HANDLING AND USE OF NEUROTOXINS

Policy Number: EP 4.14

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.
## Ambulatory Clinic Policy and Procedure

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Signatory approval on file by: Juan Figueroa, M.D.
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Texas Tech Physicians of El Paso

Signature: [Signature Image]