

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

CODE: 3.16.2
DATE: 10/2/07
REVISED: 4/19/22

SECTION: **INPATIENT PHARMACY SERVICES**

APPROVED: **Thinh Tran, Pharm. D**

SUBJECT: **CONTROLLED DRUG STOCK-OUTS**

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POLICY:

Controlled Drug Medication may be required to be replenished to a MedStation because of additional orders or frequency of administration changes. All staff pharmacists are approved to coordinate the relocation of controlled Drug medication.

PROCEDURE:

1. Determine if it is a true stock out by previewing report. At the console select:
 - a. Report
 - b. Run Reports
 - c. Activity Reports
 - d. All station Events
 - e. Click now to set time to present (the range will be from midnight the day before to present time).
 - f. Select to sort by Stn/Med
 - g. Select the station
 - h. Select the Med
 - i. Preview
2. Determine if the stock out is due to a miscount. If miscount notify the floor. If correct count, then locate additional medication for restock at another MedStation.
3. Locating restock medication and removing it:
 - a. Determine the amount needed until the controlled drug pharmacist will be available to restock.
 - b. Use the “Hospital Wide Med Summary” to locate the areas.
 - c. Check each unit by looking at the inventory list to see if the medication has orders attached to it.
 - d. Preferably remove the medication from an area not using it.
 - e. Remove only enough to cover until the next scheduled shift of the CD pharmacist.
4. Removing the medication from the MedStation
 - a. Have the technician inventory the medication.
 - b. Select outdate icon, (located at the bottom left of the screen) before entering the amount of the medication in the drawer.
 - c. Complete the inventory process as instructed
 - d. Next enter the amount to be outdated and remove.
5. Return the medication with the outdate slip to the pharmacy for the pharmacist to verify

Reviewed: 8.27.2014 II, 4/19/2022 TT

Approved By: 

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6. Refilling the medication at the MedStation
 - a. The tech takes the checked medication to the MedStation.
 - b. Log on
 - c. Select "Refill." The medication you need to refill will appear on the screen with other medication that might also need to be refilled.
 - d. Refill the medication cubie.
7. Return the refill slip to the pharmacy for the pharmacist to check.
8. The pharmacist must initial both the outdate refill slips.
9. Leave outdate and refill printout slips in the Controlled Drug Room door pocket.
10. The CD pharmacist will reconcile the information and change the max. and min. levels if indicated.