



VOLUME 9: PHARMACY SERVICES	Effective Date: 09/08
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9.39 TRANSFER MEDICATIONS	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. PROCEDURE OVERVIEW

Prescribed medications shall be supplied upon transfer of California Department of Corrections and Rehabilitation (CDCR) patient-inmates to another CDCR facility, another law enforcement entity, or an out-of-state correctional facility. A list of current medications will be provided with the transfer medication(s).

II. PURPOSE

To ensure continuity of drug therapy as patient-inmates transfer to another CDCR facility, another law enforcement entity, or out-of-state correctional facility.

III. DEFINITIONS

Transfer: The transportation of a patient-inmate between two points, such as from one prison to another or from one law enforcement entity (a state prison or a county jail) to another.

IV. PROCEDURE

A. Notification of Transfers

1. Upon notification of impending transfer, the sending institution’s designated health care staff shall print a current pharmacy medication reconciliation form for each patient-inmate scheduled for transfer.
2. The medication reconciliation form will be reviewed by designated health care staff to ensure that all required medications are available for transfer.
3. In the event that an additional supply of medications is required, a provider shall be contacted to obtain the medication order and pharmacy shall provide the medication in time for transfer.

B. Over-the-Counter Medications and Controlled Substances

1. Over-the-counter (OTC) medications and controlled substances will not be provided upon transfer except when the patient-inmate’s condition requires these medications during special transport with a medical staff escort.
2. The pharmacy shall provide all medications required by medical staff to safely transport the patient-inmate, including OTC medications and controlled substances pursuant to CDC 7221, Physician’s Orders (Inmate Medical Services Policies and Procedures Volume 4, Chapter 3, Health Care Transfer Process).
3. A Physician Order written on a “tamper-evident prescription form” is required for the dispensing of controlled substances to be removed from the institution.

C. In-State Transfers to Another CDCR Facility or Law Enforcement Entity

1. Current prescribed medications shall be transferred with the patient-inmate. The Receiving and Release (R&R) Registered Nurse (RN) shall ensure that prescribed Keep-on-Person (KOP) medications are placed in the transfer envelope with the exception of nitroglycerin and rescue inhalers, which shall remain with the patient-inmate at all times. All Direct Observed Therapy/Nurse Administered medications shall be placed in the transfer envelope with the sending institution’s medication administration record (MAR)

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prior to transfer. A minimum of a three-day supply of the necessary medications is required with the exception of clozapine, which shall be dispensed in a seven (7) day supply.

2. The Chief Nurse Executive (CNE) or designee at the sending institution shall ensure that the transfer envelope contains the following:
 - a. The MAR.
 - b. Medication reconciliation form.
 - c. Prescribed medications (excluding OTC, controlled substances, nitroglycerin and rescue inhalers).
3. The CNE or designee in coordination with the Pharmacist-in-Charge (PIC) or designee at the receiving institution shall ensure that all active medication orders are available for arriving patient-inmates. If the PIC at the receiving institution requires prescription or administration information beyond that which is provided by the sending institution, the PIC shall take whatever action is required to make medications available, including but not limited to the following:
 - a. Official transfer of prescription
 - b. Clarification from the Unit Health Record
 - c. Obtaining a new prescription

D. Out-of-State Transfers (hub facilities only)

1. Current prescribed medications including OTC medications, but excluding controlled substances, shall be transferred with the patient-inmate.
2. The R&R RN shall ensure that prescribed KOP medications are placed in the transfer envelope. The pharmacy will dispense a 14-day supply of current medications, suitably packaged for transfer. Controlled substances are not dispensed when the patient-inmate is transferring to an out-of-state correctional facility (Inmate Medical Services Policies and Procedures, Volume 4, Chapter 3, Health Care Transfer Process).

V. REFERENCES

- California Code of Regulations, Title 16, Section 1707.2
- Inmate Medical Services Policies and Procedures, Volume 4, Chapter 3, Health Care Transfer Process
- Inmate Medical Services Policies and Procedures, Volume 4, Chapter 11, Medication Management