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| **Health Care Agency**<br>**Behavioral Health Services**<br>**Policies and Procedures** | Section Name:<br>Sub Section:<br>Section Number:<br>Policy Status: | Client's Rights<br>Consents<br>02.04.02<br>☐New ☒Revised |

| | SIGNATURE | DATE APPROVED |
|---|---|---|
| Chief of Operations<br>Behavioral Health Services | _____ | _____ |

**SUBJECT:** Psychotropic Medication Consent Forms

## PURPOSE:

To provide clinical policy guidelines for obtaining a client's informed consent to receive psychotropic medications.

## POLICY:

Behavioral Health Services develops and regularly revises the guidelines and forms used to obtain a client's informed consent to receive psychotropic medications.

## SCOPE:

This policy applies to all divisions of Behavioral Health Services and its contract agencies.

## REFERENCES:

Title IX Section 851

California W & I Code 369.5 (Amended by Senate Bill 543)

## FORMS:

Psychotropic Medication Consent (F346-745- Psychotropic Med Consent 4-21-06)
http://intranet.ochca.com/cysqrt/pap

Application and Order for Authorization to Administer Psychotropic Medication-Juvenile, Form JV-220 http://intranet.ochca.com/cysqrt/pap

## PROCEDURE:

I. The prescribing physician must document review of medications with the client or guardian when:

A. A new medication is prescribed or

B. the client resumes taking medication following documented withdrawal of consent for treatment.

II. The "Psychotropic Medication Consent" issued by BHS shall be used in all directly operated outpatient facilities and contract agencies and shall replace any other medication review or medication informed consent forms currently in use except for those clients who are dependents (children and youth under the jurisdiction of the Juvenile Court). These forms shall be chronologically filed in the client's clinical record in the Medication Section.

A. The information documented by the physician on the Medication Consent Form shall include the specific medication and the dosage or dosage range of the medication.

B. If the dosage range is changed after the consumer signs, then a new Consent Form is required.

C. The absence of a Medication Consent Form does not constitute an audit exception. However, a Medication Consent Form should be completed as soon as possible after the absence is discovered.

III. The "Application and Order for Authorization to Administer Psychotropic Medication-Juvenile, Form JV-220" issued by Juvenile Court must be used when applicable.

IV. Information to be provided to the client/guardian shall include:

A. An explanation of the nature of the illness and of the proposed treatment.

B. A description of any reasonable foreseeable material risks or discomforts.

C. A description of anticipated benefits.

D. A disclosure of appropriate alternative procedures or courses of treatment, if any.

E. Special instructions regarding food, drink, or lifestyles.

F. The client will be given information about the recommended medication and the consent form will indicate how the information was provided to the client. The client may be given written information about the medication. An example of suitable written information is available at http://www.drugs.com.

G. Another source of information (particularly in languages other than English) may be found on the MedlinePlus web site at http://www.nlm.nih.gov/medlineplus/druginformation.html.

The information on this site is a service of the U.S. National Library of Medicine and the National Institutes of Medicine.

H. Clients/guardians shall be advised of the possible additional side effects which may occur after three months use of certain medications. Such side effects may include persistent involuntary movements. These symptoms of tardive dyskinesia are potentially irreversible and may appear after medications have been discontinued.

I. A copy of the completed and signed form will be offered and on request given to the client/guardian.