

GENERAL MEDICAL 8.0

Drug Maintenance and Dispensation -- 8.3

Department of Health Pharmacy Policy – 8.3.d

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Signature:



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POLICY

The Regional Pharmacies are licensed as a Distributor with the Tennessee Board of Pharmacy and are under the direct supervision of a registered pharmacist. The pharmacist shall be responsible for maintaining, securing and accounting for medications in the regional pharmacy. The pharmacist will direct the management of inventories in the local health departments and supervise the implementation of the policy. Pharmacists and Local Health Departments shall adhere to internal control standards.

APPLICABILITY

This policy applies to all Regional Pharmacies and all Counties.

PURPOSE

To provide internal control standards for all regional pharmacies and local health departments.

PROCEDURE

Control Environment

1. The Regional Pharmacist will maintain records in the Regional Pharmacy that will show the following: drugs ordered by Regional Pharmacy, drugs received by the Regional Pharmacy, stock levels of drugs at the Regional Pharmacy using a perpetual inventory system, and drugs issued to clinic sites. These records shall be maintained for a period of 3 years. See TCA 63-10-405 (B).
2. Clinics are responsible for keeping records showing receipt and movement of drugs for a period of 1 year.
3. The Regional Pharmacist will periodically review the quantity on hand and usage in each clinic and send the appropriate quantity of drugs to the clinics based on usage and the clinic requests.
4. Any drugs shipped to clinics from the Regional Pharmacy will be entered into the system at the region prior to shipment. Any drugs received from any other source will not be on the system until the Regional Pharmacy is notified. It is the responsibility of the clinic staff to advise the Regional Pharmacy of receipt of these drugs.
5. Drugs in storage are grouped by lot number and expiration date so that the stock with the shortest expiration date may be distributed first.
6. All outdated drugs are removed from stock immediately and placed in a separate area. If credit can be received, drugs are sent to the proper vendor for credit. Clinics must notify Regional Pharmacy if drugs are removed from stock or transferred to another clinic so that PTBMIS inventory can be adjusted.
7. Health Officers, Nurse Practitioners, Public Health Nurses, and Licensed Practical Nurses are the only staff authorized to dispense drugs and related pharmaceutical supplies. All prescription drugs must be labeled prior to dispensing with the patient's name, physician, date, drug name, dose, amount dispensed, instructions and expiration date (if applicable). Only child proof, amber containers shall be used for drugs which are repackaged.
8. All drugs issued will be recorded through the pharmacy module of PTBMIS. The computer will keep a perpetual inventory of all drugs. No drugs shall be dispensed that would expire within the dates of treatment.
9. When there is a drug recall, the Regional Pharmacist will check the regional pharmacy inventory records to see if this particular drug has been received by the pharmacy. If so, the nurse supervisor in

each clinic will be contacted immediately to see if they have any in stock. In the event they do, the nurse supervisor will return it to the regional pharmacy where it will be processed as indicated in the recall notification.

Control Activities

1. The Nurse supervisor at the clinic is responsible for the inventory, procurement, storage, handling, and issuing of all drugs. She may use appropriate staff to assist her in carrying out her duties. The packing slips received with the drugs should be checked and any discrepancies noted on the slip and the Regional Pharmacy should be notified if a discrepancy is found. If the packing slip matches what was received, it should be signed and maintained within the Drug Room records for a period of one year.
2. Access to the Regional Pharmacy and drug rooms is secured by use of locks and/or alarm systems and/or security guards.
3. The regional pharmacy shall be kept locked at all times in the absence of the pharmacist or pharmacy assistant/technician. If applicable, any key(s) for access to the drug room at each local health department at all times will be in possession of the personnel designated to access the drug room.
4. In the event of loss of said key, the person responsible will immediately notify their supervisor and, to prevent possible unauthorized access, have a new lock installed on the drug room door.
5. All medications shall be stored according to manufacturer recommendations in a locked cabinet or drug room with access limited to persons designated to have access. All medications must be kept in this room(s) except when in use during operational hours. All drugs are to be returned to this room at the end of the working day. The Nurse Supervisor is responsible for the security and control of all drugs and related pharmaceutical supplies. A refrigerator/freezer shall be available for storage of medications, which require refrigeration/freezing.

Monitoring

1. The Regional Pharmacist will make periodic physical inventories at the Regional Pharmacy and reconcile these with the inventories and records of drugs delivered and received. HSA Policy 2.3

Segregation of Duties will be observed to the extent possible

2. It shall be the responsibility of the Nurse Supervisor or his/her designee to inspect, on a monthly basis, the expiration date of all drugs stored in the drug room of the local health department. When expired drugs are found in stock, he/she will remove them from stock and place them in a container in the drug room, which will be marked "OUT OF DATE – DO NOT ISSUE." These should be destroyed or returned at the Pharmacist's direction.
3. Local Health Departments will conduct a physical inventory of all drugs at least semi-annually. All differences between perpetual inventory and physical count will be analyzed to determine if corrective action is indicated. These differences and corrective action will be forwarded to the Regional Director, Regional Pharmacist, Regional Nursing Director, and the County Director and County Nursing Supervisor of the county affected.
4. An annual inventory of drugs and medical supplies will be performed in the Regional Pharmacy at the date specified by Central Office personnel in Nashville.

REFERENCE DOCUMENTS

1. Tennessee Code Annotated TITLE 63 PROFESSIONS OF THE HEALING ARTS: CHAPTER 10 PHARMACY : PART 4 PHARMACY PRACTICE : 63-10-405. Approval of drugs dispersed by department of health or local health departments
2. RULES OF THE TENNESSEE BOARD OF PHARMACY, CHAPTER 1140-3, STANDARDS OF PRACTICE, 1140-3-.06 Labeling Requirements
3. HSA Policy 2.3 Segregation of Duties

OFFICE OF PRIMARY RESPONSIBILITY

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