



Ambulatory Clinic Policy and Procedure

Title: HANDLING AND USE OF NEUROTOXINS	Policy Number: EP 4.14
Regulation Reference:	Effective Date: 12/2023

Policy Statement:

It is the policy of the Texas Tech Physicians of El Paso (TTP-EP) to ensure the safe and effective receipt, management, and administration of BOTOX (onabotulinumtoxinA) and other neurotoxins in clinic.

Scope and Distribution:

This policy applies and will be distributed to all TTP-EP ambulatory clinics.

Procedure:

1. Botox medication order is placed based on clinic need.
2. Botox medication is received and stored in one of the following:
 - a. Locked medication refrigerator.
 - b. Locked drawer in medication refrigerator.
3. New inventory is documented to include date of receipt, NDC, LOT, Expiration Date, quantity, and initials of who received medication.
 - a. Please see "Attachment A" – Botox Inventory Log.
 - b. New inventory log sheet needs to be completed for each new LOT number.
4. Botox Inventory Log is stored in medication binder.
5. Botox Medication Order:
 - a. Order is entered in Electronic Medical Record in accordance with EP 4.3 Medication in Clinic Administration and Documentation.
6. Botox Medication Preparation:
 - a. Certified or licensed clinical staff will verify order in EMR.
 - b. Certified or licensed clinical staff will sign out medication in Botox Inventory Log.
 - c. All Botox medications are single-dose vials. Botox is not for use on multiple patients.
 - d. Certified or licensed clinical staff will prepare medication in accordance with EP 4.3 Medication in Clinic Administration and Documentation.
7. Botox Medication Administration:
 - a. Provider will administer the medication to patient following standard procedures rules.
8. Botox Medication will be documented in EMR.
 - a. EMR Documentation will include but is not limited to NDC, lot number, expiration date, dose, location, route, amount administered, and amount wasted (if any).
9. Botox Waste:
 - a. If excess Botox remains, Botox is to be wasted with a witness present.
 - b. Witness must verify amount administered, and amount being wasted in Botox Waste Log.
 - i. Please see "Attachment B" – Botox Waste Log.
 - c. Witness must be either certified or licensed clinical staff.
10. Botox Inventory Audit:
 - a. Botox audit should be completed weekly and documented on "Attachment A" – Botox Inventory Log.



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Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Operations Committee, Chair Texas Tech Physicians of El Paso	