

**Rappahannock EMS Council
Pharmacy Committee Meeting
Tuesday October 23, 2006**

Minutes

Members Present:

Linda Harris, REMS Council Systems Coordinator
Tim Kimble, Committee Chairperson
Joey King, LifeCare Medical Transports
Billy Yeatman, Mary Washington Hospital EMS Coordinator
Robert Zywiak, Mary Washington Hospital Pharmacy

Excused:

Chris Simmons, Culpeper Hospital

Others present:

Tina Skinner, REMS Council Director

The meeting was called to order by Tim Kimble, Committee Chairperson, at 10:00 a.m. at the REMS Council Training Room in Fredericksburg, Va.

The main topic for this meeting is the RSAF Grant that the REMS Council was awarded in March 2006 and how it will be spent within the next 2 months. The original items on the grant now need to be altered for adjusted. The conversation among the committee members was how to adapt it and does it in fact need to stand as it was originally written. The committee needed some answers and to how the Grant could be adjusted or extended. Tina Skinner was asked for her input on this process. The changes in question were whether we could eliminate the narcotic safes and plastic boxes. The medications would be place in a nylon bag and the narcotics in a safety pouch. The safety pouch would be secured to the nylon medication bag with a numbered seal. This is similar to what Culpeper Hospital Pharmacy is currently using. Tina stated that the REMS Medication/ Narcotic Accountability SOG would not cover such changes in the storage of medications and narcotics on EMS units unless the document is amended and approved by the Medical Direction Committee and the REMS Board. This has been tabled until further research can be accomplished by the committee. Tina will request a 6-month extension on the RSAF Grant Funds. The next Pharmacy Committee will be in Culpeper so we can see how their medication/narcotic exchange process works.

After that time if it is felt we would like to pursue this option the Pharmacy Committee will contact Linda Dempsey, the secretary for the FEMA Group, to make arrangement to be added to the monthly FEMA Meeting Agenda for a presentation. In the meantime, we will create an online survey for ALS & BLS providers. In this survey we seek information on what might and might not work if they chose to implement a one for one medication exchange program and the new storage system for narcotics. We will also be contacting the PEMS Council for information on their quarterly med box number checklist. We will also be contacting WVEMS Council for the supplier they used for their new plastic narcotic containers.

There being no further business the meeting was adjourned at 11:10 a.m. Next meeting will be Friday November 17, 2006 at 10:00 a.m. at the Culpeper OEMS office located at 15166 Richmond Road, Culpeper, Va 22701.

**Rappahannock EMS Council
Pharmacy Committee Meeting
Tuesday November 17, 2006**

Minutes

Members Present:

Linda Harris, REMS Council Systems Coordinator
Tim Kimble, Committee Chairperson
Joey King, LifeCare Medical Transports
Chris Simmons, Culpeper Hospital
Billy Yeatman, Mary Washington Hospital EMS Coordinator
Robert Zywiak, Mary Washington Hospital Pharmacy

The meeting was called to order by Tim Kimble, Committee Chairperson, at 10:00 a.m. at the Culpeper County Office of Services in Culpeper, Va.

The main topic for discussion was the medication box and narcotic box storage system that Culpeper Hospital uses at this time. Tim removed one of the bags from a unit that was located at the Culpeper office. It is a blue canvas multi-compartment bag. The main compartment holds the large boxed medications and IV supplies. One of the side compartments houses a zippered canvas container that has a foam insert with special indentations for the vial type medications. On the end of the large bag is a small zippered compartment that is closed with a plastic numbered seal. Inside this container is a number, sealed clear plastic security bag that contains the Narcotics. This bag is rolled and closed with a rubber band. That way the bag can be unrolled for inspection. Also kept next to the medication bag is a 3 ring binder with all the of the check sheets for this bag.

There was some discussion if this bag would work for other agencies. It was unclear if some agencies medication compartment on their units would accommodate this bag. There will be some research into some alternative containers.

The suggestion was made and will be recommended to Dr Garth for his approval that the agencies that will participate in the One for One medication exchange will initially receive a sealed medication box from MWH Pharmacy. Inside this box, if it is approved will be the Narcotics container which will be the rolled security bag described above. There will be additional medication box seals in the medication box. This medication box needs to be checked daily by the ALS personnel. If there are no ALS personnel on the crew then it is to be checked the next time there is an ALS provider on the crew. The box needs to be checked a

minimum of once per week. All the drugs expiration dates are to be checked and all checks are to be entered on a documented, initialed check sheet. A two-person check is recommended. Once the box has been checked and all drug are verified that they are within date, the medication box is to be resealed. Bob Zywiak from MWH Pharmacy stated he is more comfortable with the initial Medication boxes going out sealed. At no time is the integrity of the Narcotic container to be compromised

For agencies not participating in the one for one medication exchange program they will receive a sealed Medication box as before but the sealed Narcotic roll will be inside the Medication Box.

Both of the above need to be approved by Dr Garth and possibly the Medical Direction Committee. Our committee will attempt to set up a meeting with Dr Garth on Wednesday, November 29 to inform and show him what we trying to accomplish.

The current SOG needs to be checked to see if any of these proposed policies conflict. If so then a new proposed change needs to be written and presented to Dr. Garth at this meeting.

There being no further business the meeting was adjourned at 11:30 a.m. Next meeting will be set at a later date pending the results of the meeting with Dr Garth.

**Rappahannock EMS Council
Pharmacy Committee Meeting
Tuesday December 12, 2006**

Minutes

Members Present:

Linda Harris, REMS Council Systems Coordinator
Tim Kimble, Committee Chairperson
Joey King, LifeCare Medical Transports
Billy Yeatman, Mary Washington Hospital EMS Coordinator
Robert Zywiak, Mary Washington Hospital Pharmacy

Absent:

Chris Simmons, Culpeper Hospital

Others Present:

Dr. David Garth, Regional OMD REMS Council

The meeting was called to order by Tim Kimble, Committee Chairperson, at 9:00 a.m. in the Private Dining Room at Mary Washington Hospital Fredericksburg, Va.

The object of this meeting is to brief Dr Garth on the changes this committee is proposing to make to the storage of medication and narcotics on EMS Vehicles and the changes that will need to be made to the Board approved Medication Accountability SOG.

The meeting started with informing Dr. Garth of the progress the committee has made over the last year with the approved RSAF grant and where we are now. We presented Dr. Garth with the new container for the Narcotics and informed him of the process of checking the medications and narcotics by the EMS agencies. We also described the new medication bags that we are proposing to purchase with our grant for those agencies that will be participating in the one for one medication exchange. Copies of the current Medication/Accountability SOG were handed out with the areas that need to be changed highlighted.

There was much discussion between committee members and Dr. Garth about the new proposed narcotics container, new proposed medication bags and the seals and security of both.

Dr. Garth supported the changes the committee is proposing. After the SOG changes have been made and approved by the chairperson, Dr Garth asked that the document be e-mailed to him and the other members of the Medical Direction Committee for approval. The document will then be presented to the REMS Board for approval at the next board meeting on December 20, 2006.

There being no further business the meeting was adjourned at 10:15 a.m. Next meeting will be set at a later date.

**Rappahannock Emergency Medical Services Council
Pharmacy Committee Meeting with MW Hospital
Minutes
Tuesday, February 27, 2007**

Present

Tina Skinner, REMS Director
Linda Harris, REMS Council Systems Coordinator
Marie Frederick, Regulatory Affairs, MWH
Bill Yeatman, Mary Washington Hospital EMS Coordinator
Robert Zywiak, Mary Washington Hospital Pharmacy
Marianna Bedway, Vice President, Mary Washington Hospital

The meeting was called to order at 7:30 a.m. in the conference room of Mary Washington Hospital Pharmacy, Fredericksburg.

The topic of discussion was the needle safe devices that are provided to the EMS agencies by Mary Washington Hospital. The meeting stems from a complaint from an agency that the current needles do not meet the OSHA regulations for EMS Providers.

Billy Yeatman had prior to the meeting consulted with the Materials Management Department at MWH about the availability of different devices that would make the med boxes compliant with the OSHA regulations. The new needles would be the safety glide needles and are available in gauges compatible with what is currently stocked in the medication boxes. We will also be adding a filter straw to the medication box. And the 1cc syringe will be replaced with a safer variation. We did consult with a member from the Materials Management Department during the meeting to verify when they would have the quantity in stock of these devices begin the exchange with all agencies in the REMS region. It should take no more than 1 week to have everything in stock. Billy will provide sample devices to the REMS office so a training program can be created for the agencies. The REMS Office will create a schedule in conjunction with the Pharmacy for the exchange of the boxes.

The meeting was adjourned at 9:30 a.m.

**Rappahannock Emergency Medical Services Council
Pharmacy Committee
Meeting Minutes
Monday, March 5, 2007**

Tim Kimble, Chairperson

Linda Harris, REMS Council Systems Coordinator
Joey King, LifeCare Medical Transports
Gary Garrett, Spotsylvania Cty OEMS
Bill Yeatman, Mary Washington Hospital EMS Coordinator
Robert Zywiak, Mary Washington Hospital Pharmacy

Excused

Chris Simmons, Culpeper Hospital

Guests

Brian Alvis, Infection Control Officer Spotsylvania Cty OEMS
Marie Frederick, Regulatory Affairs, MWH

The meeting was called to order at 10:00 a.m. in the 2nd Floor Training Room of the REMS Office on 2301 Fall Hill Avenue, Fredericksburg.

The first item of business was the needle stick safety issues in the medication boxes the MWH Pharmacy provides to our EMS agencies. Linda Harris reported on the meeting that was held March 5, 2007 between staff from the REMS office and MWH staff to include Pharmacy Director, Regulatory Affairs and EMS Coordinator. The meeting was to discuss the concerns that were raised over the non- safe needles that are currently provided in the medication boxes. After much discussion and contacting materials management the 21g and 25 g needles will be changed to safety slide needles and the 1cc syringe will now be needless. The latter will be used with a filter straw to withdraw the medication from an ampule. There was another 1cc syringe that was to be used but it did not work with the filter straw. Linda with the help of REMS staff will create a photographic training flyer to be sent out to the agencies similar to what was done with the mini-spike when it was added to the medication box last year. Sign in sheets will be sent to the agencies to prove that they have provided training to the members of their agencies on the new items. There was some discussion on whether we can impose penalties on agencies that cannot prove they are providing training to all their providers similar to the penalties that are imposed for non-compliance with the QI/QA reporting. This will be further researched. Once the MWH Pharmacy has all the items in stock there will be a mass recall of all medication boxes by county. Each county can return up to 10 boxes at a time and in turn they will receive a new box with the new bag of needles and syringes. Linda will inform each county on their day for the exchange. On the new boxes the itemized list on the top will have the words "Needle Safe" at the bottom of the list. The goal is to start the exchange on Monday, March 19. There was some discussion on

whether the ampule of epinephrine can be eliminated or replaced with a safer form. Right now there is no substitute for this ampule.

The second topic of discussion was the new medication bags. Sean Hegamy from Southeastern Emergency Equipment sent the REMS office a bag that is similar to the one the Culpeper OEMS currently uses. This bag is to be used for demo purposes. It has multiple exterior pockets and one has Intubation printed on the outside. He included several removable kits for an intubation kit, medications and IV solutions. The committee liked the bag without the 'intubation' printing. They would like another color but it only comes in royal blue, red, orange and teal. Of the four choices royal was the most preferential. As to the separate kits the only one we would like to use is the medication kit. There was some discussion as to whether extra padding could be added to one of the end compartments since our new narcotic bag will be placed in that compartment. Linda will contact Sean to find out if our request can be handled and to find out the bottom line on pricing and ETA once the order is placed. Once this information is collected another Pharmacy Committee Meeting will be called.

The meeting was adjourned at 11:15 a.m.

**Rappahannock Emergency Medical Services Council
Pharmacy Committee
Meeting Minutes
Monday, March 5, 2007**

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