

San Mateo County Behavioral Health and Recovery Services

**STANDARDIZED PROCEDURE for FURNISHING DRUGS and DEVICES by
CERTIFIED NURSE PRACTITIONERS**

Attachment B, Policy 97-10, Revised 5/8/13

I. PURPOSE

To establish a standard medication formulary and standardized furnishing procedures (protocols) for Nurse Practitioners of San Mateo County Behavioral Health and Recovery Services.

II. STANDARDIZED PROCEDURE (PROTOCOL)

- A. Nurse Practitioners may furnish medications as defined and limited by the San Mateo County Behavioral Health formulary.
- B. Each nurse practitioner furnishing medications to outpatient clinic clients must fulfill the following requirements according to the Nursing Practice Act (section 2836.1-2836.3):
 - 1. Be certified as a nurse practitioner by the State Board of Registered Nursing; and
 - 2. Possess a current furnishing number issued by the State Board of Registered Nursing.
- C. Medications listed in the medication formulary may be initiated under this standardized protocol and refilled by approved nurse practitioners employed or contracted by BHRS.
- D. Approved nurse practitioners may furnish medications to BHRS outpatient clinic clients only during hours that the supervising physician is physically present in the clinic or is available by phone. The BHRS Medical Director will provide consultative back-up during the absence of the supervising physician.
- E. Nurse practitioners may not furnish non-protocol medications.
- F. Nurse practitioners who are authorized to furnish medications covered in the standardized procedure (protocol) in BHRS will fill out a prescription transmittal order form (manual or electronic) that includes the following information:
 - 1. Name of client
 - 2. Date of furnishing
 - 3. Name and dosage of the medication

4. Number to be dispensed
 5. Directions for use using standard symbols, abbreviations and language
 6. Signature of the nurse practitioner
 7. Furnishing number of the nurse practitioner
 8. Name and California license number of the supervising physician
- G. Nurse practitioners authorized to furnish medications and devices covered under this standardized procedure (protocol) in BHRS may also transmit the prescription by telephone to a pharmacist for filling. The telephone order must include the following information:
1. Name of client
 2. Date of furnishing
 3. Name and dosage of the medication
 4. Number to be dispensed
 5. Directions for use using standard language
 6. Furnishing number of the Nurse Practitioner
 7. Name of person transmitting the order to the pharmacist
- H. Notwithstanding item G., the nurse practitioner will follow the conditions of BHRS Policy 95-07, which describes prescribing and other medical policies for Behavioral Health and Recovery Services.
- I. The standardized procedure for furnishing drugs and devices by certified nurse practitioners must be reviewed and approved annually by the nurse practitioner, supervising physician and the BHRS Medical Director.
- J. Quality Improvement shall be based on inclusion of nurse practitioner charts in the most current medications monitoring procedure.
- K. Ongoing evaluation shall be done by the supervising physician,
- L. Demonstrated by monthly random record review and an annual performance appraisal including observation of dispensing.

III. DEVELOPMENT OF THIS STANDARDIZED PROCEDURE:

This standardized procedure was developed by BHRS Management and is adapted from existing procedures of the Hospitals and Clinics Division.

This standardized procedure was approved by the following:

Signature on File

Robert Cabaj, M.D.
Medical Director

Date

Supervising Physician

Nurse Practitioner

Date

Date

Clinic Site

Clinic Site