

HIGH DESERT HEALTH SYSTEM AMBULATORY SURGICAL CENTER

SUBJECT: XI-120 FLOOR STOCK MEDICATIONS ADDITION/DELETION/REVISION	POLICY #: 1077
APPROVED BY: Aram. Messerlian (CHIEF PHYSICIAN I ANESTHESIOLOGY), Beryl Brooks (ADMR, COMP AMB HEALTH CARE CENTER), Leila Adriano (NURSE MANAGER)	
DATE APPROVED: 09/15/2017	

PURPOSE: To provide a process to add, delete or revise the medication floor stock.

POLICY: Requests for additions, deletions or change of quantity of Ambulatory Surgery Center (ASC) floor stock medications will be submitted by filling out a "Floor Stock Addition/Revision Request" form.

PROCEDURE:

1. Nursing staff or Anesthesia providers may request medications to be added, deleted and/or a quantity change from the floor stock list by submitting a "Floor Stock Addition/Revision Request" form (Attachment 1) to the Medical Director.
2. Prior to making any requests, review the current floor stock.
3. The Medical Director reviews the request, and:
 - a. If denied, the form is returned to the requesting staff member along with the reason for denial.
 - b. If approved, the form is forwarded to HDHS Pharmacy Director.
4. HDHS Pharmacy Director reviews the request and:
 - a. If denied, the form is returned to the Medical Director along with the reason for denial.
 - b. If approved, the HDHS Pharmacy Director will revise the ASC Floor Stock and forward it to the ASC Medical Director and Nursing Director.

ATTACHMENTS:

1. Floor Stock Addition/Revision Request Form

Original Date: 05/26/2004
Reviewed: 09/15/2017
Next Review Date: 08/15/2020
Previous Review Dates: 07/17/08; 06/14/13
Previous Revise Dates: 07/23/08; 07/09/13