



Nurse Dispensing - Process

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Nurse Dispensing – The Steps



Click on each of the steps to view the associated information.

Step 1

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Nurse Dispensing –Step 1



Read the prescription or clinician order

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Nurse Dispensing –Step 2

Verify that the medication or device is on the approved formulary.

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Nurse Dispensing –Step 3



Verify that the prescription order includes:

- 1. Date of issue**
- 2. Name and address of patient**
- 3. Name, address, and telephone of prescriber**
- 4. Name, strength, dosage form, and quantity of medication prescribed**
- 5. Stop date for refills, if authorized**
- 6. Route of administration, if applicable**
- 7. Directions for use**

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Nurse Dispensing –Step 4



Verify verbal/faxed/electronic prescription or prescription orders are signed by the clinician within four working days

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Nurse Dispensing –Step 5

Check the patient profile for pertinent information, including information on:

- 1. Allergies**
- 2. Concurrent prescription medications**
- 3. Over the counter medications**

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Nurse Dispensing –Step 6



Determine that the prescription is not outdated

- 1. A new prescription may NOT be filled if presented more than 120 days after issue, in accordance with Health Occupations Article, §12-503, Annotated Code of Maryland**
- 2. Prescription refills are valid up to one year from the prescription date.**

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Nurse Dispensing –Step 7



Select the appropriate medication or device in accordance with the prescription order:

- 1. Select the prescribed product in the correct dosage**
- 2. Inspect the prescribed product for defects**

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Nurse Dispensing –Step 8



Measure out the appropriate quantity if unit dosing is not available:

- 1. Double check accuracy before returning medication to stock**
- 2. Note in the patient record and on the patient profile the brand, manufacturer or distributor of the product dispensed**

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Nurse Dispensing –Step 9

Select the proper container:

1. Use safety-closure containers unless the patient requests in writing that no safety container be used
2. The patient may give a blanket waiver regarding all of the patient's prescriptions.
3. A prescriber may NOT give a blanket authorization for the use of non-safety closures.
4. Select the container based on quantity, storage requirements, and need for child-resistant container
5. Dispense relevant substances in safety packaging in according to the Poison Prevention Packaging Act of 1970
6. The manufacturer's original package, with appropriate labeling, may be dispensed directly to the consumer if it carries a safety closure.
7. Use a new container whenever refilling the prescription.
8. When a glass container is used, replacing the cap on a refilled prescription with a new one complies with the poison prevention packaging requirements

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Nurse Dispensing –Step 10

All dispensed medications and devices must be labeled with the following:

1. LHD name, address, and phone number
2. Patient name
3. Clinic name and address
4. Phrase “Dispensed by, RN” and initials
5. Lot number and date of dispensing
6. Prescriber’s name
7. Directions for use including route of administration
8. Name and strength of the medication
9. Expiration date
10. Any appropriate special handling instructions regarding proper storage
11. Refills, if authorized
12. Prescription number

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Nurse Dispensing –Step 11

Plastic containers or dispensers for oral contraceptives must be labeled with patient information leaflets attached

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Nurse Dispensing –Step 12

A medication supplied by the manufacturer with patient information leaflets must be dispensed with the leaflet intact

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Nurse Dispensing –Step 13

Giving the medication/device to the patient:

- 1. Determine who should receive the medication or device (patient or patient's agent)**
- 2. Determine what information should be provided regarding correct use of the medication/device**
- 3. Determine the level of understanding for printed or verbal instructions**
- 4. Provide educational information about medications in a format the individual will comprehend**
- 5. Discuss with the patient any “black box” warnings related to the medication**
- 6. Give the medication/device to the patient or agent**

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Nurse Dispensing –Step 14

Counsel the patient on use of the prescription:

- 1. Explain the proper procedure for taking or administering the medication**
- 2. Describe any side effects of the medication and how to minimize them**
- 3. Explain the precautions regarding food or other medications that may interact adversely with the medication being dispensed**
- 4. Explain proper storage conditions for the medication**
- 5. Provide appropriate written information as necessary**
- 6. Reinforce any “black box” warnings**
- 7. Explain the steps to be taken when a dose is missed**
- 8. Explain any special considerations**

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Nurse Dispensing –Step 15



Record keeping

- 1. Prescription records must be kept for 5 yrs (COMAR §12-403 (b)(13)(I))**
- 2. In addition to the original prescription or chart order, a prescription profile containing a record of each act of dispensing must be kept in the patient record.**

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Nurse Dispensing –Step 16



Patient prescription records must include:

- 1. Patient name**
- 2. Name and manufacturer/distributor of the medication dispensed**
- 3. Quantity dispensed**
- 4. Date of dispensing**
- 5. Lot or serial number of medication dispensed**
- 6. Identification of the dispenser (e.g., initials)**
- 7. Records of refills, to date, including date of refill and name of the dispenser**
- 8. Prescription number**

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