<table>
<thead>
<tr>
<th>Center for Human Phenomic Science</th>
<th>University of Pennsylvania Health System</th>
<th>CHPS SOP 06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Operating Procedure</td>
<td>Medication Administration</td>
<td>Page 1 of 3</td>
</tr>
</tbody>
</table>

**PURPOSE:** To provide safe and consistent medication administration guidelines for research and non-research medications given on CHPS unit.

**SCOPE:** CHPS nursing staff

**PROCEDURE:** CHPS staff follows hospital policy regarding Medication Administration including but not limited to:

1. **Medication Administration:** HUP & CPUP Policy 4B-03-01.
2. **Minimal and Moderate Sedation for Diagnostic or Therapeutic Interventions:** HUP & CPUP Policy 01-12-11.
3. **CADD-Legacy I Infusion Pump:** HUP Policy 4B-03-27.
4. **Chemotherapy: Medication Use:** HUP & CPUP Policy 01-12-49.
5. **Control of Schedule II-V Medications (Controlled Substances):** HUP & CPUP Policy 1-09-14.
6. **Investigational Drug Policy:** HUP & CPUP Policy 01-12-04.
7. All medications administered to subjects during the CHPS visit need signed orders in EPIC. The study team is responsible for getting medication orders in EPIC (Details to be discussed during nursing worksheet review prior to in-service):
   A. Oncology and non-oncology medication requests are submitted by following the protocol outlined here.
B. If the clinical study team has a research nurse, the workflow below will be used if (a) there are less than 5 subjects to be enrolled in the study or b) team is waiting on Beacon Build to be completed.

a) Log on to EPIC under Department 1115 and open up an “orders only” encounter
b) Click on “More” at the bottom of your left navigator screen to pull up “Beacon Treatment Plans”
c) Select Create a New Plan
d) Select “Non-Oncology Plan” under Beacon Treatment Plans
e) Select Create Blank Plan
f) Enter Protocol Name, and Treatment start date should reflect encounter date in CHPS
g) Add oral or infusion orders through this functionality. Input any Lab, Treatment, or nursing specific instructions in the free text fields of the appropriate header
h) Select non-formulary under “Add orders” function, click appropriate route of investigational agent.
i) Input Investigational agent/Drug information, as well as route and any specific administration instructions.
j) MDs and APPs can Sign the entire care plan, so that the drugs can be routed in EPIC to the pharmacy to prepare, and the CHPS nurses will sign out administration timing in the eMAR. Research RNs or CRCs, must send the plan to the treating investigator via their EPIC in basket to sign off on order set.
k) After hitting “Send Plan”, Research RNs or CRCs can then input the PI/Treating investigator information

C. If the research team only has a research coordinator, they will not be able to build blank treatment plans as reviewed in “B” above (it is not within their security access in EPIC) so they will need to submit for Beacon build. Once the plan is built, a coordinator can search and select the treatment plan in EPIC. Clinical Study Teams should be able to have this build submitted and completed within 2 weeks.

8. CHPS will provide instructions with diagrams for A and B above if Clinical Study Teams are unfamiliar with this process.

Supersedes Medication Administration, 11/2017

| Prepared by: | Paige Sinclair, RN MSN OCN, Kathryn Schumacher, CRNP and Elizabeth Leonard, RN MBE DNP | Date: 11/01/2018 |
| Checked by: | Paige Sinclair, RN MSN OCN | Date: 6/20/2019 |
| Approved by: | Robert Tobin, RN BSN OCN | Date: 7/8/19 |