

Juvenile Court Health Services Pharmacy Policy

Subject: Pharmacy Inventory Security and Maintenance – Staff Duties	Original Issue Date: 10/2020	Procedure # P062
	Revised:	Effective Date: 10/01/2020
Departments Consulted: JCHS Medical Department JCHS Nursing Department	Approved By: (Signature on File) Pharmacy Supervisor (Signature on File) Medical Director	Approved by: (Signature on File) Health Services Administrator

A. Purpose

Maintain the security of the pharmacy inventory and minimize any potential loss or wastage.

B. Policy

Specific duties related to the disposition of the pharmacy inventory will be delineated based on the specific job functions of the pharmacy staff (Pharmacy Supervisor, Pharmacists and Technicians).

C. Procedure

1. Ordering of all inventory from the wholesaler will be assigned to one specific pharmacist. A second assigned pharmacist will serve as a backup. In the event these two pharmacists are absent, the Pharmacy Supervisor will serve as the back up to both.
2. Receiving and stocking of inventory from the wholesaler is assigned to the early shift pharmacy technicians. The received inventory will be reconciled with the corresponding online invoice (available on the wholesaler website). Any discrepancy will be immediately noted on the online invoice, which will automatically initiate a credit ticket. The receiving technician will notify the ordering pharmacist of all receiving discrepancies.
3. Removal of medications from the inventory stock is assigned primarily to technicians (except for all controlled substances).
4. On a monthly basis, technician staff will conduct an inspection of the pharmacy inventory. Any stock that is soon to expire will be removed. The removed stock will be noted on the monthly inspection form.
5. Controlled substances, Schedule II-V, are exclusively dispensed from stock by pharmacists.
6. On a monthly basis, pharmacists will conduct inspection of the controlled substance inventory. Any stock that is soon to expire will be removed. Any removed stock will be noted on the specific controlled substance perpetual inventory log.
7. All dispensed medication will not leave the pharmacy without a final check by a pharmacist, who will verify the correct medication (strength, form, and quantity) has been dispensed.

JUVENILE COURT HEALTH SERVICES PHARMACY PROCEDURE

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Health Services Administrator's Initials:

8. On a monthly basis, the Pharmacy Director will conduct a Schedule II controlled substance reconciliation. Any significant discrepancies will be investigated. Any corrective actions will be implemented as needed.
9. An annual inventory (on or before the end of the fiscal year) will be conducted by a county approved/contracted vendor.
10. The Pharmacy Director will compare the annual inventory to inventory records. Any significant discrepancies will be investigated. Any corrective actions will be implemented as needed.