

Name of Policy: <u>Floor stock</u> Policy Number: 3364-133-05 Department: Pharmacy Approving Officer: Senior Hospital Administrator Responsible Agent: Director of Pharmacy Scope: University of Toledo Medical Center	 Effective Date: 10/1/2023 Initial Effective Date: January 1, 1993
<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

The Department of Pharmacy will provide each nursing unit supplies as determined by Pharmacy Director, Medical Director and Manager of that unit. Floor supplies are minimized whenever possible.

(B) Purpose of Policy

To maintain a constant and controlled supply of agreed upon drugs, controlled substances and supplies on all nursing units that keep drug stock supplies.

Inpatient nursing units will have medications managed through automated dispensing cabinets. The pharmacy and therapeutics committee and pharmacy department will determine which cabinets are inventory (no pharmacy verification required prior to removal) and which are profile (pharmacy processing required before removal). The P&T Committee will also designate an override list for profile stations.

(C) Procedure

1. McKesson Medical-Surgical will provide each clinic drugs as determined by the responsible physician, Pharmacy Director, Medical Director and Manager of that clinic. Any drug that cannot be provided by McKesson Medical-Surgical will be provided by pharmacy by request. All other requests must be ordered through and dispensed from the inpatient pharmacy; the patient must be registered in the electronic medical record.
2. The clinic will be responsible for billing all medications to the patient.
3. Drugs unavailable from McKesson Medical-Surgical must be requisitioned from pharmacy. These medications will be billed by pharmacy to the department.
4. Clinics and outpatient areas are prohibited from ordering via other suppliers unless approved by the director of pharmacy or pharmacy and therapeutics committee.
5. All nursing units/clinics that keep drug stock supplies shall be inspected periodically by a representative of the pharmacy staff. A standard inspection form is used to document each inspection. Repeated problems will be reported to the nursing manager/supervisor for each unit.
6. The inspection is to include, but not be limited to:
 - a. A check for outdated items
 - b. A check for proper storage conditions
 - c. A refrigerator log must be provided to pharmacy personnel during periodic inspections

- d. A check for overstock, and removal thereof
- e. A check for unauthorized items, and removal thereof
- f. A check for cleanliness
- g. Verification of controlled substance counts (if applicable)
- h. Investigational drugs are properly stored (if applicable)
- i. Reference materials are available, and current
- j. Emergency drugs are both adequate and in proper supply

STOCK REQUESTS FROM NON-NURSING UNITS

Supplies for outpatient and ancillary departments, such as Clinical Laboratory, and research laboratories may be obtained by submitting an approved form if no medical surgical account is available. Such requests must be approved by the department head or an authorized representative. The name of the department and account number must be provided. Acknowledgement of receipt must be documented.

REQUEST FOR TAX FREE ETHYL ALCOHOL

Ethyl Alcohol for laboratory use may be obtained from the pharmacy by submitting a request for supplies on the appropriate form. The request must be approved by the department head. The name of the department and the account number must be documented. Acknowledgement of receipt must be documented.

<p>Approved by:</p> <p><u>/s/</u> _____ <u>10/01/2023</u> Lindsey Eitnrear, PharmD, BCPS, AAHIVP Director of Pharmacy Date</p> <p><u>/s/</u> _____ <u>10/01/2023</u> Russell Smith, PharmD, MBA, BCPS Senior Hospital Administrator Date</p> <p><i>Review/Revision Completed By:</i> Pharmacy</p>	<p>Review/Revision Date:</p> <p>5/94 7/96 3/99 7/02 7/04 02/08 5/11 7/14 11/16 4/19 4/22 9/23</p> <hr/> <p>Next Review Date: 9/1/2026</p>
<p>Policies Superseded by This Policy:</p>	

