

Chapter: Pharmaceutical and Medical Supplies	<b>Effective Date: 4/15/17</b>
<b>Title/Rule: Procurement, Storage, and Inventory of Medication</b>	Page: 1 of 1
	Replaces: HHS.30.05, 10/28/05

(a) **Standard.**

Security of medication is maintained at all times in Texas Juvenile Justice Department (TJJD) halfway houses. All prescription and over-the-counter (OTC) medication and related equipment is obtained, stored, and inventoried according to applicable statutes and regulations of the Texas State Board of Pharmacy and the University of Texas Medical Branch Correctional Managed Care (UTMB-CMC) policies and procedures. (Refer to the UTMB-CMC Youth Services Pharmacy Manual as applicable to halfway houses.)

(b) **Procedures.**

The **human services specialist (HSS)** or a **juvenile correctional officer (JCO)** orders OTC and prescription medications and refills from the UTMB-CMC Pharmacy in accordance with the UTMB-CMC Youth Services Pharmacy Manual, Section 10. (Refer to [HHS.30.15](#) for procedures describing the ordering of benzoyl peroxide. Refer to [HHS.30.30](#) for procedures describing the ordering and storage of controlled substances.)

(1) For OTC medication/supplies, the **HSS** or a **JCO**:

- (A) completes the UTMB-CMC Pharmacy Warehouse M-List form;
- (B) indicates the number of items needed on the Pharmacy Warehouse Order Form; and
- (C) emails both forms to [utmbcmc.pharmacywarehouse@utmb.edu](mailto:utmbcmc.pharmacywarehouse@utmb.edu).

Note: The institution nurse monitors and assists during routine visits to the halfway house.

(2) For new prescriptions from community providers:

- (A) the **HSS** or a **JCO** scans and emails the original prescription, with the youth's correct name, TJJD number, and allergies, to the assigned institution infirmary to be entered into the electronic health record (EHR);
- (B) an institution **nurse** scans the new prescription into the EHR and notifies the facility medical provider of the specialist's recommendation/medication prescription;
- (C) an institution **nurse** documents the facility provider's new order in the EHR; and
- (D) an institution **nurse** contacts the UTMB-CMC Central Pharmacy if medication is needed immediately.

(3) Pharmacy refills are automatically generated by the provider orders. The **HSS** or a **JCO** contacts the pharmacy if the medication is not received within three business days.

(4) The **HSS** or a **JCO** uses the Scanned Medication Administration Recording Technology (SMART) system to verify manifests of medication received in order to ensure receipt of the correct medication.

(5) The institution **nurse** completes the Monthly Pharmacy Audit in accordance with the Youth Services Pharmacy Manual, Policy 75.15, and attaches the audit to the [Non-Institutional Facility Nurse Visit Report, HLS-909](#).

(6) The **institution nurse** monitors inventory of all medications and supplies that are on-site at the halfway house and reports any discrepancies on the HLS-909.

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