



# Clozapine Safe Administration Procedure

Procedure Number  
CHC-MHS-0076

Version Nos:  
**2**

## 1. Purpose

This Procedure outlines the process to ensure the safe administration of Clozapine medication by the West Coast District Health Board (WCDHB) Mental Health Service (MHS), through the monitoring and supporting of clients who are prescribed this medication.

## 2. Application

This Procedure is to be followed by all WCDHB MHS clinical staff members.

## 3. Definitions

There are no definitions associated with this Procedure.

## 4. Responsibilities

For the purposes of this procedure

**Psychiatrists** are required to

- Monitor and evaluate the blood tests for each client who is prescribed Clozapine;
- Liaise with the client's GP (as required);
- Carry out metabolic monitoring of each client at the Clozapine Clinic.

**Case Managers** are required to

- Ensure that this Procedure and the WCDHB Guidelines for the Use of Clozapine is adhered to;
- Update the Clozapine register/log for each client who is prescribed Clozapine.

**Each District Manager** is required to

- Nominate a registered Nurse to be the Clozapine Co-Ordinator for the District.

**Each Clozapine Co-Ordinator** is required to

- Check that all Clozapine clients are monitored in accordance with the WCDHB Guidelines for the Use of Clozapine;
- Liaise with the relevant drug company;
- Liaise with other District Co-Ordinators;
- Organise education for WCDHB MHS clinical staff and GPs (as and when required).

## 5. Resources Required

This Procedure requires the following resources:

- Clozapine Resource Kit (from Novartis)
- WCDHB Guidelines for the Use of Clozapine

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## 6. Process

- 1.00 In each District, Clozapine clinics are to be held no less than 3-monthly, and if possible all clients are to be seen at the same clinic.
- 1.01 The LUNSER and metabolic monitoring checks are to be undertaken at the same time and any follow-up treatment is to be organised with the clients GP or other service/clinician (e.g. Dietician, Green Prescription) for any problems.
- 1.03 The Clozapine Register/Log is to be updated following each Clinic and the results accurately recorded for each client.

## 7. Precautions And Considerations

- ➔ Certain medications should remain the responsibility of the CAMHS psychiatrist, particularly Clozapine and ordinarily antipsychotic medications
- ➔ Psychiatrists are to monitor and evaluate the blood tests for each client who is prescribed Clozapine
- ➔ Each Clozapine Co-Ordinator is required to check that all Clozapine clients are monitored in accordance with the WCDHB Guidelines for the Use of Clozapine

## 8. References

Health & Disability Sector Standards NZS 8134:2008  
Code of Health and Disability Services Consumers' Rights (1995)  
Medicines Act (1981)  
Medicines Regulations (1984)

## 9. Related Documents

WCDHB MHS Service Provision Framework  
WCDHB Guidelines for the Use of Clozapine  
WCDHB Clinical Documentation Procedure  
WCDHB Informed Consent Procedure  
WCDHB Medication Policy  
WCDHB Prescribing Procedure

<b>Revision History</b>	<b>Version:</b>	2
	<b>Developed By:</b>	MHS Quality Group
	<b>Authorised By:</b>	General Manager – Mental Health
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