

April 7, 2016

DIRECTIVE:	JOB CORPS PRH CHANGE NOTICE NO. 15-11
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Policy and Requirements Handbook (PRH) Exhibit 5-1; Chapter 6, Section 6.12, R6; and Appendix 611

1. Purpose. To revise current PRH language by updating medication management policies on center, and requiring Standard Operating Procedures (SOPs) for the management of prescribed non-controlled medications, prescribed controlled substances, and Over-the-Counter (OTC) medications on center.

2. Background.

Medication Management on Center

The focus of the Health and Wellness program must be on providing quality basic health services and maintaining the safety of students and staff. Medications are an essential part of the Health and Wellness program and should be handled in a safe, secure manner both within and outside the Health and Wellness Center (HWC). Medication management must comply with all Federal laws and state laws for where the center is located. Pharmacy laws vary widely between states, so practices will vary between states and regions.

Job Corps requires students to have access to prescription medications per PRH Chapter 6, Section 6.10. Students should also have access to basic medical coverage, which includes OTC medications for minor illnesses or injuries as outlined in PRH Chapter 6, Section 6.10, R1 and Exhibit 6-4, Basic Health Services. However, there was previously only policy for the management of controlled substances in the HWC in PRH Chapter 6, Section 6.12, R6.

PRH Chapter 6, Section 6.12, R6 has been updated to include the management of all medications on center. The new Medication Management section, including new Appendix 611, includes policies and guidelines for the management of prescribed controlled substances,

prescribed non-controlled medications, and OTC medications. This section has been expanded to further safeguard medication safety on center and compliance with Federal and state pharmacy laws.

Medication Management Standard Operating Procedures

Policies have been updated to require SOPs for the management of medications on center, which include: 1) prescribed non-controlled medications, 2) prescribed controlled substances, and 3) OTC medications. The newly required SOPs in Exhibit 5-1 will outline how medications are managed on center during HWC operating hours and after business hours during nights and weekends.

As medication management on center depends greatly on state laws, the SOPs should be individualized to meet the needs on center. There are three SOP templates (Attachments D through F) that centers may use as models. The medication management SOPs should include policies and practices that prioritize safety for students and staff. The medication management SOPs must address and comply with all state and Federal laws on medication management, including, but not limited to: administration of medicine, dispensing, observation by unlicensed staff of doses taken, packaging, storage, purchasing, disposal, and record keeping.

The SOPs should include how medications are handled outside of the HWC and when the HWC is closed. There are four template forms (Attachments G through J) that centers may use to track medication administration and observation inside and outside the HWC. Centers may develop their own forms, but the information captured in each of the template forms should be placed in the Student Health Record.

It is recommended that each center consult a pharmacist or the pharmacy board to ensure that the practices outlined in its SOPs comply with all state and Federal laws.

3. **Explanation of PRH Changes.** PRH changes are as follows:
 - a. Changed Chapter 5: Exhibit 5-1, Standard Operating Procedures by:
 1. Adding to the table for Centers “o. Prescribed Non-controlled Medications”
 2. Adding to the table for Centers “p. Prescribed Controlled Substances”
 3. Adding to the table for Centers “q. Over-the-Counter Medications”
 - b. Changed Chapter 6 Table of Contents by:
 1. Revising Section 6.12, R6 to read “Medication Management”
 2. Adding “Appendix 611, Medication Management Guidelines”
 - c. Changed Chapter 6, Section 6.12, R6, Controlled Substances by:

1. Revising title to read “Medication Management (See Appendix 611, Medication Management Guidelines)”
2. Replacing current text a through h, with new text to read:
 - a. Centers shall comply with all state and Federal regulations regarding prescribed non-controlled medications, prescribed controlled substances, and OTC medications.
 - b. Centers shall follow medication management guidelines as specified in Appendix 611.
- d. Added Chapter 6, Appendix 611, Medication Management Guidelines, which provides specific medication management guidelines for prescribed non-controlled medications, prescribed controlled substances, and OTC medications.
4. Action Required. Addressees are to ensure this PRH Change Notice is distributed to all appropriate staff.
5. Effective Date. Immediately.
6. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010, or davis.johnetta@dol.gov.

Attachments

- A – PRH Exhibit 5-1, Standard Operating Procedures
- B – PRH Chapter 6, Administrative Support
- C – PRH Appendix 611, Medication Management Guidelines
- D – SOP Template for Prescribed Non-controlled Medications
- E – SOP Template for Prescribed Controlled Substances
- F – SOP Template for Over-the-Counter (OTC) Medications
- G – Medication Administration Record (MAR) Template
- H – Medication Observation Record (MOR) Template
- I – Controlled Substance Medication Observation Record (CMOR) Template
- J – Over-the-Counter (OTC) Sign-Out Sheet Template