





JUL 28 2017

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 17-02

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM:  LENITA JACOBS-SIMMONS 
National Director
Office of Job Corps

SUBJECT: Notification and Instructions Regarding Use of Medication Lockboxes
(Mailbox Type)

1. **Purpose.** To provide the Job Corps community with information on the new Medication Lockboxes (Mailbox Type). These lockboxes provide secure, keyed access to students' self-administered prescribed medications approved by the Health and Wellness Center (HWC).
2. **Background.** In October 2017, all residential Job Corps centers will receive one or more Medication Lockbox units for students to access prescribed medications. The Medication Lockboxes will provide the HWCs with the ability to distribute medications in a simplified and secure manner, and offer students more flexibility for accessing medications. These medications will be available for self-administration under a staff member's observation, including after hours..
3. **Action Required.** Once center maintenance staff installs the lockboxes, HWC staff can begin to distribute prescribed medications for students to access when the HWC is closed. Staff should use Medication Observation Records (MORs) to document all prescribed medications self-administered outside the HWC, per PRH Appendix 611.

For each Medication Lockbox, keys will be provided for each unit box, and each center will be responsible for managing and storing extra or replacement student keys, master-unit keys, and replacement equipment. It will be the center's responsibility to monitor and maintain the lockbox in an easily accessible area which can be visually monitored. Master-unit keys should be stored securely to prevent theft, loss, etc.

Each residential Job Corps center will receive at least one Medication Lockbox with additional units allocated based on center size (see Attachment A – Job Corps_Center_Lockbox_Allocation – for the number allocated to each center) and will be provided an expected delivery date, when available. The Center Director will determine lockbox unit installation locations. Only center maintenance staff should install them. The Medication Lockbox

units require recessed installation due to the size of the units. Each lockbox will contain 59 unit boxes and one master-door box for HWC medication distribution. The dimensions of the unit are provided in Attachment B –Medication_Lockbox_Dimensions. Centers will also receive five replacement locks per unit. Additional installation instructions are provided with delivery of each Medication Lockbox unit.

Job Corps Center Operators will be responsible for Medication Lockbox units and keys. Job Corps centers are highly encouraged to have additional security of the units in the form of cameras to help prevent or immediately address any unauthorized access.

All medication management policies should follow procedures as outlined in PRH Chapter 6, Section 6.12 R6, Appendix 611, and other applicable state and Federal regulations. The required medication management Standard Operating Procedures (SOPs) in PRH Exhibit 5-1 should be updated immediately upon Medication Lockbox installation. The SOPs should be sent to the regional nurse specialist and Regional Office for review and re-approval within 2 months following receipt of the unit(s).

4. Effective Date. Immediately.
5. Inquiries. Inquiries should be directed to Johnetta Davis at (202) 693-8010 or via e-mail at Davis.Johnetta@dol.gov.

Attachments

- A - JC_Center_Lockbox_Allocation
- B - Medication_Lockbox_Dimensions