

POLICY:

Any facility or client wishing to use the services of the E.P.I.C. program will be advised on the use of E.P.I.C. and be provided with an E.P.I.C. Introductory packet.

PROCEDURE:

- A.** The facility should assign a team or individual to act as E.P.I.C. Coordinator(s) to establish protocols for tracking of E.P.I.C. reviews.
- B.** Advise Coordinator(s) to the placement of the "Remember the E.P.I.C." posting near the fax machine or nursing stations as a reminder.
- C.** If your facility has an EMAR system and E.P.I.C. is given access, then E.P.I.C. can go in on a daily basis and automatically do reviews for **New Admissions** and **Readmissions** without a fax request. **After we have access, please do not continue faxing in requests for new admissions and readmissions.**
- D.** Nurses will only need to continue faxing in requests for **Change of Status** and **Antibiotic Stewardship E.P.I.C.s** if the facility utilizes them.
- E.** Use the E.P.I.C. Medication Review Request form as a coversheet for fax in requests. Send in only one resident's information as a single transmission. **Do not group multiple residents in one transmission as this will delay reviews.**
- F.** Identify that the facility fax machine is set-up with CSID (Sending Number and Facility Identifier). May require your provider to set-up or adjust fax machine settings.
- G.** Send a Test Transmission from all fax machines using the provided TEST PAGE for new E.P.I.C. users.
- H.** It is important to transmit a review request on the day of admission and not two or three days later. This will allow the Consultant Pharmacist an opportunity to identify potential drug interactions or potential problems within 48 business hours of receipt.
- I.** The E.P.I.C. Consultant Pharmacist will review the POS and any other information reasonably provided and will fax and/or email the review back within 48 business hours of receipt. Facility faxes and/or emails need to be provided to the E.P.I.C. Department.
- J.** A copy of the Consultant Pharmacist E.P.I.C. review should be placed in the appropriate section of the resident's chart and acted upon by the assigned nurse in a timely manner, per facility policy.
- K.** When a response is requested from the attending physician, the facility will contact the attending physician in a timely manner, per facility policy, and will note the physician's response on the E.P.I.C. consult sheet. If the response is in the negative, the attending physician will need to indicate a short statement of the rationale for rejecting the recommendation.
- L.** **"Clinically Significant"** irregularities should be promptly communicated by the facility to the prescriber to facilitate obtaining an answer by **midnight of the next day (24 hours).**
- M.** A monthly letter is sent to the Director of Nursing with a listing of residents and the dates that reviews were conducted in the previous month.