



health services associates
EXPERT RURAL HEALTH CONSULTANTS

Medication Handling

An HSA Micro Learning Session

**In Partnership with the
Oregon Office of Rural Health**



Learning Objectives

- Review safe practices for storing and administering medications
- Discover required policy elements
- Discuss common deficiencies around medications in the RHC



491.6 Physical plant and environment

- (a) Construction. The clinic or center is constructed, arranged, and maintained to insure access to and safety of patients, and provides adequate space for the provision of direct services.
- (b) Maintenance. The clinic or center has a preventive maintenance program to ensure that:
 - All essential mechanical, electrical, and patient-care equipment is maintained in safe operating condition;
 - **Drugs and biologicals are appropriately stored;** and
 - The premises are clean and orderly.



491.9 Provision of services

(b) Patient care policies.

(3) The policies include:

- A description of the services the clinic or center furnishes directly and those furnished through agreement or arrangement.
- Guidelines for the medical management of health problems which include the conditions requiring medical consultation and/or patient referral, the maintenance of health care records, and procedures for the periodic review and evaluation of the services furnished by the clinic or center.
- **Rules for the storage, handling, and administration of drugs and biologicals.**

Medication storage and security

- Follow manufacturer storage requirements
 - Temperature
 - Light/moisture
 - Expiration dates
- Keep medications secure from unauthorized access
- Define who is authorized to access medications
- Lock medications when patient-care areas are unattended
- Maintain appropriate temperature monitoring
- Keep medication areas clean and organized

Controlled medications

- Keep controlled medications locked when not in use
- Track receipt, use and disposition
- Maintain accurate, retrievable records
- Investigate and reconcile discrepancies promptly

Medication handling

- Follow manufacturer instructions
- Use appropriate aseptic technique
- Prevent contamination during preparation
- Follow safe practices when mixing or reconstituting medications
- Follow applicable requirements for compounded medications

Expiration and beyond-use dates

- Check medications routinely for expiration
- Follow the manufacturer's expiration date
- Once opened, follow applicable beyond-use dates (BUD)
- Discard medications that are expired or beyond-use
- Discard medications if proper storage or sterility is in question



Safe medication administration

Confirm the 5 Rights before administration:

- Right patient
- Right medication
- Right dose
- Right route
- Right time

Address questions or concerns before administering the medication

What surveyors may look for

- Proper medication storage
- Medication security
- Current expiration/BUD dates
- Appropriate temperature monitoring
- Safe injection and administration practices
- Prevention of cross-contamination
- Complete documentation
- Staff knowledge of clinic procedures

Frequently asked questions (FAQ)

- What is considered secure?
 - Lock vs line of sight
 - Lock the room or lock the stuff
 - Note: Compliance spectrum

Frequently asked questions (FAQ)

What is considered appropriate infection control protocols?

- Clean vs dirty
- Injection safety
- Aseptic technique



Frequently asked questions (FAQ)

- Where/how/when should meds be drawn up?
 - Avoid cross contamination
 - Use appropriate aseptic technique
 - No pre-filled syringes (unless directly from mfr.)

Resource:

- https://www.cdc.gov/injectionsafety/providers/provider_faqs.html

Common deficiencies

- Inappropriate storage
 - Single dose
 - Multi dose
 - Expired items
 - Temperature adherence
 - Security
 - Cross contamination

Common deficiencies

- Inappropriate administration
 - 5 Rs
 - Following mfr. guidance (pre-filled)

Common deficiencies

- Inappropriate documentation
 - Documentation in patient record
 - Distribution process
 - Temperature logs



SDV/MDV information

Single-Dose Vials	Multi-Dose Vials
Approved for use on single patient for single procedure or injection	Can be used for more than one patient when aseptic technique is followed
Does not have antimicrobial preservative	Contains an antimicrobial preservative to limit growth of bacteria
Harmful bacteria can grow and infect a patient	Preservatives have no effect on bloodborne viruses
Do not assume a vial is SDV or MDV based on size or volume of medication. ALWAYS CHECK THE LABEL	Discard MDVs when the expiration date has been reached or beyond use date has been reached (28 days)
DISCARD AFTER EVERY USE	Discard if sterility of the vial is in question

Survey readiness

If clinic finds a vial out of compliance, pull records of medication lot number to determine patients impacted by deficient practice and to see if record keeping is current

Staff understanding

- Observe administration techniques
- When is a medication no longer considered viable?
- How does the clinic dispose of medications?
- What is the difference between single/multi dose vials?
- Who is responsible for medication storage areas?
- Does the clinic have pre-made kits? If so, who is responsible to monitor?
 - Overnight bags, emergency kit, personal caddy, etc.
- Review policy with staff that handle medications and train/test understanding

Tool Box

SAMPLE MEDICATION LOG

DATE	PATIENT NAME	MEDICATION	LOT NO.	DOSE	# of SAMPLES GIVEN	EXP. DATE	SIGNATURE

Tool Box

CONTROLLED SUBSTANCE LEDGER

CONTROLLED SUBSTANCE (MEDICATION NAME) _____ Strength _____ Lot number _____ Exp _____

NOTE: Use one ledger sheet for each individual vial/package of controlled substance medication with same strength, lot and expiration.

DATE	ACTION		AMT RECEIVED (new stock)	AMOUNT USED		BALANCE/ COUNT	PATIENT NAME AND MRN	STAFF NAME (PRINT)		NOTES
	CHECK ONE	FOR AUDIT, CHECK ONE		UNITS ADMINISTERED	UNITS WASTED			1 st PERSON	WITNESS/ 2 nd PERSON	
	☐ Receive ☐ Dispense ☐ Audit	☐ AM ☐ PM	QUANTITY (tablets, vials, pre-filled syringes)	Dose in units	Volume if applicable	QUANTITY REMAINING (tablets, vials, pre-filled syringes)		1 st : 2 nd :		
	☐ Receive ☐ Dispense ☐ Audit	☐ AM ☐ PM						1 st : 2 nd :		
	☐ Receive ☐ Dispense ☐ Audit	☐ AM ☐ PM						1 st : 2 nd :		
	☐ Receive ☐ Dispense ☐ Audit	☐ AM ☐ PM						1 st : 2 nd :		
	☐ Receive ☐ Dispense ☐ Audit	☐ AM ☐ PM						1 st : 2 nd :		
	☐ Receive ☐ Dispense ☐ Audit	☐ AM ☐ PM						1 st : 2 nd :		
	☐ Receive ☐ Dispense ☐ Audit	☐ AM ☐ PM						1 st : 2 nd :		
	☐ Receive ☐ Dispense ☐ Audit	☐ AM ☐ PM						1 st : 2 nd :		
	☐ Receive ☐ Dispense ☐ Audit	☐ AM ☐ PM						1 st : 2 nd :		
	☐ Receive ☐ Dispense ☐ Audit	☐ AM ☐ PM						1 st : 2 nd :		
	☐ Receive ☐ Dispense ☐ Audit	☐ AM ☐ PM						1 st : 2 nd :		
	☐ Receive ☐ Dispense ☐ Audit	☐ AM ☐ PM						1 st : 2 nd :		
	☐ Receive ☐ Dispense ☐ Audit	☐ AM ☐ PM						1 st : 2 nd :		

Inventory of this controlled substance MUST be completed twice daily by two authorized personnel and kept on file in hard-copy for 11 years.



Confidentiality of this medical record shall be maintained except when use or disclosure is required or permitted by law, regulation, or written authorization by the patient.

Tool Box

Refrigerator & Freezer Temperature Log

Month/Year _____

Refrigerator needs to be at +36° to 46° F (2° to 8° C) +40° F is the ideal temperature.
Freezer needs to be at +5° F (-15° C) or colder 0° F or colder is ideal.

Record the Time, Temperatures & Initials two times (2) each business day,
 upon arrival (morning) and when closing the office at the end of the day (evening).

Circle the F or C below to identify whether temperatures are taken in Fahrenheit or Celsius

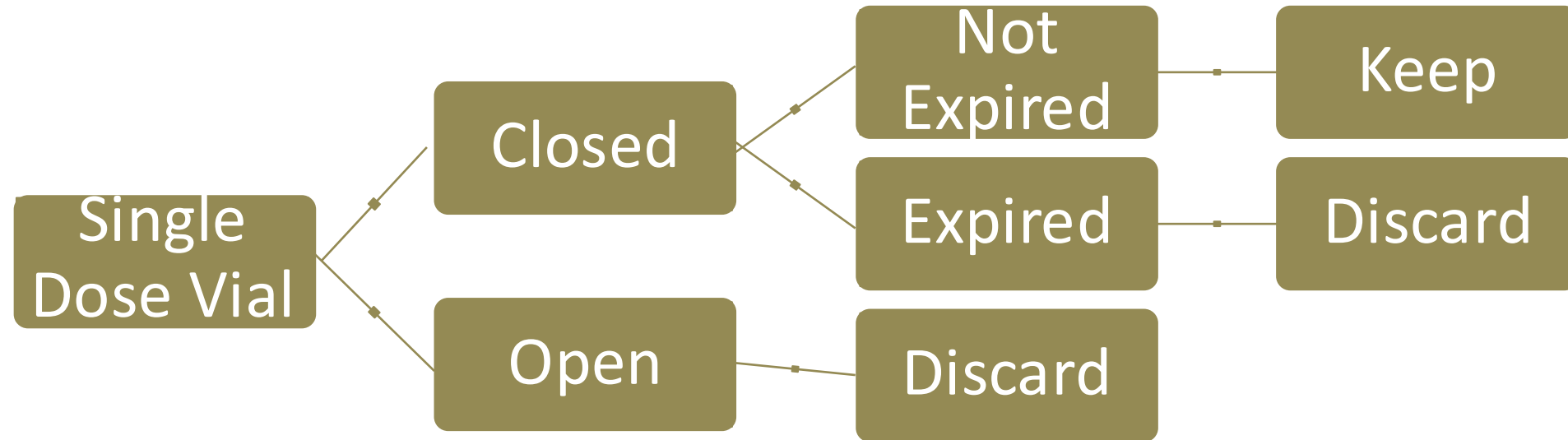
DAY	TIME	REFRIG	FREEZER	INITIALS	DAY	TIME	REFRIG	FREEZER	INITIALS
1 st	am	°F °C	°F °C		17 th	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
2 nd	am	°F °C	°F °C		18 th	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
3 rd	am	°F °C	°F °C		19 th	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
4 th	am	°F °C	°F °C		20 th	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
5 th	am	°F °C	°F °C		21 st	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
6 th	am	°F °C	°F °C		22 nd	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
7 th	am	°F °C	°F °C		23 rd	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
8 th	am	°F °C	°F °C		24 th	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
9 th	am	°F °C	°F °C		25 th	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
10 th	am	°F °C	°F °C		26 th	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
11 th	am	°F °C	°F °C		27 th	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
12 th	am	°F °C	°F °C		28 th	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
13 th	am	°F °C	°F °C		29 th	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
14 th	am	°F °C	°F °C		30 th	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
15 th	am	°F °C	°F °C		31 st	am	°F °C	°F °C	
	pm	°F °C	°F °C			pm	°F °C	°F °C	
16 th	am	°F °C	°F °C						
	pm	°F °C	°F °C						

Tool Box

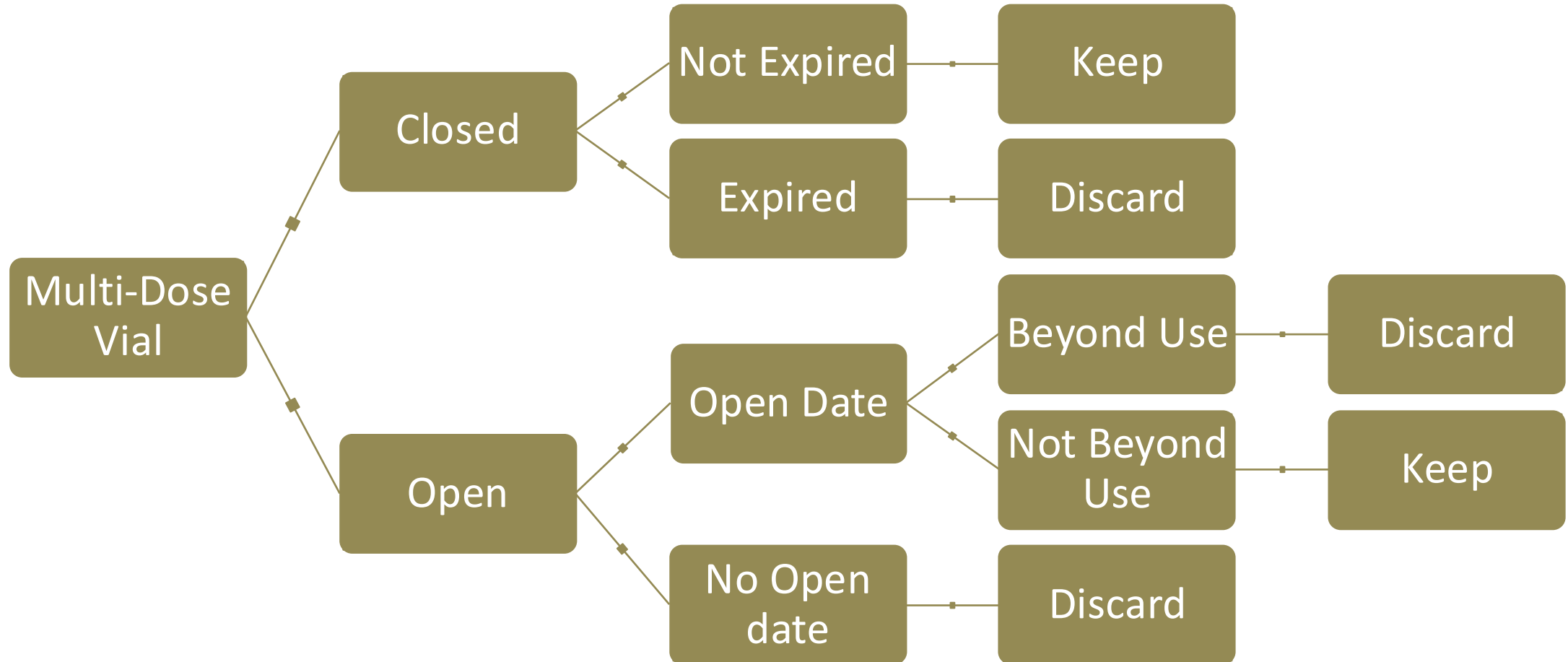


Date Vial Opened _____
Date Vial Expires _____
Discard After 28 Days

Tool Box



Tool Box





Thank You

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