

# JUVENILE COURT HEALTH SERVICES PHARMACY PROCEDURES

Subject: <b>MEDICATION PROCUREMENT</b>  (Y-D-01, Compliance Indicator #1)	Original Issue Date: 12/31/07	Procedure # <b>012</b>
	Supersedes: 1/30/12	Effective Date: 1/30/13
Departments Consulted:  DHS Pharmacy Affairs	Approved By:  (Signature on File) Pharmacy Supervisor  (Signature on File) Medical Director	Approved by:  (Signature on File) Health Services Administrator

## PURPOSE

To ensure that the Pharmacy follows all necessary County policies and procedures regarding drug procurement, and to provide a standardized method of procuring medications.

## PROCEDURE

The pharmacy shall be responsible for procuring, compounding, dispensing, distributing, and storing pharmaceuticals used for treatment of youth-inmates in the institution. A minimum amount of each drug will be ordered. This order amount will vary according to consumption and changing physician prescribing patterns or emergency conditions.

### **A. Medication Ordering**

1. All medications shall be ordered through the contracted county wholesaler, centrally through the pharmacy Procurement department of the DHS Pharmacy Department.
2. The Pharmacist-in-Charge (PIC) is responsible for maintaining adequate stock of medications as follows:
  - a. The PIC or designee shall transmit the order online to the wholesaler.
  - b. The ordered quantities to be sent by the wholesaler shall be recorded.
  - c. All items received shall be checked against the invoice upon order arrival.
3. Direct ordering of medications will be processed through the Pharmacy Procurement department of Health Services Administration.

### **B. Receiving & Storage of Medications**

1. The routine supplies of medications that have been ordered through the prime vendor or procurement office are to be received in the pharmacy by a pharmacist.
2. The receiving pharmacy staff shall inventory all items against the packing slip.
  - a. Any missing or incorrect items shall be resolved immediately.
  - b. All Drug Enforcement Agency (DEA) controlled stock received must be reviewed and verified by a pharmacist and secured in the narcotic cabinet in the pharmacy.

# JUVENILE COURT HEALTH SERVICES PHARMACY PROCEDURES

Subject:

## **DRUG PROCUREMENT**

Effective Date:  
12/31/07

Procedure #  
**012**

Health Services Administrator's Initials:  
(Initials on File)

- c. The invoice for all DEA controlled substance items shall be filed separately. Separate files shall be maintained for Schedule II items and Schedules III-V items.
- d. The PIC or designee shall sign the prime vendor invoice for verification and forward a copy via fax to Health Services Administration. A copy of the invoice shall be kept in pharmacy records.

## **REFERENCE**

JCHS Policy # D-104, "Pharmacy and Pharmaceuticals"