

SUBJECT: "SAMPLE" MEDICATION POLICY

APPROVED BY:

EFFECTIVE

Executive Director

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

Medical Director

Reviewed (no changes): 02-04-11 _____

Pharmacist

POLICY

It is the policy of McIntosh Trail CSB to make "sample" and pharmaceutical company patient assistance program medications safely available to consumers at the physicians' requests.

PROCEDURE

A. Pharmaceutical sample medications:

1. In all centers, the samples will be kept in a locked cabinet.
2. Sample medications will be logged in as received.
3. Physicians or CNS will authorize the release of sample medications to consumers. The sample medications will be recorded on the sample medication log, including expiration date and lot number. The medications will be clearly labeled with consumer name and instructions.
4. Sample medications may only be dispensed by a physician or RN (under protocol with physician, according to Georgia law). Medication may be released to consumer by center staff when medication is clearly labeled with consumer name, date dispensed, physician name, instructions for use, name and strength of medication, and lot number and expiration date are clearly visible on label or packaging. Sample medications may not be repackaged.
5. Staff will inventory and check expiration date on the samples quarterly. All outdated samples will be taken from inventory and destroyed.

B. Patient Assistance Medications

1. In all centers, the patient assistance medications will be kept in a locked cabinet.
2. Patient assistance medications will be logged in as received.
3. Medications which physicians have requested for specific consumers from pharmaceutical company patient assistance programs will be clearly identified, kept separate from other pharmaceuticals, and released to consumers as authorized by medical staff.
4. Pharmaceutical company patient assistance medications may only be dispensed by a pharmacist, physician or RN (under protocol with physician, according to Georgia law). Medication may be released to consumer by center staff when medication is clearly labeled with consumer name, date dispensed, physician name, instructions for use, name and strength of medication, and lot number and expiration date are clearly visible on label or packaging. Physician, CNS, or RPh will log out medication which is approved for release to consumers. Medications may only be repackaged by a pharmacist or physician.
5. Staff will inventory and check expiration date on the medications quarterly. All outdated medications will be taken from inventory and destroyed.

Attachment: Dispensing of Drugs under Authority of Nurse Protocol

Dispensing of Drugs Under Authority of Nurse Protocol
January, 2011

- I. This document establishes the appropriate dispensing procedure under which drugs may be dispensed by authority of a nurse protocol for consumers of McIntosh Trail Community Service Board, in accordance with Georgia law.

- II.
 - A. Only medications which are designated as samples or pharmaceutical company patient assistance program medications are covered under this protocol.

 - B. At all centers, these medications will be securely stored and dispensed according to Policy 2210 (Sample Medication Policy) and this protocol.

 - C. Medications will be dispensed only on order of physician or clinical nurse specialist.

 - D. Medications will be dispensed only by pharmacist, physician or registered nurse acting under authority of nurse protocol. Medications may only be repackaged by pharmacist or physician.

 - E. Medications will be labeled with the following information:
 - a. Date dispensed.
 - b. Name of consumer.
 - c. Name of physician prescribing.
 - d. Name, address and telephone number of the facility where the drugs are dispensed.
 - e. Name of drug and strength.
 - f. Directions for use to the consumer.
 - g. The expiration date of the drug and identifying serial number.
 - h. Any information required by the DEA or the FDA.

 - F. A record of medications dispensed will be made in the consumer's chart.

 - G. A log will be kept of medications, consumer name, quantity, expiration date and identifying codes/numbers, in event of a recall.

- III. Record keeping will be maintained by the local center and reviewed periodically by pharmacist and/or medical director. A copy of this protocol will be kept on site by the registered nurse. Original signature pages will be kept by medical director in Area Admin Office.

- IV. All parties to this agreement share in the responsibility to insure adherence to applicable state rules, regulations, and guidelines.

- Reference:
- 1. Sample Medical Policy No. 2210
 - 2. Rules of GSB of Pharmacy Chapter 480-30
 - 3. OCGA 43-34-26.1