

Chapter: Pharmaceutical and Medical Supplies
Title: Procurement, Storage, and Inventory of Medication

Effective Date: 7/15/11, T-1
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Replaces: HHS.30.05
Dated: 10/28/05

ACA Standard(s): 3-JCRF-4C-08

(a) **Standard.**

Security of medication must be maintained at all times. All prescription and over-the-counter medication and related equipment must be obtained, stored, and inventoried according to applicable statutes and regulations of the Texas State Board of Pharmacy and UTMB CMC policies and procedures. Refer to the UTMB CMC Youth Services Pharmacy Manual as applicable to halfway houses.

(b) **Procedures.**

- (1) Order over-the-counter and prescription medications and refills from the UTMB CMC Pharmacy per the UTMB CMC Pharmacy Manual, Section 10.

Person Responsible: Human Services Specialist (HSS)

(A) **Over-the-counter medication/supplies:** Use the UTMB CMC Pharmacy Warehouse M-List. Indicate the number of items needed and fax to the CMC Central Pharmacy. The nurse will monitor and assist on routine visits.

(B) **New prescriptions:** Fax a copy of the original prescription, ensuring correct name, TYC #, and allergies, to the assigned institutional medical clinic to be entered into the EMR.

(C) **Medication refills:** Pharmacy refills are automatically generated by the orders. Contact the pharmacy if the medication is not received.

- (2) Enter new medication orders into the Pharmacy Replacement System (PRS).

Person Responsible: Nurse

- (3) Contact CMC Central Pharmacy if medication is needed immediately.

Person Responsible: Nurse

- (4) Complete Monthly Pharmacy Audit per Pharmacy Manual Policy 75.15.

Person Responsible: Nurse

- (5) Monitor inventory of all medications and supplies. Report any discrepancies on the Nurse Visit Report.

Person Responsible: Nurse
