

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE	CHAPTER <u>Health Services</u> STATEMENT NUMBER <u>6.73</u>
SUBJECT: SPU/RTU DISCHARGES TO DOC FACILITIES PROPONENT: <u>Helen Hanks, Administrative Director</u> <i>Name/Title</i> <u>Medical/Forensic Services 271-3707</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>07/01/13</u> REVIEW DATE <u>07/01/14</u> SUPERSEDES PPD# <u>NEW</u> DATED <u>N/A</u>
ISSUING OFFICER: <hr/> <i>William Wrenn, Commissioner</i>	DIRECTOR'S INITIALS: _____ DATE: _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

I. **PURPOSE:**

To define the medication ordering process and ensure a continuum of care.

II. **APPLICABILITY:**

To healthcare staff involved in discharges from the Secure Psychiatric Unit and Residential Treatment Unit (SPU/RTU) to other Correctional facilities.

III. **POLICY:**

It is the Department of Corrections policy to assure comprehensive communication between facilities for discharges from the SPU/RTU with regard to the continued establishment of treatment planning and continuity of care.

IV. **PROCEDURE:**

A. Transfer to NHSP-M

1. Upon notice of a pending discharge from SPU/RTU, the SPU/RTU staff will educate the inmate regarding both the medications being taken and the medication distribution system.
2. SPU/RTU medical/psychiatric staff will write an order to "Discharge to (specific facility and housing unit)" on the SPU/RTU Order Sheet. The accompanying progress note in the SPU/RTU medical record should reflect all actions and documentation required.
3. SPU/RTU medical/psychiatric staff will write transfer medication orders on a Prison Order Sheet.
4. SPU/RTU nursing staff will note the SPU/RTU discharge orders and send a copy to the pharmacy with all the medications issued to the patient by the DOC pharmacy.
 - a. SPU/RTU nursing staff will also note a copy of the prison admission and medication orders and send it to the pharmacy with the above. The nurse will bracket the medication orders, note "copy sent to pharmacy" and sign next to the bracket indicating that a copy was sent to the pharmacy.
5. At the time of transfer, the SPU/RTU staff will deliver the original prison orders and discharge summary to the NHSP Health Services Center's outpatient nurse for action and inclusion in the prison medical record.

6. Nursing staff on site at the receiving facility will note and process the remaining orders according to standard procedures.
 7. The pharmacy will discharge the patient from the SPU/RTU in the pharmacy computer system, and admit the inmate into the computer indicating the inmate's new geographic location, and dispense all prescriptions as ordered on the Prison Order Sheet per standard procedure. The prescriptions will be sent to the facility and housing unit by the end of the business day as documented on the SPU/RTU Discharge Orders.
- B. Transfers to NHSP-W and NCF
1. Inmate and meds will be transported to the facility per transportation team security procedure. A copy of the original Prison Order Sheet and discharge summary will be delivered to the NHSP-W or NCF nursing staff by the transportation team for action and inclusion in the medical record.
 2. Transfers between SPU and RTU will be treated as housing moves, since both units are housed in the same building and medication administration is done by, or directly observed/supervised by a nurse.

REFERENCES:

Standards for the Administration of Correctional Agencies

Second Edition Standards

Standards for Adult Correctional Institutions

Fourth Edition Standards

Standards for Adult Community Residential Services

Fourth Edition Standards

Standards for Adult Probation and Parole Field Services

Third Edition Standards

Other

HANKS/clr