

# BLYTHEDALE CHILDREN'S HOSPITAL

## Steven and Alexandra Cohen Pediatric Long Term Care Pavilion Policies and Procedures

Manual Code: **483.45**  
**PHARMACEUTICAL SERVICES**  
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|  |                             |                       |                         |
|--|-----------------------------|-----------------------|-------------------------|
| <b>SUBJECT: PROCUREMENT OF MEDICATIONS</b> |                             |                       |                         |
| <b>EFFECTIVE DATE: 9/2016</b>              | <b>REVISED DATE: 9/2020</b> | <b>REVIEWED DATE:</b> | <b>SUPERCEDES DATE:</b> |

### POLICY:

- The Pharmacy Department is responsible for the acquisition of pharmaceuticals for the hospital. The Pharmacist is responsible for specification as to quality, quantity and source of supply all medications used in the hospital. Special consideration is given to the current ASHP Guidelines for Selecting Pharmaceutical Manufacturers and Suppliers.
- All medications, biologicals, chemicals related to the practice of pharmacy, that are procured by the Pharmacy Department, shall meet the criteria as set forth in the United States Pharmacopeia or National Formulary or Federal Drug Administration requirements for medications or found in the current literature as an extemporaneously used formula.
- Medications include prescription and over-the-counter medications, herbal remedies, vitamins, nutraceuticals, vaccines, diagnostic and contrast agents used on or administered to persons to diagnose, treat, or prevent disease or conditions, respiratory therapy treatments, and any other product designated by the FDA as a drug.
- The selection, distribution and safe and effective use of medications shall be established by the combined efforts of the Pharmacy Director, Pharmacy Department, Medical Staff and Hospital Administration through the Pharmacy and Therapeutics Committee and Medical Board.
- Practical decisions about the source of multi-vendor (generic equivalent) medications are deferred to the purchasing group (PREMIER®) and the competitive bid structure. The pharmacy will limit the number of medication concentrations available in stock.
- The medication supply shall contain the type and quantity of medications necessary to meet the needs of the patient population as determined by the Pharmacy and Therapeutics Committee.
- The Pharmacy Director and staff pharmacists shall be responsible for maintenance of the supply as well as assuring that all medications are properly labeled and stored.
- Factors to consider in purchasing a generic or brand name medication:
  - Bioequivalence/Bioavailability of medication

- Reputation of manufacturer
- Contract or non-contract price
- Availability
- Pharmacy and Therapeutics Committee recommendations

**PROCEDURE:****Ordering:**

- Orders will be made by the Pharmacy Director or their designee. Wholesaler orders are prepared daily and sent using the vendor's web-based system (ORDER EXPRESS®). All wholesaler orders must be reviewed by a Pharmacist before transmission.
- Certain medications must be ordered directly from the manufacturer or specialty pharmacy. A purchase order number assigned by Purchasing is to be utilized with all direct and specialty Pharmacy purchases.
- The Pharmacy procures medication from the following suppliers:
  - Wholesaler: Cardinal Health®
  - FFF Enterprises®
  - Specialty Pharmacies: As required by REMS programs. i.e. Accredo.
  - Direct from Manufacturers.
  - May be obtained from the following local hospital pharmacies:
    - Westchester County Medical Center
    - White Plains Hospital
- Schedule II medications shall be ordered from the wholesaler via the DEA on-line "Controlled Substance Ordering System" (CSOS) or on the required DEA form 222 if the CSOS system is down.
- In emergency situations, disaster or significant public health threat:
  - Orders will be based on previous usage history
  - Review contracts for drug supply
    - Request an increase in Average Monthly Use (AMU)
    - Sign direct contracts with suppliers outside of wholesaler
    - Identification of medication sources (distributor name, contact info for each drug)
    - Consider ordering from international sources if approved by FDA
    - Consider reaching out to DOH to request supply from Strategic National Stockpile
    - Consider reaching out to DOH to request emergency transfer from other hospitals
    - Pharmacy will stock 3 months backup supply in case of an emergency disaster or significant public health threat.
    - Inform CMO and LTC administrator should supply unexpectedly become depleted

**Receiving:**

- Medications ordered from the wholesaler will be delivered directly to the pharmacy. Each tote is sealed to prevent access from unauthorized personnel. Pharmacy staff will notify the wholesaler if there is evidence that an order has been compromised.

- After the order is delivered directly to the Pharmacy or via the Purchasing Department, it will be checked against the packing slip or invoice to verify that the order is correct and all items arrived. Any discrepancy should be noted and the order referred to the appropriate person.
- All shipping cartons should be inspected immediately upon receipt for water marks and signs of excessive abuse in handling (crushed or broken cartons).
- The products are then incorporated into the inventory. The wholesaler price stickers are utilized if provided. All antineoplastic must remain in the protective labeled bag provided by the wholesaler.
- Medications requiring refrigeration are stored immediately upon receipt.
- Stock shall be rotated with the earliest expiration dated products to be used first.
- If the order is complete, the person checking the order must initial and date the invoice or packing slip as an indication that the products were received.
- The receipt of all controlled substances is documented in the perpetual inventory system (Omnicell® CSM) by a Pharmacist.
- Upon receipt of controlled substances, the quantity, condition and identification of the medications are verified by a Pharmacist.
- Receipt of a Schedule II medication shall be checked against the CSOS print out or the original DEA order form by the Pharmacy Director or Pharmacist designee.

**Invoices:**

- A copy of all wholesaler invoices is available on-line at ORDER EXPRESS®.
- All invoices (wholesaler and direct) must be signed by the Pharmacy Director or Chief Medical Officer before submission to Accounts Payable.

**Damaged Goods, Shortages, and Delivery Errors:**

- Damaged goods will be reported to the vendor and compensatory action will be taken to correct shortages. Any items that were received but not ordered will be returned.

**Large Volume Parenteral/Inhalation/Irrigation solutions:**

- The Pharmacy Director authorizes the Purchasing/Material Management department to purchase, store and distribute large volume parenteral/inhalation/irrigation solutions to meet the needs of the hospital. The two departments collaborate to ensure the security and proper storage of the solutions within the departments and throughout the hospital.

- All large volume parenteral/inhalation/irrigation solutions are procured from the wholesaler or directly from the manufacturer.
- Large volume parenteral/inhalation/irrigation solutions are stored securely in the pharmacy, the storeroom, Omnicell® cabinets or the supply room on the patient care units. Access to the solutions is limited to authorized personnel only.

**AUTHORIZATIONS:**

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