

STANDARD OPERATING PROCEDURES	Center Name:
	SOP No.:
	Effective Date:
	Page No.: # of #
Approval:	
PRH Reference: #	
Title: Over-the-Counter (OTC) Medications	

This SOP is just an example. Each center must create its own policy to meet its students' needs that complies with applicable state and federal laws.

A. PURPOSE

To provide guidance on how to safely provide over-the-counter (OTC) medications to students for self-management of minor illnesses and conditions.

B. POLICY

OTC medications are drugs that have been found to be safe and appropriate for use without the supervision of a health care professional, such as a physician, and can be purchased without a prescription. OTC medications contain ingredients that may be used to treat certain diseases or conditions with the appropriate dose and instructions for use on the container.

Students periodically develop minor symptoms that are easily managed with OTC medications. These symptoms may develop during the training day or when the Health and Wellness Center (HWC) is closed. Unlicensed (non-health) staff members are trained in the use of Symptomatic Management Guidelines and should have OTC medications available for student use when following these Guidelines.

The health and wellness manager (HWM), in conjunction with the center physician or other dispensing practitioner, must determine which, where, and how OTC medications will be made available to students outside of the HWC.

C. PROCEDURES

- OTC medications provided by non-health staff must be individually packaged for single doses in a properly sealed and properly labeled container.
- OTC medications must be safely secured by staff members who are trained and authorized to hold OTC medications for student use. This will vary by state law.
- If a non-health staff member who is responsible for the OTC medications suspects that there might be inappropriate use by a student, he/she must report this to the HWC staff as soon as possible.
- An OTC medication sign-out sheet must be kept with the OTC medication box. The sign-out sheet should include: the student's name, the medication taken, the signature of the student, and signature of the observing staff member (see OTC Sign-Out Sheet Template).

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and processes to ensure integrity These guidances state what but not how Additionally key stages of analysis that impact data integrity are omitted entirely The aim of this book is to provide practical and detailed help on how to implement data integrity and data governance for regulated analytical laboratories working in or for the pharmaceutical industry It provides clarification of the regulatory issues and trends and gives practical methods for meeting regulatory requirements and guidance Using a data integrity model as a basis the principles of data integrity and data governance are expanded into practical steps for regulated laboratories to implement The author uses case study examples to illustrate his points and provides instructions for applying the principles of data integrity and data governance to individual laboratory needs This book is a useful reference for analytical chemists and scientists management and senior management working in regulated laboratories requiring either an understanding about data integrity or help in implementing practical solutions Consultants will also benefit from the practical guidance provided

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Planning Quality Project Management of (EMR/EHR) Software Products Richard Chamberlain, 2017-11-10. When hospitals began implementing their electronic medical records, electronic health records systems (EMR/HER), the pharmaceutical companies that were conducting clinical trials at those hospitals wanted to sue the data from those systems instead of having the hospitals enter the data in their EHR systems and also in the study data entry system. However, the FDA regulations would require that the hospital systems be validated. The hospitals and the companies developing the systems argued that was over regulation. HIMSS published their Developer Code of Conduct where they said instead they would use Quality Management techniques. This book covers how to use Quality Management (ISO 9001) to develop computer systems specifically EMR systems. It gives a basic introduction to

how to implement computer systems It also covers the topic of compliance because the hospitals are required to comply with regulations other than FDS regulations The book also discusses the topics of risk management and conducting audits both of which are part of ISO 9001 quality management of computer systems The book is designed to give the reader an introduction to the things you have to do when implementing a computer system that has to satisfy some standards and where the accuracy of the information could impact the accuracy of a person's medical treatment

Computer Psychotherapy Systems Morton Wagman, 2018-05-15 Originally published in 1988 this was the first book to examine the development application and evaluation of computer counselling and psychotherapy Integrating concepts of artificial intelligence and psychotherapy this book provided extensive research data that compared the human therapist to the computer therapist at the time This title was intended for researchers professionals and students of psychotherapy and artificial intelligence By exploring the automation of therapy and the design of empathetic software this book challenges counsellors and computer scientists to look at what may have been the most fascinating topic to arise in their fields for years to come

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Construction Congress V Stuart D. Anderson, 1997 This collection contains more than 130 papers presented at the Fifth Construction Congress held in Minneapolis Minnesota October 5-7 1997

U.S. Coast Guard Systems Times, 2002

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and desk instructions to Baldrige and the ISO 9000 requirements it applies a customer and quality based systems approach to streamlining and managing your documentation system This second edition is an organized toolbox of powerful methodology and metrics that shows companies how to steer clear of cumbersome and obsolete documentation and gives numerous examples of the tremendous opportunities and pitfalls presented by technology such as the Internet and web based documentation management software The Society for Technical Communication STC awarded this book the Touchstone 2001 award

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