

**POLICY AND PROCEDURE MANUAL
PHARMACY SERVICES**

SECTION: **PROCUREMENT**

SUBJECT: **EMPLOYEE ORDERING ASSIGNMENT**

CODE: 7.09.0
DATE: 1/5/82
REVISED: 12/27/2018, 4/19/22
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POLICY

Procurement and other pharmacy personnel are assigned to maintain inventory in both the Inpatient Pharmacy and the Outpatient Pharmacy and to ensure that medications are in stock and in date.

PROCEDURES

- Outpatient pharmacy
 - Pharmacists, pharmacy technicians, and pharmacy helpers collectively assist the procurement area personnel by filling/checking order requisitions and when deleting prescription inventory during the dispensing process. This occurs when information is transcribed on to an inventory control sheet, when quantities of pharmaceuticals are low (or run out during an unusual flurry of dispensing activity), or about to be outdated. These individuals inform the procurement individual, who reorders medications as required.
 - The procurement individual also checks the sheet daily to ensure that shortages do not occur.*
- Inpatient pharmacy
 - Pharmacist, pharmacy technicians, and helpers collectively assist with maintaining the inpatient medication inventory using the Talyst inventory system.
 - The staff will record the following in the Talyst system; quantity, lot#, and expiration dates.
 - The staff will monitor the inventory to assure that there are no outdated medications in stock.
 - The pharmacy staff will remove the soon-to-be expired items prior to expiration and adjust the quantities in the Talyst system.

* Nationwide shortages periodically preclude a medication being in stock. This information is shared with the appropriate disciplines as necessary.

Reviewed: 8/15/2014bdk, 4/06/2016bdk, 4/19/2022 TT

Approved By: *Ben Arndt*