

<b>SANTA CLARA VALLEY HEALTH &amp; HOSPITAL SYSTEM DEPARTMENT OF ALCOHOL &amp; DRUG SERVICES</b>	<b>METHADONE TREATMENT POLICY &amp; PROCEDURE MANUAL</b>
<b>DATE: NOVEMBER 30, 2016</b>  <b>SUBJECT: METHADONE TRANSFER: SANTA CLARA COUNTY ADULT CUSTODY HEALTH SERVICES/JAIL MEDICATION UNIT</b>	<b>REPLACES: 830</b>  <b>PAGE: 1 OF 1</b>

PROCEDURE

- A. The pharmacist of the Jail Medication unit will call Central Valley Methadone Clinic to set a date and time for transfer of methadone.
- B. The DEA-222 order form must be completed and signed by the Adult Custody Health Services Pharmacist who has Power of Attorney to order for the jail unit.
- C. The jail pharmacist will bring the signed DEA-222 order form to the Central Valley Clinic where the remainder of the form will be completed at the time the methadone is transferred.
- D. The Central Valley Clinic nursing staff will write the date, amount and consecutive bottle numbers on the DEA 222; the licensed practitioner and jail pharmacist will sign their name and title and write the date and time.
- E. The completed DEA-222 form will be distributed as follows:
  - 1. Purchaser's copy (Blue) - Jail Pharmacist
  - 2. Supplier's copy (Brown) - Dispensary folder
  - 3. DEA Copy (Green) - clerical staff who will mail to: Drug Enforcement Administration, Attention: Diversion, 450 Golden Gate Avenue/PO Box 36035, San Francisco, CA 94102
- F. The jail pharmacist will **transport the methadone bottles to the jail pharmacy in a locked box.**
- G. The licensed practitioner will adjust the inventory of methadone in the computer system by entering the bottle numbers and the reason for the adjustment.

INVENTORY AND DOSAGE RECORDS

- A. The Senior Program Manager or Designee of the DADS Methadone Treatment Program will receive copies of the inventory and dosage records for the Adult Custody Health Services/Jail Medication Unit on a regular basis.
- B. The records will be reviewed for accuracy and content. Any discrepancies and/or suspected/reported loss of methadone will be thoroughly investigated and the results of any investigation noted.

Attachment: Sample of completed DEA -222 form (A)