

SUBJECT: PHARMACY OPERATIONS

APPROVED BY:

EFFECTIVE
DATE: 07-31-09 (replaces 10-01-07)

Executive Director

Medical Director

Reviewed (no changes): _____

Pharmacist

POLICY

It is the policy of McIntosh Trail CSB to provide administrative and pharmaceutical services in compliance with all applicable standards in order to assure the safe use of medication.

PURPOSE

The purpose of the Pharmacy Services is to provide pharmaceutical and administrative services for McIntosh Trail CSB service sites.

PROCEDURE

A. GENERAL:

1. The McIntosh Trail Pharmacy Services will be staffed by a Lead Pharmacist, and other pharmacists as needed, who are licensed by the State of Georgia.
2. The Lead Pharmacist will report directly to the Medical Director and will be responsible for recruiting and supervising other part-time pharmacists to ensure adequate staff coverage for Pine Woods Pharmacy which operates under a separate license.
3. The Lead Pharmacist in consultation with the Medical Director will establish policies, procedures, and contracts for the pharmacy services.
4. The authorized pharmacists at the Behavioral Health Center may requisition medications from Cardinal Health Distribution for Pine Woods pharmacy according to formularies established by the Pharmacy and Therapeutics Committee.
5. McIntosh Trail Pharmacy Services will keep the contracted pharmacists informed as to current procedures for obtaining medications.
6. The pharmacists will perform educational activities for staff and/or consumers as requested and will assist service directors, clinicians, and nurses in maintaining the highest standards of Clinical Pharmacy.
7. The Lead Pharmacist, as Director of Pharmacy Services, participates on the Pharmacy and Therapeutics Committee.

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PROCEDURE (Continued)

B. LICENSING:

1. The McIntosh Trail Pharmacy Services will maintain in good standing a State of Georgia Pharmacy License and a DEA License.
2. All pharmacists will be licensed to practice pharmacy in Georgia.

C. REQUISITION AND DISTRIBUTION OF MEDICATIONS:

1. The McIntosh Trail Pharmacy Services pharmacists will be responsible for maintaining appropriate records of procurement and distribution for Pine Woods.
2. Medications will be ordered from Cardinal Health Distribution by the pharmacy services according to Administrative Procedures.
3. These medications will be ordered on the basis of the pharmacy's usage records. Orders will be sufficient to maintain an approximate two month supply and will be properly and securely stored.
4. Nurses who perform injections shall order injectables through Pine Woods pharmacy, who will order from Cardinal Health Distribution. Nurses will turn in injectable administration sheets monthly. (Medications at Pine Woods pharmacy are stored under lock and key.)
5. The Cardinal Health Distribution will ship medications directly to Pine Woods pharmacy.
6. Dispensing pharmaceutical company sample medications and indigent program medications will be authorized by physician or clinical nurse specialist. (Policy 2210)
7. Consumers on Clozapine will be monitored according to policy and pharmaceutical company recommendations.
8. Prescriptions/orders will be filled properly by Behavioral Health Center pharmacist from appropriate formulary, using the correct medications and strength or an approved substitute. The prescriptions will be properly labeled as per Board of Pharmacy requirements, and the proper containers for medications will be used.
9. Prescriptions for medications not on the formulary must be obtained by consumer at a retail pharmacy.

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PROCEDURE: (Continued)

10. Mental health centers may extend a consumer's prescription only after a physician or clinical nurse specialist has given a written or verbal order to the pharmacy. The consumer must be rescheduled to see their physician or CNS at the next available appointment. In the outlying community mental health centers, a nurse or physician will call the appropriate pharmacy.
11. The Lead Pharmacist will communicate, either verbally or in writing, with the medical staff any medication shortages or outages. Appropriate substitutions will be discussed at that time. The decision about appropriate medications will then be communicated to the medical staff.
12. Controlled substances will be stored in the pharmacy and the Medication Room at Pine Woods. Records of distribution and dispensing will be recorded by the pharmacist at Pine Woods. The appropriate nursing personnel will record the administration and distribution of controlled substances at Pine Woods.
13. Unused, expired, recalled, or returned medications will be returned to the Pharmacist for return to manufacturer or for destruction or for reuse if appropriate. The medications returned will be entered into a log at the time of return. (See attachment.)
Expired medications will be returned to the manufacturer via Guaranteed Returns. Returned medications will be destroyed in the appropriate manner.
14. To track recalled medication, the expiration date, lot number, and manufacturers of all medications will be entered on the records of all sample and patient assistance program records.
15. If a recall occurs, the pharmacist will verify all consumers who received the recalled lot and notify consumer to return the med to the pharmacy to be replaced.

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D. AUDITS:

1. Controlled substances kept at Pine Woods pharmacy will be inventoried monthly.
2. The Pharmacist will cooperate with the medical staff in audits designed to monitor prescribing practices.
3. The Pharmacist will assist all clinical staff in audits designed to monitor effects of psychotropic medications.
4. The Pharmacist will audit the use of specific medications associated with substantial risk, significant side effects, or abuse potential and report prescribing practices to Medical Director.

E. DIVERSION OF DRUGS OR MEDICAL SUPPLIES FROM MCINTOSH TRAIL CSB OR CONSUMERS

1. All medications are to be used only by the consumer for whom they are prescribed.
2. At no time shall McIntosh Trail CSB staff, volunteers, or contracted staff take consumer medications or McIntosh Trail medical supplies home.
3. At no time shall McIntosh Trail CSB staff, volunteers, or contracted staff take McIntosh Trail or consumer meds or supplies for the purpose of consumption, sale, or distribution.
4. All medications are to be stored according to Policy 2217. Medications are not "held" for a consumer in desk drawers, file cabinets, or in any other manner except according to this policy.
5. Any staff becoming aware of the diversion of drugs or medical supplies from McIntosh Trail CSB or from our consumers shall report this immediately to their supervisor, a member of the Rights and Ethics Committee, or to the Corporate Compliance Officer.
6. Any staff found to have diverted McIntosh Trail or consumer drugs or medical supplies will be subject to disciplinary action up to and including dismissal.

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E. DIVERSION OF DRUGS OR MEDICAL SUPPLIES FROM MCINTOSH TRAIL CSB OR CONSUMERS (CONTINUED)

Definitions:

"Diversion" - any handling, "keeping" destruction, distribution or use of McIntosh Trail CSB drugs or of consumer medication or medical supplies, by any individual other than those authorized. This includes medications or medical supplies taken away from a service site or stored improperly.

F. Investigational Drug Studies

It is the policy of McIntosh Trail CSB Pharmacy Service not to participate in clinical or investigational drug studies.

REFERENCE: JCO MM
Corporate Compliance Plan