630 Medication Incident Report (MIR)
- DHS 4590 Drug Disposal Sheet
- DHS 4663 Medication Administration Accountability Sign-off Sheet

Contact(s):

SPD/SOCP Nurse Manager - Phone: 503-378-5952 ext. 224 **FAX:** 503-378-5917
Email: Subject line - SOCP Med Disposal Linda.Fiegi@state.or.us

Procedure History:

- **Version 1.0:** 10/20/2011

Keywords:

PayLess Pharmacy, Medication returns, Medication destruction



RETURNED MEDS TO
BE DESTROYED

Facility Code:

PAYLESS LONG-TERM PHARMACY
SOCP Facility Codes for Group Home(s)

House	Code	House	Code	House	Code	House	Code
Brooks	017	Eliot 2	012	Hawthorne	015	Madison	016
Cade	044	Eliot 3	014	Ina	046	Milton	047
Charles	029	Gath	053	James	019	Shoreline	045
Eliot 1	013	Halsey	052	Macleay	022	Tigard	025

Procedure Title:	Preferred Medication Disposal - PayLess Drug LTL Pharmacy Return		
Procedure Number:	4.010.01	Version:	1.0
		Effective Date:	10/20/2011

Definitions:

Controlled Substances Schedules

The drugs and other substances that are considered controlled substances under the CSA are divided into five schedules. A listing of the substances and their schedules is found in the DEA regulations, 21 C.F.R. Sections 1308.11 through 1308.15. A controlled substance is placed in its respective schedule based on whether it has a currently accepted medical use in treatment in the United States and its relative abuse potential and likelihood of causing dependence. Some examples of controlled substances in each schedule are outlined below.

NOTE: Drugs listed in schedule I have no currently accepted medical use in treatment in the United States and, therefore, may not be prescribed, administered, or dispensed for medical use. In contrast, drugs listed in schedules II-V have some accepted medical use and may be prescribed, administered, or dispensed for medical use.

Schedule I Controlled Substances

Substances in this schedule have a high potential for abuse, have no currently accepted medical use in treatment in the United States, and there is a lack of accepted safety for use of the drug or other substance under medical supervision.

Some examples of substances listed in schedule I are: heroin, lysergic acid diethylamide (LSD), marijuana (cannabis), peyote, methaqualone (Quaalude), and 3, 4-methylenedioxyamphetamine ("ecstasy").

Schedule II Controlled Substances

Substances in this schedule have a high potential for abuse which may lead to severe psychological or physical dependence.

Examples of single entity schedule II narcotics include morphine and opium. Other schedule II narcotic substances and their common name brand products include: hydromorphone (Dilaudid®), methadone (Dolophine®), meperidine (Demerol®), oxycodone (OxyContin®), and fentanyl (Sublimaze® or Duragesic®).

Examples of schedule II stimulants include: amphetamine (Dexedrine®, Adderall®), methamphetamine (Desoxyn®), and methylphenidate (Ritalin®). Other schedule II substances include: cocaine, amobarbital (Amytal®), glutethimide (Doriden®), and pentobarbital (Nembutal).

Schedule III Controlled Substances

Substances in this schedule have a potential for abuse less than substances in schedules I or II and abuse may lead to moderate or low physical dependence or high psychological dependence.

Examples of schedule III narcotics include combination products containing less than 15 milligrams of hydrocodone per dosage unit (Vicodin®) and products containing not more than 90 milligrams of codeine per dosage unit (Tylenol with codeine®). Also included are buprenorphine products (Suboxone® and Subutex®) used to treat opioid addiction. Examples of schedule III non-narcotics include benzphetamine (appetite suppressant: Didrex®), phendimetrazine, ketamine, and anabolic steroids such as oxandrolone (Oxandrin®).

Schedule IV Controlled Substances

Substances in this schedule have a low potential for abuse relative to substances in schedule III.


An example of a schedule IV narcotic is propoxyphene (Darvon® and Darvocet-N 100®).

Other schedule IV substances include: alprazolam (Xanax®), clonazepam (Klonopin®), clorazepate (Tranxene®), diazepam (Valium®), lorazepam (Ativan®), midazolam (Versed®), temazepam (Restoril®), and triazolam (Halcion®).

Schedule V Controlled Substances

Substances in this schedule have a low potential for abuse relative to substances listed in schedule IV and consist primarily of preparations containing limited quantities of certain narcotics. These are generally used for antitussive, antidiarrheal, and analgesic purposes.

Examples include cough preparations containing not more than 200 milligrams of codeine per 100 milliliters or per 100 grams (Robitussin AC® and Phenergan with Codeine®).

 MEDICATION RETURNS TO PAYLESS PHARMACY						Pharmacy to complete	
FACILITY			Completed by:			Date Rec'd _____	
PATIENT NAME One Patient per form			Date			Verified By _____	
Facility to Complete							
Rx#	Drug	Strength	Quantity	Return Reason Code	Denial Code	Credit = ✓	
FACILITY RETURN REASON CODE:		CONTROLLED DRUGS (Schedule II, III, IV, V of Federal Comprehensive Drug Abuse Prevention Control Act of 1970) CANNOT be returned for credit. They must be destroyed on Premise per state and Federal Law.			DENIAL CODE:		
A = Med Discontinued	D = Med Change				1. Below Minimum \$		
B = Moved out of Facility	E = Error				2. Medicaid		
C = Patient Expired	F = Other				3. Damaged		
					4. Form Incomplete		
					5. Not Refrigerated		
					6. Other		

*Complete this Portion:

C = Patient Expired, Date _____

D = Medication Change, Specify _____

For Medication Change, please call Customer Care immediately at (503)626-9436 or (800) 330-3665

E = Error, Specify _____

For Medication Error, please call Customer Care immediately at (503)626-9436 or (800) 330-3665

F = Other, Specify _____

Notes to Payless _____

- Medications must be returned within 30 days of Fill Date in order to be considered for credit.
- Medications requiring refrigeration must be returned refrigerated or no credit will be given.
- No Return Form needed if only 1 to 3 pills remaining in bubble pack card
- For questions regarding returns please call (503) 372-1761 or (800) 330-3665 ext: 1761



RETURNED MEDS TO BE DESTROYED

Facility Code:

Please note:

- 1. ABSOLUTELY no controls**
- 2. ONLY PayLess labeled items**
- 3. NO SHARPS or Hazardous Materials
or Substances of any kind**