


<b>Name of Policy:</b>	<b>Receiving Items from Pharmacy</b>	 <b>Effective Date:</b> 1/2007 Initial Effective Date: 9/3/1980
<b>Policy Number:</b>	3364-134-51	
<b>Department:</b>	Radiation Oncology	
<b>Approving Officer:</b>	Vice President & Executive Director	
<b>Responsible Agent:</b>	Technical Manager, Radiation Oncology	
<b>Scope:</b>	Radiation Oncology	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

Receiving items from Pharmacy shall be the responsibility of the Radiation Oncology nurse or her designee.

**(B) Purpose of Policy**

To maintain control of items received from Pharmacy.

**(C) Procedure**

1. Receive items from Pharmacy.
2. Compare items received with the requisition.
3. Note on requisition items as received or not received.
4. Distribute non-controlled substance items to appropriate personnel and/or storage area.
5. Controlled substance items will be locked in the narcotic cabinet at all times.
6. Follow-up items not received on a timely basis

<b>Approved by:</b>  _____ John Feldmeier, DO Professor & Chairman Radiation Oncology  _____ Mark Chastang Vice President & Executive Director  Review/Revision Completed By: Michelle Giovanoli	_____ Date  _____ Date	<b>Review/Revision Date:</b> 10/22/1985 4/1999 10/22/1986 2/2002 10/1987 1/2007 1988 1989 2/1990 11/1992 9/1993 2/1995 2/1996 3/1997
		<b>Next Review Date:</b> 1/1/2010
<b>Policies Superseded by This Policy:</b> 38-51		

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*