

STANDARD OPERATING PROCEDURES	Center Name:
	SOP No.:
	Effective Date:
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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).

Professional Office Procedures

Herbert Schaffer, Sylvia Lazos Terry



Professional Office Procedures:

Professional Office Procedures Cooperman,1998-08 Assists improves and trains people for careers in offices ranging from small business to large corporations Professional Office Procedures Susan H. Cooperman,2005-03 KEY BENEFIT The purpose of the book is to train people to think to work under stressful and difficult situations and to perform office duties in a professional manner KEY TOPICS This book covers document preparation communications processing the mail computers in the office management of records meetings and conferences travel terminology of business and E commerce seeking employment and continuing to grow in your profession MARKET For office managers and professionals new employees professionals in transition and professionals returning to the workforce *Heinemann Office Procedures for CXC* Alan Whitcomb,Gill Clarke,2000 Key features of this book include thorough coverage of all the key concepts in office procedures complete and thorough coverage of the current CXC syllabus obviating the need to use several texts detailed guidance for the SBA component of the syl **The New Office Professional's Handbook** American Heritage Dictionary,Houghton Mifflin Company,2001 Provides information on career development the online office document creation telecommunications business English business law information management and other topics **The Architect's Handbook of Professional Practice** Joseph A. Demkin,American Institute of Architects,2008-03-24 This updated resource covers all aspects of architectural practice featuring new material of sustainable design managing multiple offices lifelong learning mentoring and team building revised content on programming project management construction contract administration risk management and ethics and coverage of small firm considerations as well as emerging issues such as integrated practice and integrated project delivery Jacket *A Practical Guide to Office Gynecologic Procedures* Paul D. Blumenthal,Jonathan S. Berek,2013-04-08 Office based procedures in surgical fields are rapidly growing allowing for quicker diagnosis and treatment This new book A Practical Guide to Office Gynecologic Procedures provides the step by step guide to office based procedures physicians need to treat women in the ambulatory setting Covering the most commonly used office gynecologic procedures this new book covers indications proper positioning anesthesia and equipment needed for over 35 office based procedures Chapters also present careful guidance on effective patient management Perform gynecologic procedures in a cost effective ambulatory setting while improving the outcome for your patients with this easy to use clinical reference **Procedures for the Office Professional** Fulton,Joanna D. Hanks,1995 This text is designed to help prepare students for a successful office career Realistic office Case Studies challenge the student to apply concepts and recommend strategies for solving problems Emphasizes critical thinking and communication as well as the importance of human resources It has a permanent value as a handbook for office professionals *Law Office Policy & Procedures Manual* Howard I. Hatoff,Robert C. Wert,2006 This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures The book an updated and expanded version of the previous fourth

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Office-Based Procedures, An issue of Urologic Clinics J. Stephen Jones, 2013-11-28 This issue of the Urologic Clinics covers office based procedures in urology There are a wealth of urologic procedures that can be done in the office setting offering reduced risks to the patient less stress and better recovery time as well as a more favourable reimbursement for the physician Articles include more common issues such as stone management ultrasound prostate biopsy and vasectomy as well as infusion therapy biofeedback and office anesthesia

Procedures for the Office Professional Patsy Fulton-Calkins, Richard M. Calkins, Joanna D. Hanks, 1999-09 Provides additional materials needed to complete exercises in the text

Professional Voice, Fourth Edition Robert Thayer Sataloff, 2017-06-30 The most comprehensive reference on voice care and science ever published Substantially revised and updated since the previous edition published in 2005 Professional Voice The Science and Art of Clinical Care Fourth Edition provides the latest advances in the field of voice care and science In three volumes it covers basic science clinical assessment nonsurgical treatments and surgical management Twenty new chapters have been added These include an in depth chapter on pediatric voice disorders chapters detailing how hormonal contraception autoimmune disorders and thyroid disorders affect the voice as well as chapters on the evolution of technology in the voice care field and advances in imaging of the voice production system The appendices also have been updated They include a summary of the phonetic alphabet in five languages clinical history and examination forms a special history form translated into 15 languages sample reports from a clinical voice evaluation voice therapy exercise lists and others The multidisciplinary glossary remains an invaluable resource Key Features With contributions from a Who's Who of voice across multiple disciplines 120 chapters covering all aspects of voice science and clinical care Features case examples plus practical appendices including multi lingual forms and sample reports and exercise lists Comprehensive index Multidisciplinary glossary What's New Available in print or electronic format 20 new chapters Extensively revised and reorganized chapters Many more color photographs illustrations and case examples Fully updated comprehensive glossary Major revisions with extensive new information and illustrations especially on voice surgery reflux and structural abnormalities New Chapters 1 Formation of the Larynx From Hox Genes to Critical Periods 2 High Speed Digital Imaging 3 Evolution of Technology 4 Magnetic Resonance Imaging of the Voice Production System 5 Pediatric Voice Disorders 6 The Vocal Effects of Thyroid Disorders and Their Treatment 7 The Effects of Hormonal Contraception on the Voice 8 Cough and the Unified Airway 9 Autoimmune Disorders 10 Respiratory Behaviors and Vocal Tract Issues in Wind Instrumentalists 11 Amateur and Professional Child Singers Pedagogy and Related Issues 12 Safety of Laryngology

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National Survey of Professional, Administrative, Technical, and Clerical Pay, March 1982 Herbert Schaffer,Sylvia Lazos Terry,1982

National Survey of Professional, Administrative, Technical, and Clerical Pay, March 1983 United States. Bureau of Labor Statistics,1983

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