

DEPARTMENT: Pharmacy

PROCEDURE: PS-120

SUBJECT: Emergency Procurement of Drugs

PURPOSE: Procedures to obtain both emergency services and medications

RESPONSIBILITY: Pharmacist, pharmacy purchasers.

PROCEDURE:

- 1) EMERGENCY SERVICES AND EMERGENCY SUPPLIERS TELEPHONE NUMBERS
 - a. The Director of Pharmacy shall maintain a list of Emergency Services and Emergency Suppliers Telephone Numbers.

- 2) PROCURING DRUGS IN EMERGENCIES
 - a. Drugs may be obtained from another authorized source (e.g., a wholesaler, distributor, and community pharmacy) to meet emergency needs. Procurement of drugs from Community pharmacies shall be within the limits of the Prescription Drug Marketing Act of 1987.
 - b. Pharmacy or facility personnel may be sent to the emergency supplier to obtain the drug. If the supplier has delivery services (e.g., a community pharmacy or wholesaler), the delivery service may be used.

- 3) CONTAINERS AND LABELS
 - a. Drugs shall be in manufacturer's labeled, original containers or in containers that are identified and labeled so that recalls can be accomplished as necessary and proper controls established.

- 4) BORROW OR PURCHASE
 - a. The pharmacy may either borrow or purchase drugs that it normally stocks. If a drug is not normally stocked, a limited quantity should be obtained.

- 5) RECORDS OF TRANSACTIONS
 - a. A transaction record shall be made on an invoice, cash sales or borrow/lend record, or other suitable record. If a borrowed drug is returned to the supplier, the record shall be canceled and retained by the pharmacy. Records of controlled and dangerous drug transactions shall as required by law.