FORMULATED: 12/14/11	SUBJECT: Minimal Risk Medications/Access to Medications
REVISED:	APPROVAL: J. William Rogers, RPh, MHSA TITLE: Director of Pharmacy Services
REVIEWED:	SIGNATURE: *J William Rogers*

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Purpose:

Proper medication storage is designed to assist in maintaining medication safety, integrity, promote the availability of medications when needed, minimize the risk of medication diversion, and reduce potential dispensing errors. Medication security policies assist in maintaining patient safety and comply with federal, state, and other regulations.

Scope:

This Policy Involves Minimal Risk Med (MRM)

Self Regional Healthcare has determined that there are selected medications which have a minimal risk in maintaining patient safety, storage integrity and security. They also have very low potential for abuse. These medications are often stocked and distributed by Supply Chain Management (formally know as Materials Management) and are stored in secured PAR or Supply Rooms. Minimal risk meds may also be in potentially unsecured areas in Nursing Units as well as other areas at this facility. An example would be Betadine ointment.

Medications that have been approved as Minimal Risk at Self Regional Healthcare include those found in the S:drive's root dictionary. To locate these go to S:\Materials Management-NDC-Inventory-071811 to view the Minimal Risk Medications (MRM). This list is always up-to-date. Note, this is not located in the Supply Chain Management (Materials Management) NDC Information on the S:drive. It has a separate S:drive dictionary accessible to all managers.

Responsibility:

It is the responsibility of any manager who has employees working around Minimal Risk Medications to train the employees on what a Minimal Risk Medication is and what behavior is expected by this institution when in areas where they are stored. Said training should be documented and in the employee file as well as a part of the annual JDPA review.

Reference:

The JCAHO MM0.3-0.1-0.1

QSF-PHRM-0064 – Instructional Cover Sheet for Minimal Risk / Access to Medications Test

QSF-PHRM-0065 – SRH Employee Competency Test on Access to Prescription and Non-Prescription Medications / Affirmation

Definitions:

NDC: National Drug Code

MRM: Minimal Risk Medications are medications of low potential of abuse such as Isopropyl

Alcohol: Betadine, etc.

OJT: On the Job Training

JDPAs: Job Description/Performance Appraisals

CTS: Communications Technical Support

Actions / Tasks / Procedures:

All positions with legal authority (DHEC and licensed with SC Board of Pharmacy or SC Board of Nursing or SC Medical Board) to access medications are listed below:

- Pharmacy: Director of Pharmacy, Pharmacy Supervisors, Staff Pharmacists, graduate Pharmacy Extern, Pharmacy Technicians, Inventory Staff, Pharmacy Couriers, (Pharmacist who are Pharmacy College Instructors, Pharmacy Students, Pharmacy Tech Students, with appropriate supervision of SRH staff with legal authority)
- Nursing: CNO, Nursing Supervisors, Staff nurses, (Student Nurses and Nursing instructors with appropriate supervision of SRH staff with legal authority)
- Physicians including Medical Residents and (Medical Students with appropriate supervision of SRH staff with legal authority).
- Respiratory Therapy

The hospital will include authority to access medications in the job descriptions for authorized personnel, as permitted by individual state law or regulations). The hospital will provide documentation of training and competency for all personnel granted permission to access medications including Minimal Risk Meds.

Managers who have other employees exposed to Minimal Risk Meds as described above in the S:drive dictionary will include this information in their OJT orientations with documentation in the employees file and in their JDPAs. The departments include:

1. Supply Chain Management to include Sterile Processing
2. Radiation Therapy, Imaging Center and Radiology
3. Information Technology
4. Security
5. Environmental Services
6. Engineering
7. Bioengineering
8. CTS

9. Dietary

10. Administration

11. Volunteers

12. Unit or Ward Secretaries

13. All other disciplines

In addition, the above people have reason from time to time to work around medications in the performance of their daily job that may or may not be Minimal Risk Meds.

Upon completion of the inservice each employee will take the attached test entitled "Team Member Competency Test on Access to Prescription Medications and Minimal Risk Non-prescription Medications". The employee will then sign the "Affirmation and Understanding of Self Regional Healthcare's Expectations of Employee's or Volunteer's Behavior Around Any Medications They May Come In Contact with at SRH". This said document will become a part of the employee's file; the signatory page will be a part of all JDPAs starting in 2012.

Revision History	Date	Change Description	Page Number	Revised By
Revision 0	8/2/11	New		

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