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Stock Protocol	ACA Standards: 4-4378M, 4-4379		
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Stock Protocol

Purpose

The purpose of this protocol is to define a process for the control and accountability of stock medications dispensed by medical services providers or administered by qualified health care professionals to offenders of the Oklahoma Department of Corrections. This protocol pertains to stock medication that is not controlled by Oklahoma State Bureau of Narcotics and Dangerous Drugs and/or federal Drug Enforcement Administration.

I. Stock Definition

Medications (both prescription and OTC) that have been approved by the Oklahoma Department of Corrections Pharmacy and Therapeutics Committee to initiate drug therapy or to maintain continuity of care until the offender receives prescribed medications from the contract pharmacy services provider. The approved listing of stock medications is reviewed and approved on an annual basis by the Chief Medical Officer, or his designee.

II. Administration Definition

Administration of a legend medication is defined as the direct application of drug, whether by ingestion, application, inhalation or any other means, to the body of a patient. Administration may be accomplished on a dose-by-dose basis and medication may be administered by individuals or health care professionals to a patient at the time the dosage is required. Direct administration is not subject to the same packaging, labeling or record keeping requirements as dispensing by a licensed pharmacy or practitioner, however is subject to documentation of administration.

III. Dispensing Definition

Any act other than the direct and immediate administration of a dose of a drug can be considered dispensing. Other "acts" of dispensing include: labeling (including alteration of existing prescription label or affixing a prescription label to a container),

transfer of more than one dosage unit (quantity prescribed for a single administration) from one container to another, and the issuance of dosage units of the prescribed drug intended for future administration.

IV. Prescriptive Authority, Accountability, and Control

The only licensed practitioners that are recognized as having dispensing privileges within their scope of practice in Oklahoma are delineated in the Oklahoma Pharmacy Practice Act, and include: pharmacist, allopathic physician, osteopathic physician, podiatric physician, dentist, veterinarian, and optometrist. Other practitioners not specifically listed in the Pharmacy Practice Act cannot dispense medications.

The Department of Corrections Chief Medical Officer, or his/her designee (facility medical provider), is responsible for the prescriptive control and accountability of stock medications. All dispensing activities will be in strict accordance with rules and regulations as promulgated by the Oklahoma State Board of Pharmacy, as defined in the Oklahoma Pharmacy Act, the Oklahoma Nursing Practice Act, regulatory/licensing agencies governing the practice of physician assistants, advanced nurse practitioners, and other health care professionals, and the Oklahoma Department of Corrections MSRM 140130-02, entitled "Stock Protocol."

- A. Only facility medical providers as specifically designated and recognized in the Oklahoma Pharmacy Practice Act (does not include physician assistants and advanced nurse practitioners) can label stock prescription medications (offender name, medication directions for use, and prescribing provider name) and dispense stock prescription medications within the scope of their practice. Labeling must conform to labeling criteria as required by the Oklahoma Pharmacy Act. These dispensing functions for stock prescription medications cannot be delegated.
- B. Under the authority of the medical provider (e.g., verbal order or nursing protocol), qualified health care professionals may issue OTC medications directly to the offender.
- C. Under the authority of the medical provider, qualified health care professionals may administer to an offender ONE dose of prescription medication from stock via pill line according to the date(s) and time(s) specified in the provider order until medication is received from contract pharmacy provider.
- D. All medications issued/dispensed from stock must have a medical provider's order documented in the electronic health record. Quarterly performance improvement audits will be done by the contract pharmacy provider to verify compliance.
- E. The facility medical provider is responsible for strict adherence to [OP-140143](#), entitled "Nursing Service" to provide chart documentation for medications issued, dispensed, and/or administered from stock.

V. Inventory Accountability and Control

The facility health services administrator (CHSA) is responsible for the inventory control and accountability of stock medications by determining and re-evaluating the

stock level of each drug maintained in medical services.

A. Ordering

Non-controlled stock medications are ordered using DOC 140130A, entitled "Stock Order Form" and DOC 140130B entitled, "Stock Practitioner Cards."

B. Inventory and Accountability

The facility health services administrator (CHSA) is responsible for determining the appropriateness of each drug maintained in stock inventory with regard to usage, packaging, and quantity. A monthly inventory of stock drugs will be conducted by the facility health services administrator (CHSA) using [DOC-140130C](#), entitled "Monthly Stock Inventory Form." The completed inventory will be kept on file by the CHSA.

C. Assessment and Reporting

On a quarterly basis, the Pharmacy and Therapeutics Committee will assess the stock prescribing patterns of facility medical providers. The evaluation will include the name and number of doses of each medication issued/dispensed, the appropriateness of stock usage, and the date/time of issuance/dispensing. Prescriptive outliers must be reported to the Chief Medical Officer, or his/her designee.

VI. References

OP-140130, entitled "Pharmacy Operations"

OP-140143 entitled "Nursing Service"

Oklahoma Pharmacy Practice Act

Oklahoma Nursing Practice Act

VII. Action

The medical services administrator will be responsible for compliance with this procedure.

The Chief Medical Officer, Medical Services will be responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure will be effective as indicated

Replaced: Medical Services Resource Manual 140130-02 entitled, "Starter Stock Protocol" dated January 28, 2010

Distribution: Medical Services Resource Manual