This Policy 6.5 sets forth the procedures relating to automated medication dispensing systems (“AMDS”) used for emergency medications and medically necessary medications required before the facility’s next scheduled delivery from the pharmacy.

**PROCEDURE**

1. Facilities utilizing AMDS will send or transmit census and payer status changes to Pharmacy that describes all resident room changes, discharges and admissions.
2. Facility will determine the content of the AMDS in conjunction with Pharmacy and in accordance with Applicable Law.
   1. Changes to the content of the AMDS will be approved by Pharmacy and Facility’s Medical Director or designee. Facility staff will notify the Director of Nursing of all changes.
   2. Facility staff will consult with the Consultant Pharmacist, Pharmacy Manager, and Director of Nursing before making any changes to the content of the AMDS.
3. When used to provide pharmacy services the automated medication delivery system shall be subject to all of the following requirements:
   1. Medications removed from the automated medication delivery system for administration to a patient shall be in properly labeled units of administration containers or packages.
4. A pharmacist shall review and approve all orders prior to a medication being removed from the automated medication delivery system for administration to a resident.
   1. The pharmacist shall review the prescriber’s order and the patient’s profile for potential contraindications and adverse medication reactions.
   2. After the pharmacist reviews the prescriber’s order, access by authorized, licensed facility staff to the automated medication delivery system shall be limited to medications ordered by the prescriber and reviewed by the pharmacist and that are specific to the patient
   3. When the prescriber's order requires a dosage variation of the same medication, licensed facility staff may have access to the medication ordered for that scheduled time of administration.
5. The pharmacy controls access to the medications stored in the automated medication delivery system using an identification or password system or biosensor.
6. The pharmacy tracks use of the automated medication delivery system and makes a complete and

accurate record of all transactions that include:

* 1. All users accessing the system and
  2. All medications added to, or removed from, the system.

1. Facility will ensure that only licensed Facility personnel who have the approval of the Director of Nursing and who have received appropriate training have access to medications in the AMDS.
2. Facility staff will follow Pharmacy and AMDS instructions when removing medications from the system.
   1. Upon receipt of a new medication order, Facility staff will obtain the number of doses necessary to cover the period of time from the administration of the first dose until receipt of the medication from Pharmacy or until the pharmacy has processed the medication order and makes it available in the system.
   2. Facility staff will verify inventory count, as directed by the AMDS, prior to the removal of any controlled substances.
3. Facility staff may return medications removed from the AMDS if permitted by, and in accordance with, Applicable Law.
   1. A witness will observe the return of a controlled substance.
   2. Facility staff will destroy any medications that cannot be returned to the AMDS, in accordance with Facility policy and Applicable Law.
4. Facility will generate a “refill report” to identify those medications that require restocking and will provide such “refill report” to Pharmacy. Alternatively, Pharmacy may generate the “refill report” for Facility, upon request.
   1. Upon delivery of the refill medications, a Pharmacist will place each medication into the proper compartment of the AMDS.
   2. A Pharmacist reviews medications contained within, and the operation and maintenance of, the automated drug delivery system.
   3. The review is to be conducted on a monthly basis by a pharmacist and shall include
      1. a physical inspection of the drugs in the automated drug delivery system,
      2. an inspection of the automated drug delivery system machine for cleanliness, and
      3. a review of all transaction records in order to verify the security and accountability of the system
5. The Pharmacist and Facility staff will document and report unresolved controlled substances discrepancies to the pharmacy and pursuant to Facility policy and applicable law. However, in cases when Pharmacy discovers a discrepancy and sends documentation of the discrepancy to Facility, Facility will provide the names of the residents to be charged within seventy-two (72) hours. Pharmacy may charge Facility for any discrepancy that remains unresolved after seventy-two (72) hours.
6. Facility will add or remove (as appropriate) new residents from the AMDS resident file upon receipt of medication orders. Also, Facility will notify Pharmacy if residents are manually entered into the AMDS resident file without receipt of a medication order.
7. Pharmacy will produce a report of resident charges and credits on a scheduled basis and will apply this information to the resident’s account.
8. In the event of a system malfunction or failure, Facility will:
   1. Contact Pharmacy during Pharmacy’s normal hours of operation; and
   2. If the system failure occurs after regular Pharmacy hours, contact the on-call pharmacist.
9. In the event of a power outage:
   1. Facility will contact the pharmacy
   2. Authorized Facility personnel may access the AMDS manually (e.g., using keys) until power is restored. Facility staff will manually document any activity (e.g., removals, returns) during the power failure, noting the following information:
      1. Medication name;
      2. Resident name;
      3. Date and time removed;
      4. Quantity removed;
      5. Facility representative removing medication; and
      6. Waste (if a full dose of a controlled substance was not given).