

Local Health Department Nurse Dispensing Committee Meeting Minutes

October 28, 2024

(Virtual meeting)

Attendees

Lisa Guy, Co-Chair
Kimberly Townsend, Co-Chair
Djinge Lindsay
Camille Forbes-Scott
Tonii Gedlin
Michael Souranis
Oriell Harris

MDH Staff

Lauren Whiteman
Theresa Wavra
Tatum Cox

I. WELCOME/ ROLL CALL

Council Co-Chair Lisa Guy called the meeting to order at 12:03 pm and introduced herself. Roll call in the chat was conducted. Meeting etiquette was shared with the Council. Lisa introduced Sherrie Phillips Byers, the new Chief of Nursing Services with the Baltimore County Health Department to the Committee.

II. APPROVAL OF MINUTES

The September 23rd meeting minutes were shared with Committee members last week for review and displayed on the screen. Dr. Forbes-Scott made the motion to approve the minutes. Michael Souranis seconded the motion and no opposed motions. Minutes were approved.

III. OLD BUSINESS

- Formulary Updates-
 - Co-Chair Lisa Guy informed the Committee that the formulary update had been posted. The Committee will be made aware of any new requests. Co-Chair Kimberly Townsend shared that the formulary update was sent out to local health departments and Health Officers. They were encouraged to add any input, changes, and/or updates.
- Training Curriculum
 - Co-Chair Lisa Guy mentioned that the committee has been tasked with reviewing and updating the training curriculum. Co-Chair Kimberly Townsend informed the Council there were initially a total of twenty four slides recommended for editing. There are about eight changes that are up for discussion at this meeting, as well as drafting some language around the new over-the-counter oral contraceptives. The slides of the curriculum for registered nurses preparing and dispensing

medications and devices in local health departments were shared on the screen. The Committee reviewed. Recommended changes were discussed. Michael Souranis made a motion to add two bullets from COMAR to the RN who is ethically responsible for slide 25. Dr. Forbes-Scott seconded the motion. The Council continued reviewing and discussing the recommended edits. Michael Souranis made a motion to recommend including information on side effects in the other strategies to promote safe dispensing (slide 53). Co-Chair Kimberly Townsend seconded the motion. Dr. Forbes-Scott made a motion to add and label packaging on the dispensing process slide 61. Michael Souranis seconded the motion. Dr. Forbes-Scott made the motion to accept the edits to STEP 1 in the dispensing process: interpreting the prescription slide 62. Michael Souranis seconded the motion. The Committee continued to review and discuss the slides. A formal motion was made to remove number 4 from the top and number 2 from the bottom from STEP 5 in the dispensing process. The labeling slide 68 was created. Michael Souranis made a motion to remove it, and Dr. Forbes-Scott seconded. Formulary links were edited/updated, and typos corrected. The Committee discussed the Draft nurse dispensing post-test questions. Dr. Djinge Lindsay motioned to remove “LPN’s” from the question, and the answer is True. Dr. Forbes-Scott seconded the motion. Some rewording was suggested. All recommended changes were reviewed.

- There was discussion regarding adding verbiage about the over-the-counter oral contraceptives. Recommendations were made. Edits and changes were made to the responsibilities of the LHD RN slide. Motion to approve the changes was made by Michael Souranis and seconded by Dr. Forbes-Scott. All recommended changes throughout the meeting were approved. The Committee members conducted a formal vote of approval for the new curriculum. Dr. Djinge Lindsay made a motion to approve all the recommended edits discussed during the meeting for the local health department nurse dispensing training curriculum. Dr. Camille Forbes-Scott seconded the motion. All in favor.

IV. NEW BUSINESS

No new business.

V. FUTURE TOPICS

No future topics at this time.

VI. NEXT MEETING DATE

A Google poll will be sent out to decide the exact date. It looks like spring unless there has to be an ad hoc meeting because of a request to add a medication to the formulary.

VII. ADJOURNMENT

Michael Souranis moved to adjourn. Motion seconded by Camille Forbes-Scott. The meeting adjourned 1:14 pm.