



SANTA BARBARA COUNTY
DEPARTMENT OF
Behavioral Wellness
A System of Care and Recovery

**Programmatic
Policy and Procedure**

Section	Psychiatric Health Facility (PHF)	Effective:	2/1998
Sub-section	Medications	Version:	2.0
Policy	Ordering Medications – Patient Supply and Remote Stock	Last Revised:	DRAFT
Director’s Approval	_____	Date	_____
	Alice Gleghorn, PhD		
PHF Medical Director’s Approval	_____	Date	_____
	Ole Behrendtsen, MD		
Supersedes:	NM-1.6 – Ordering Medications – House and Patient Supply rev. 4/9/08	Audit Date:	DRAFT
Approvals:	PHF Medical Practice Committee:		

1. PURPOSE/SCOPE

- 1.1. To provide standards for the safe and proper ordering and restocking of patient supply and remote stock (i.e., house supply) medications at the Santa Barbara County Psychiatric Health Facility (hereafter the “PHF”).
- 1.2. To ensure compliance with all state and federal laws and standards of professional practice that govern medication ordering, restocking and monitoring.

2. DEFINITIONS/ACRONYMS

The following terms are limited to the purposes of this policy:

- 2.1. **Licensed nursing staff (LNS)** – an individual employed or contracted by the PHF who holds a valid California license as a: registered nurse (RN); licensed vocational nurse (LVN); or licensed psychiatric technician (PT).
- 2.2. **Pyxis MedStation** – an automated dispensing system that performs the storage, dispensing, and distribution of medications.
- 2.3. **Remote stock** – also referred to as “house supply”, those medications stored outside of but still managed and inventoried by the Pyxis MedStation. This may include over-the-counter medications and refrigerated medications.

3. POLICY

- 3.1. The PHF shall maintain a sufficient medication supply in accordance with all relevant state and federal laws. Patient supply and remote stock medications shall be ordered and restocked when quantities are low or when a necessary medication is not currently in stock.
- 3.2. All staff who access patient supply and remote stock medications are responsible for notifying the Santa Barbara County Mental Health Services Pharmacy (hereafter the “Pharmacy”) for a refill request. Pharmacy notification will occur immediately upon discovery of low quantities or necessary medications not currently in stock.

4. RESTOCKING

- 4.1. Restocking of medications tracked by the Pyxis MedStation is the responsibility of the Pharmacy and will be performed according to set schedules, defined by medication usage.
- 4.2. The Pharmacy will restock the Pyxis MedStation in a timely manner to ensure that medications are available when needed.
- 4.3. Restocking by the Pharmacy occurs when the inventory levels fall below the minimum amount which has been set for each medication, including remote stock inventory, upon notification from PHF staff.

REFERENCE

California Code of Regulations – Social Security
Title 22, Chapter 9, Sections 77079.1(b), 77079.2(a)(1)(D)

Code of Federal Regulations
Title 42, Section 482.25

RELATED POLICIES

Documenting and Auditing Medication Orders

REVISION RECORD

DATE	VERSION	REVISION DESCRIPTION
DRAFT	2.0	<ul style="list-style-type: none"> • Updated to reflect implementation of Pyxis MedStation. • All staff who discover that a medication is in low quantity or a necessary medication not currently in stock are to notify the Pharmacy for a refill.

Culturally and Linguistically Competent Policies

The Department of Behavioral Wellness is committed to the tenets of cultural competency and understands that culturally and linguistically appropriate services are respectful of and responsive to the health beliefs, practices and needs of diverse individuals. All policies and procedures are intended to reflect the integration of diversity and cultural literacy throughout the Department. To the fullest extent possible, information, services and treatments will be provided (in verbal and/or written form) in the individual’s preferred language or mode of communication (i.e. assistive devices for blind/deaf).

