


Name of Policy: Guidelines for Receiving, Dispensing Drug Samples and Disposal of Expired Medications Policy Number: 3364-101-06-03 Approving Officer: Chief Operating Officer Responsible Agent: Senior Administrative Director, Clinic Operations Scope: University of Toledo Medical Center Ambulatory Services		 Effective date: 5/16/2025 Original effective date: 11/1992	
Key words: Samples, Drug, Disposal, Dispensing, Staff			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

A licensed practitioner must sign a receipt for the drug samples left in the offices or procedure area. All medical staff members who sign a drug sample receipt form will submit a copy to the nursing supervisor/designate of their area. Receipts will be kept for one year in the area samples are received. The Pharmacy will coordinate disposal of expired drug samples and stock medication.

(B) Purpose of policy

1. To provide a mechanism for receiving, storing, and dispensing of all medication samples provided to the medical staff by the pharmaceutical company representatives.
2. To provide a mechanism for removing expired drugs from the storage shelves.

(C) Scope

1. A. Receiving of drug samples:
 1. Current law requires that a licensed practitioner must sign a receipt for the drug samples left in the practitioner's office, clinic, or procedure area. All medical staff members who sign a drug sample receipt form will submit a copy to the nursing supervisor/designate of their area. Receipts will be kept for one year in the area samples are received.
 2. Pharmaceutical representatives will not be allowed to put away the samples and will not be allowed access to the drug cabinets where the samples are stored.
 3. All drug samples left by the drug company representatives will be recorded on the Sample Medication Log Sheet, kept by the nursing supervisor/designate, except over-the-counter medications.

B. Storage of drug samples:

1. All drug samples will be stored in a cabinet equipped with a lock. The cabinet will be locked at all times, including during hours of operation.
2. The key to a locked cabinet will be with the nursing supervisor/designate.
3. All drug samples, both prescription and non-prescription will be checked on a routine basis for date of expiration by a representative of the department.

C. Distribution of drug samples:

1. When a practitioner decides to provide free drug samples to a patient, he/she may do so or may ask a staff member to retrieve a given drug. The practitioner will check the sample for accuracy prior to giving it to the patient.
2. The Sample Medication Log Sheet will be completed.
3. The practitioner or his/her staff will personally give the drug sample to the patient with appropriate instructions for its use.
4. The drug samples will be labeled with: date dispensed, patient's name, practitioner's name and contact phone number, drug name and strength, and directions for use, as described under the Ohio Revised Code.

D. All Outdated/Expired Sample or Stock Medications:

1. Sample medications that are outdated are to be signed out as expired on the sample medication log.
2. Place expired medications in a clear bag. The clear bag will be tagged with a sticker noting contents Sample Medications for Destruction or Stock Medications for Destruction. The sticker will also include the department, date, initials of the employee sending, initials of the employee delivering the contents to pharmacy, and initials of the pharmacy staff receiving the items. For sample medications a copy of the UT Sample Drug Dispensing Log sheet with office name, date and inventory will accompany the clear bag with the drug to the pharmacy. .
3. The Pharmacy Department will receive the expired medications and dispose of according to pharmacy policy.

E. Review by Office Staff and Pharmacy & Therapeutics Committee:

1. A periodic check of the office areas where drug samples are stored will be made by a designated member of the office staff. Reconciliation logs will be sent to Ambulatory Administration regularly.
2. A review of drug logs and all samples will be made at that time. The office areas will inventory medications for expiration dates on a regular basis.
3. If there is a discrepancy during the reconciliation process sample medications may be removed from the area for at least 6 months.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Marci Cancic-Frey, PT, DPT, MBA Senior Admin Director – Clinic Operations</p> <p>5/16/2025</p> <hr/> <p>Date</p> <p>/s/</p> <hr/> <p>Christine Stesney-Ridenour, FACHE Chief Operating Officer</p> <p>5/16/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i> <i>Senior Administrative Director, Clinic Operations</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• 06-03• 06-01 <p>Initial effective date: 3/2005</p> <p>Review/Revision Date:</p> <p>3/2005 8/2006 2/2007 8/2007 5/2008 6/7/2011 7/1/2014 7/1/2017 3/15/2020 6/15/2023 5/16/2025</p> <p>Next review date: 5/16/2028</p>
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