

**Committee on Personally Preparing & Dispensing
Drugs & Devices by Registered Nurses in
Local Health Departments**

DATE: June 28, 2022
TIME: 10:00 am
PLACE: WebEx

Meeting Minutes

Members Present: Maura Rossman, Valina Hartman, Lisa Guy, Matthew Dudzic, Kristopher Rusinko, Rhonda Scott, Michael Souranis, Kimberly Townsend
Guest: Kiauna Graham

Topic/Agenda	Discussion	Action/Recommendation
Welcome and Introductions	The chairperson, Dr. Maura Rossman, called the meeting to order at approximately 10:05 am. Review legislation and charge of committee: <ol style="list-style-type: none"> 1. Committee to develop and approve a formulary for use by LHD RN's 2. Committee to annually review the formulary to ensure compliance with prescribing standards 3. The Department, (MDH), BON, BOP, shall develop and annually review the Training Program shall be to ensure compliance with current prescribing standards 	
Agenda	Approval of consent agenda	Approved
Nurse Dispensing Curriculum Review	Valina, Lisa, and Kimberly presented their review of Modules 1 – 9. Recommendations included increasing test questions bank, discussion about passing grade, interval for retest if fail, frequency of training requirement for LHD nurses; edits/updates to hyperlinks to updated regulations/documents in curriculum to ensure correctness; change name of MDH contact; include DOB, patient address, # refills, expiration date, to labeling section; use of separate tray, spatula for penicillin dispensing; update/edit formulary and correct spelling; Request LHD policy for documenting verbal orders, fax orders, and electronic Rx's	Passing grade remain 90% Add additional questions to create bank of Q's so upon retest, questions vary Accept all recommended edits to hyperlinks, documents, forms, formulary Accept all labeling recommendations Accept use of separate tray/spatula as best practice Maura to reach out to LHD's on documentation policy
Formulary Review	Immunological section - why are rabies vaccines included in formulary? Spelling errors and obsolete medications noted.	Maura to reach out to LHD's re: dispensing of rabies vaccine Mike and Lisa to review and edit formulary for spelling and remove medications no longer sold
Mailing of Medication Discussion	Discussed AG opinion that medications can be mailed to patient by LHD RN. Members have concerns about mailing of medications prone to issues such	Do not recommend mailing Rx's to clients as best practice.

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	as temperature control & damage affecting efficacy, diversion, delays in treatment	
Contact List Review		Send edits to contact to Kandyce
Chair Nominations	Secretary of Health appoints Chair. Maura has been Chair since committee inception in 2015. Seeking nominations for Board Chair	Contact Maura or Valina of interest
Next Meeting	Finalize edits to Formulary Finalize Curriculum recommendations	Valina to contact David Mark about curriculum formatting and adding additional questions. Next meeting To Be Scheduled between August 15 - 30 Kandyce to send out proposed dates and invite