



**RANCHO LOS AMIGOS**  
NATIONAL REHABILITATION CENTER

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

CODE: 3.30.0  
DATE: 11/13/08  
REVISED: 4/19/22

SECTION: **INPATIENT PHARMACY**

SUBJECT: **AFTER-HOURS LOANING/BORROWING  
OF MEDICATIONS**

APPROVED: Think Tran, Pharm. D  
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POLICY:

After hours or on the weekends, in an emergent situation, it may be necessary to borrow medications from another pharmacy to provide the necessary care for our patients. Consequently, we will reciprocate and loan medications to other pharmacies as long as it doesn't jeopardize our ability to provide the necessary care for our patients.

PROCEDURE:

- 1) Borrowing:
  - a) If a formulary or non-formulary medication is needed urgently and it is not stocked please check the following:
    - i) Non-formulary section
    - ii) Pyxis Medstations
    - iii) Outpatient pharmacy stock
    - iv) Patient's own medication
  - b) Once it is determined that the medication needs to be borrowed, locate a facility that will loan out the medication (see list of institutions in the "Loan/Borrow Book").
  - c) Make the arrangements for pick-up. Get the name of the contact person for that facility.
  - d) Fill our borrow portion of the Loan/Borrow form.
    - i) File form in the Loan/Borrow book
  - e) Notify the pharmacy supervisor or the procurement staff that the item has been borrowed.
  - f) The procurement staff will follow up to make sure that the items are returned.
- 2) Pick-up
  - a) Call A-line Messenger Service (800) 278-0452 or (818) 349-9400
  - b) P.O.# Q18914-70009
  - c) Account #RA003
- 3) Loaning:
  - a) When another pharmacy calls to borrow an item, the pharmacist should check to see if the item is in stock and determine if the quantity requested can be loaned without jeopardizing our patients. The pharmacist must use their best judgment and must consider the following:
    - i) Availability of the medication
      - (1) Medication back ordered from the manufacturer? (medication shortage)
      - (2) Has the medication been discontinued from the manufacturer?
      - (3) Is it a special order or non-formulary items?

Reviewed: 4/8/16bj, 8/8/2018bdk, 4/19/2022 TT

Approved By: *Ben Arndt*

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- ii) Current patients on medication
- iii) Do not loan out albumin, IVIG, vaccines, or narcotics.
- b) It is the responsibility of the borrowing institution to arrange transportation.
- c) Fill out Loan/Borrow form
  - i) Make a copy and place in the Loan/Borrow book
  - ii) Send a copy of our "Loan/Borrow" form to the borrowing institution.
  - iii) Notify the pharmacy supervisor or the procurement personnel when an item has been loaned out.
  - iv) The procurement staff will follow up to make sure that the items are returned to us.

\*\* All items loaned or borrowed will be on a replacement basis only; there will be no monetary exchange.