CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

VOLUME 9: PHARMACY SERVICES	Effective Date: 4/08
CHAPTER 17	Revision Date (s): 9/13
9.17 ORDERING, RECEIVING AND STOCKING OF MEDICATIONS	Attachments: Yes ☐ No ☒

I. PROCEDURE OVERVIEW
The pharmacy shall be responsible for procuring, compounding, dispensing, distributing, and storing pharmaceuticals used for treatment of patient-inmates in the institution.

II. PURPOSE
To ensure a standardized method of procuring medications.

III. DEFINITIONS

Pedigree: An audit trail that follows a drug from the time it is manufactured through the distribution system to a pharmacy. The Food and Drug Administration defines a pedigree as a statement of origin that identifies each prior sale, purchase, or trade of a drug, including the date of those transactions and the names and addresses of all parties.

IV. PROCEDURE
A. Medication Ordering
1. All medications available through the prime vendor, approved secondary vendor or central fill pharmacy, shall be obtained from those sources. Exceptions to this policy must be pre-approved by the Chief of Pharmacy Services.
   a. If unavailable from the prime vendor, approved secondary vendor or central fill pharmacy, the medication may be purchased from another vendor in accordance with California Department of Corrections and Rehabilitation procurement process. In this case, the Pharmacist-in-Charge (PIC) must obtain a drug pedigree for medications ordered in accordance with state and federal regulations.
2. As described in Inmate Medical Services Policies and Procedures (IMSP&P), Volume 9, Chapter 41, High-Cost Medication Procurement, authorization must be obtained from Headquarters' Utilization Management prior to procurement and distribution of high-cost medications.
3. The PIC is responsible for maintaining adequate stock of medications as follows:
   a. The PIC or designee shall transmit the order to the wholesaler or central fill pharmacy.
   b. The ordered quantities shall be recorded.
   c. Items received shall be checked against the invoices upon order arrival.

B. Receiving Medications
1. All medications shall be received by a pharmacist, or other methods acceptable by state and federal law.
2. All stock received must be inventoried and checked against the invoice.
   a. The receiving pharmacy staff shall inventory items against the packing slip.
   b. Missing or incorrect items shall be resolved immediately.
3. Drug Enforcement Agency (DEA) controlled stock shall be received according to IMSP&P Volume 9, Chapter 18, Ordering, Securing, and Disposing of DEA Schedule II, III, IV and V Controlled Medications.

C. Maintenance of Records

All invoices must be stored and maintained according to state and federal laws.

D. Pharmaceutical Supply & Inventory Control

1. The PIC shall be responsible for the establishment and maintenance of a system for monitoring medication stock used in the facility.

2. A pharmacy inventory shall be performed annually in the last quarter of the fiscal year.

   a. This inventory may be performed by the prime vendor in accordance with the prime vendor contract.

   b. The annual inventory report will be provided to the facility's Pharmaceutical Care Committee/local Pharmacy & Therapeutics Committee and the Chief of Pharmacy Services.

E. Use of Patient-Inmate Labor

Patient-inmates shall not be allowed to handle or move any medication item or participate in any aspect of the pharmacy operation.

V. REFERENCES

- Business & Professions Code Chapter 9, Division 2, Section 4059.5
- Business & Professions Code Chapter 9, Division 2, Section 4081
- Food and Drug Administration, Compliance Policy Guide for the Prescription Drug Marketing Act, 2006
- Inmate Medical Services Policies and Procedures Volume 9, Chapter 18, Ordering, Securing, and Disposing of DEA Schedule II, III, IV and V Controlled Medications
- Inmate Medical Services Policies and Procedures Volume 9, Chapter 41, High-Cost Medication Procurement