

DO

- Refer patient to community nursing and ensure they are registered with <u>BC Palliative Care</u>
 Benefits and <u>NH Palliative Care</u> Program
- Nurse: perform a home assessment prior to placing a SMK in the home and complete a correct count of SMK medication on next nursing visit and weekly thereafter
- Fill in patient identification on <u>SMK Medication Log</u> page 1 <u>and</u> 2 (or attach a patient label)
- Pharmacy: if all medication listed for the SMK is not dispensed (i.e., patient has an allergy to a
 medication) or full quantity not dispensed (i.e., supply shortage) make a note on the <u>SMK</u>
 Medication Log to communicate to nursing why there is a discrepancy
- Prescriber: write a prescription for medication to treat ongoing symptoms. The SMK contains approximately a 72-hour supply of medication for new or changing symptoms and any treatment beyond this period will require a prescription
- Prescriber: provide duplicate prescriptions for both opioids ordered in the SMK and deliver to the designated pharmacy (contracted to manage the NH SMK) within 72 hours

DO NOT

- Adjust the medication or quantity on the SMK Medication Prescription when ordering
- Replace medication in the SMK with patient's own medication. Once medication is prescribed to treat ongoing symptoms, it should be available to the patient outside of the kit
- Reveal the combination code for the SMK lock to the patient / family / caregivers / untrained staff
- Place a SMK in the home unless patient meets criteria (i.e., end of life, anticipating escalating symptoms and/or Palliative Performance Scale of 30%)
- Wait until there is a crisis before ordering a SMK. It takes time for paperwork to be filled out and to process and fill the medications in the kit. Expect a minimum turn-around time of 24 hours
- Access the SMK unless trained on using the service (i.e., completing the <u>LearningHub module</u> and/or education from a NH Palliative Care Nurse Consultant or the Palliative Care Pharmacist)

If you have any questions, please contact the Northern Health Palliative Consultation Team at <u>Palliative.Care.Consult.Team@northernhealth.ca</u> or (p) 250-645-3791.

