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| Title: | Home Use and Disposal of Controlled Substances | |  <p>cascade HEALTH</p> <hr/> <p>POLICIES & PROCEDURES</p> |
| Policy #: | 3-7 | | |
| Department: | Hospice | | |
| Issue Date: | 3/27/12 | Created by | |
| | | Jonathan Sullivan | |
| Revision Dates: | 3/12, 11/21 | Approved by | |
| | | Rebecca Gonzalez | |
| Review Dates: | 2/13, 2/14, 2/15, 2/16, 2/17, 2/18, 2/19 | Responsible Party | |
| | | Rebecca Heigl | |

PURPOSE:

To ensure the appropriate use and disposal of controlled substances, in accordance with applicable state and federal regulations.

POLICY:

Cascade Health Hospice voluntarily adheres to a controlled drug reporting process.

DEFINITIONS:

Intractable pain: Chronic pain state in which the cause of the pain cannot be removed or otherwise treated and for which, in the generally accepted course of medical practice, no relief or cure of the cause of the pain has been found after reasonable efforts, including, but not limited to, evaluation by the treating health care professional. See OAR 847-015-0030(1)(b).

PROCEDURE:

1. Provider-ordered controlled substances will be distributed by a pharmacy directly to the patient or their representative. The interdisciplinary group will be responsible for monitoring the amount of drug issued and the length of time between renewals.
2. Upon admission to Home Hospice, the clinician will provide a copy of the written policies and procedures on the management and disposal of controlled drugs to the patient/representative and family. The clinician will verbally discuss this policy in a language and manner that they understand to ensure the safe use and disposal of controlled drugs. The clinician will document in the clinical record that the patient and family/caregiver were given the

- written policy and procedure for managing controlled drugs and discussed the disposal of medications.
3. When a hospice patient no longer has a need for a controlled substance, the clinician will instruct the patient and family/caregiver regarding proper disposal of the drugs in accordance with federal, state, and local law/regulation. The preferred method of disposal is through the Oregon Take-Back Programs (info below in "Suggested Means of Disposal" section).
 4. The hospice nurse, social worker, or chaplain attending the death of a hospice patient will inform the family/caregivers of their responsibility to dispose of all the patient's prescribed medications and will document this instruction in a clinical note.
 5. Hospice personnel may only dispose of a patient's prescription medication upon request by the patient, patient's family member, or personal representative.
 6. Disposal by a hospice employee must be witnessed by one of the following:
 - a. The patient;
 - b. The patient's family member or representative;
 - c. Another hospice employee; or
 - d. A local law enforcement officer
 7. If a hospice employee disposes of medication, documentation of collection and disposal of prescription medications must be done either on the "Disposal of Controlled Substances" form or charted in NDoc. If charted in NDoc, the narrative template located in the agency button includes:
 - a. The name of the individual authorizing the disposal;
 - b. The relationship to the patient of the individual authorizing disposal;
 - c. The name and quantity of each unused medication;
 - d. The date of disposal;
 - e. The method of disposal;
 - f. The name of the individual disposing of medications; and
 - g. The name of the individual witnessing disposal
- This template is copied/pasted into the Additional Medications Narrative in the Medication section of Visit Charting/Patient Profile and then updated with patient-specific information.

SUGGESTED MEANS OF DISPOSAL:

- Preferred: Oregon Take-Back Programs (mail or drop-off locations)
 - Visit www.oregon.gov/deq/FilterDocs/LawEnfPharmaDropBox.pdf for information on where you can drop off prescription drugs at authorized locations.

- Visit <https://med-project.org/locations/oregon/mail-back/> to request pre-paid, pre-addressed envelopes to mail back prescription drugs for disposal.
- Take unused, unneeded, or expired prescription drugs out of their original containers and throw them in the trash.
- Mixing prescription drugs with an undesirable substance, such as used coffee grounds or kitty litter, and putting them in impermeable, nondescript containers, such as empty cans or sealable bags, will further ensure the drugs are not diverted.

APPLIES TO:

Cascade Health Hospice

REFERENCES:

DIDG APPROVAL:

| Date | By | Name |
|-------------|-----------|---------------------|
| 11/2021 | Provider | Dr. Kathleen Cordes |
| | RN | Rebecca Heigl |
| | MSW | Heather Serafin |
| | Chaplain | John Linn |

CHANGELOG:

| Date | Name | Description of Change |
|-------------|-------------------|---|
| 11/30/2021 | Jonathan Sullivan | Updated policy to reflect new means of disposal and NDoc instructions. Migrated to new policy template. |
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