


<p><b>Name of Policy:</b> <u>Pharmacy reconciliation –sports medicine</u></p> <p><b>Policy Number:</b> 3364-35-08</p> <p><b>Approving Officer:</b> President</p> <p><b>Responsible Agent:</b> Director of Pharmacy</p> <p><b>Scope:</b> Athletic Department - Sports Medicine – Main Campus</p>	 <p><b>Effective date:</b> February 1, 2008</p>
<p><input checked="" type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p>	<p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p>

(A) Policy statement

The director of pharmacy at the University of Toledo Medical Center will ensure that all pharmaceuticals are properly stored, inventoried, documented and disposed of in accordance with pertinent rules of the Ohio Administrative Code and Ohio board of pharmacy.

(B) Purpose of policy

The purpose of this policy is to ensure document the procedures regarding pharmaceuticals stored at the athletic training site.

(C) Procedure

(1) Supervision

The director of pharmacy at The University of Toledo Medical Center will be responsible for the oversight of all pharmaceuticals maintained at the athletic training sites; savage hall, larimer and findlay building. This also includes travel bags and emergency medical bags that are needed on the field or at away competitions.

(2) Access to the cabinets

The director of pharmacy will be responsible for ensuring that only those permitted by law have access to the pharmaceutical cabinet. Swipe cards and cabinet keys will be supplied to the physicians and pharmacy tech.

Should a physician or the pharmacy tech no longer have a need to access the athletic training site the director of pharmacy will be responsible to obtain the swipe card and cabinet keys.

(3) Inventory

The director of pharmacy or a designee by the director of pharmacy will perform a monthly inventory of the pharmacy cabinets at the athletic training sites. Inventory counts will be performed more than monthly based on the activity in the athletic training rooms.

The athletic trainers can request the director of pharmacy provide more oversight based on activity in the athletic training room during a competition.

(4) Documentation

The physicians will be required to record the use of pharmaceuticals from the cabinets on the pharmacy log. The pharmacy log will be completed as required by the director of pharmacy.

The physicians will record the dispensing of medication in the student-athlete's medical record.

(5) Reconciliation

The director of pharmacy or his designee will reconcile the pharmacy log with the inventory to ensure that all medication is accounted for. Discrepancies will be resolved and reported as required by Ohio law.

(6) Disposal

The director of pharmacy or his designee will dispose of out-dated, damaged, or recalled medications as required by Ohio law.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p>February 13, 2008 Date</p> <p><i>Review/Revision Completed by: Athletic Department</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>Initial Effective Date: February 1, 2008 Review/Revision Date: Next review date: February 1, 2011</p>
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