


Name of Policy: <u>Pharmacy reconciliation –sports medicine</u> Policy Number: 3364-35-08 Approving Officer: President Responsible Agent: Director of Pharmacy / Athletic Director Scope: Athletic Department - Sports Medicine – Main Campus	 Review Date: May 7, 2012 Effective date: February 1, 2008
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy
<input checked="" type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy

(A) Policy statement

The Director of Pharmacy at The University of Toledo Medical Center in collaboration with the Head Team Physician in the Department of Intercollegiate Athletics will ensure that all pharmaceuticals are properly stored, inventoried, documented and disposed of in accordance with pertinent rules of the Ohio Administrative Code of The Ohio State Board of Pharmacy.

(B) Purpose of policy

The purpose of this policy is to outline appropriate documentation and compliance with University of Toledo policies regarding pharmaceuticals stored at UT athletic training facilities and approved medication Sideline bags.

(C) Procedure

(1) Supervision

The Director of Pharmacy in collaboration with the Head Team Physician will be responsible for the oversight of all medications housed in pharmaceutical cabinets at Savage and Larimer. Oversight also includes three approved Sideline bags used for administration of single doses of medications needed on the sideline or at away competitions.

(2) Access to the cabinets

The Director of Pharmacy and Head Team Physician will be responsible for ensuring that only individuals permitted by law will have access to the pharmaceutical cabinets. Pharmaceutical cabinet keys will be authorized for physicians and pharmacists and can be used by a pharmacy technician who assigned to restocking. At no time should a student athlete have access to keys for the pharmaceutical cabinets. Athletic trainers, under the direct supervision of a team physician, can be asked to assist with opening the cabinet and the medication dispensing process but the physician must be responsible for the oversight of the dispensing.

Should a physician, or pharmacist who has been assigned keys to the pharmaceutical cabinets no longer need access, the Director of Pharmacy and Head Team Physician will be responsible for retaining those keys.

- (3) **Inventory expiration**
The Director of Pharmacy or a designee from the Department of Pharmacy will perform monthly inventory and expiration date checks of the pharmaceutical cabinets at Savage and Larimer. At the time of restocking Sideline bags, expiration dates will be checked. Inventory counts may be performed more frequently during periods of high clinic utilization.
- (4) The Head Team Physician and athletic trainers can request additional input and evaluation by the Director of Pharmacy and/or Pharmacy Department regarding medications dispensed or administered to the UT athletes.
- (5) (a) **Documentation for Cabinet Dispensing**
Any physician who chooses to dispense medications from the pharmaceutical cabinets will be required to do the following:
- Enter the prescription number located on the stock pharmacy label onto the UT Sports Medicine label using the ATS system
 - Complete the UT Sports Medicine label with the prescription number, patient name, drug allergies, physician name, drug name and patient instructions
 - Print and sign two labels
 - Place one label on the student athlete's stock bag opposite the pharmacy stock label
 - Place the second label in the RX issue box.
 - Fill out and fax the attached Ohio Automated RX Reporting System (OARRS) form to the main campus pharmacy (419-530-3473) for any Vicodan or Tramadol prescription dispensed.
 - Complete SOAP notes and record the medication dispensed in the student athlete's medical record
 - Ensure the cabinet is locked and secured
 - Athletic trainers will reorder medications on inventory reorder sheets by emailing the request to BOTH e-mail addresses:
 - karen.gallo-willard@utoledo.edu
 - Valerie.Householder@utoledo.
 - In the event that both pharmacists will be out of office the form must be faxed to 419-530-3473
- (6) (a) **Documentation for Sideline Bag Administration**
Any physician who chooses to administer medications from the approved Sideline bag will be required to do the following:

- Write the name of the student athlete, date, medication name, drug allergies, lot number and expiration date of the medication being issued into the log book
- Update the attached perpetual inventory log for Valium or lorazepam that was administered from the Sideline bag when used.
- Complete SOAP notes and record the medication administered in the student athlete's medical record and the ATS system
- Ensure the Sideline bag is secured using a RED tamper resistant seal (enclosed in the sideline bag) to signify that the bag has been opened.
- Notify the athletic trainer that medications have been dispensed from the sideline bag so that it can be transported to the Main Campus pharmacy for restocking.

(7) Documentation for OTC cabinet dispensing

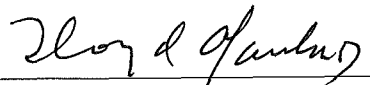
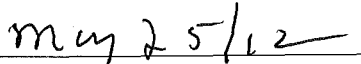
- Any athletic trainer who chooses to offer an OTC medication from the OTC cabinet to an athlete must do the following:
 - Previously signed the University of Toledo Sports Medicine Over the Counter Drug Administration Guideline
 - Document in the OTC log
 - Patient name
 - Drug name offered
 - Lot and Expiration of the drug offered

(8) Reconciliation

When restocking the pharmaceutical cabinets the Department of Pharmacy will utilize an inventory reorder sheet to bring the stock back up to appropriate inventory levels or par level. If the inventory amount ordered by the athletic trainer for the pharmaceutical cabinets and sideline bags do not bring the onsite level back up to par, the discrepancy will be reported to the Assistant Athletic Director for Sports Medicine and the Lead Pharmacist.

(9) Disposal

The Department of Pharmacy staff will dispose of out-dated, damaged, or recalled medications as required by Ohio law.

<p>Approved by:</p> <p></p> <p>_____ Lloyd A. Jacobs, M.D. President</p> <p></p> <p>_____ Date</p> <p><i>Review/Revision Completed by:</i> <i>Athletic Department</i> <i>Director of Pharmacy</i> <i>Compliance Officer</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• Previous 3364-35-08 , effective date February 1, 2008 <p>Initial Effective Date: February 1, 2008 Review/Revision Date: May 7, 2012 Next review date: May 7, 2015</p>
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