

Juvenile Court Health Services Pharmacy Policy

Subject: Pharmacy Inventory Security and Maintenance – Thresholds/Re-order levels		Original Issue Date: 10/2020	Procedure # P064
		Revised:	Effective Date: 10/01/2020
Departments Consulted: JCHS Medical Department	Approved By: (Signature on File) Pharmacy Supervisor (Signature on File) Medical Director	Approved by: (Signature on File) Health Services Administrator	

A. Purpose

Ensure the pharmacy is sufficiently stocked with medications to provide the highest level of care to youth residing at the juvenile halls and camps. Also, minimization of overstocked supplies will decrease the risk of spoilage/wastage of medications.

B. Policy

Established inventory thresholds/re-order levels will be used to minimize instances of over/understocked supplies and medications, so that critical/necessary medications are always available.

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. Minimum and maximum levels of medications have been determined through the pharmacy’s utilization history from the current contracted pharmaceutical wholesaler (Cardinal Health).
3. Storage bins of each medication stocked in the pharmacy will have an associated shelf label that will indicate the minimum and maximum to be stocked. The shelf labels are generated by the wholesaler and are based on past utilization by the pharmacy.
4. The stock of medications will be maintained within the minimum and maximum levels indicated on the shelf label.
5. Reordering of any medication will only occur when the level falls below the minimum level. The amount to reorder will be sufficient to bring levels halfway between the minimum and maximum thresholds.
6. Due to national medication shortages, levels of some critical/essential medications may need to exceed the maximum thresholds. Maintaining levels above the maximum threshold will continue until the national shortage is resolved.
7. Due to changing medical treatment practices, utilization of medications can change. If levels a specific medication constantly fall below the minimum levels, the ordering

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Health Services Administrator's Initials:

pharmacists will make changes to the minimum and maximum levels on an as needed basis.

8. So that any changes in utilization are accounted for, new shelf labels for each medication stocked will be requested from the wholesaler on annual basis (at or around January 1st).