**Policy Title:** Pharmacy Policy  

**Program Area:** Pharmacy/Nursing  

**Effective Date:** 11/2001  

**Approval Date:** 12/03/2013 - Revision  


**Approved by:** Kim Smith RN, BSN, MSHCA, Health Director  

**Approved by:** Hilda Memory RN, BS, MSHA, Director of Nursing  

**Purpose:**  
To ensure that Columbus County Health Department (CCHD) manages their onsite pharmacy to provide drugs and supplies through safe administering and dispensing practices and in compliance with North Carolina Board of Pharmacy and NC Board of Nursing (BON) regulations.  

**Definitions:**  

Columbus County Health Department Nurses may dispense a limited number of drugs under the scope (NC Administrative Code 21 NCAC 46.2404) for specific clinic services, along with education regarding use and effect of the medication.  

**Administer** – means the direct application of a drug to the body of a patient by injection, inhalation, ingestion or other means. [G.S. 90-85.3(a)]  

**Dispense** – means preparing and packaging a prescription drug or device in a container and labeling the container with information required by State and federal law. Filling or refilling drug containers with prescription drugs for subsequent use by a patient is “dispensing”. Providing quantities of unit dose prescription drugs for subsequent administration is “dispensing”. [G.S.90-85.3d]  

**Labeling** – means preparing and affixing a label to any drug container, exclusive of labeling by a manufacturer, packer, or distributor of a nonprescription drug or a commercially packaged prescription drug or device. [G.S.90-85.3k]  

**Nurse Dispenser** – a Registered Nurse who has completed an appropriate course of training approved by the NC Department of Health and Human Services, the North Carolina State Board of Pharmacy and the North Carolina State Board of Nursing.  

**Prescription Order** – a written or verbal order for pharmaceutical drugs or devices as prescribed and recorded in the patient’s medical record.  

**Physician Extender** – Nurse Practitioner or Certified Nurse Midwife  

**Responsibilities:**  
Nursing staff that has completed the pharmacy training course or been trained in-house by the contact pharmacist, CCHD contract pharmacist, and health care providers.
Procedures:

1. Columbus will maintain a written contract for pharmacy services with a pharmacist licensed in North Carolina detailing, duties and responsibilities for safe-guarding the dispensing of pharmaceuticals for all Columbus County Health Department programs that dispense or administer drugs and supplies to clients receiving services in the agency. The contract will be reviewed annually and revised as changes are required.

2. The Health Department will maintain and post a current pharmacy permit issued by the NC Board of Pharmacy in accordance with G.S. 90-85.21.

3. All prescriptions will be dispensed by a provider licensed to dispense or a designated Registered Nurse holding a NC Nursing license in good standing that has completed training on the "Dispensing of Drugs by Public Health Nurses Parts I, II and III". All newly hired nurses employed by the Columbus County Health Department must attend the "Dispensing of Drugs by Public Health Nurses Parts I, II and III" training prior to dispensing any medications. *(Training consists of 4 hours of classroom training in accordance with the rules of the NC Board of Pharmacy)*.


5. Dispensing the medications will be limited to those set by the Nurse Dispensing Act.

6. Only in-house clinic prescriptions will be filled.

7. The responsible pharmacist shall verify the accuracy of dispensing logs by reviewing and signing them weekly. If the health department personnel dispense to 30 or more patients in a 24-hour period per dispensing site, the pharmacist/manager shall verify the accuracy of the records within 24 hours after dispensing occurs.

8. Nurse Dispensers shall dispense drugs purchased under 340B pricing program (contraceptives, STD drugs, and TB drugs) only to eligible clients served in those programs. STD and TB drugs may be used to appropriately treat clients with diagnosed STDs or clients requiring TB medications in other clinics provided they are dispensed and tracked by patient name and program.

INVENTORY MANAGEMENT

Pharmacy Maintenance and Reconciliation

1. The Designated RN maintains a list in the pharmacy of all pharmaceutical items. The Designated RN assesses the inventory monthly by an actual count and then compare it to the excel spread sheet. Inventory is then reconciled with the dispensing log. If a discrepancy is found:
   - Inventory is recounted and dispensing log is checked to make sure all dispensed pharmaceuticals were documented based on review of medical records and billing sheets from previous weeks for clients receiving drug(s) with discrepancy.
   - If the inventory cannot be reconciled it will be discussed with the supervising Pharmacist and a corrective action plan will be documented.
   - The frequency of inventory may be increased to every two weeks or as based on the corrective action plan.

2. The Pharmacist and Pharmacy Coordinator monitors for expired inventory on a monthly basis.
3. All medication expiration dates are written in bold black lettering with a magic marker on the end of the box in plain view. Rotation of the stock will be done with each new supply that comes in.
4. Each nurse will use the Medication Distribution Log to date, initial and document medication amount dispensed. Medication Distribution Log
5. The medication Lot Number and Expiration Date will be documented in the patient's chart/Electronic Medical Record.
6. The Director of Nursing or designee will take the Medication Distribution Log with all the required information to the assigned processing assistant III everyday and he or she will enter each days supply tallies into the Drug Excel Inventory Spread Sheet in the computer.
7. The staff will count inventory on the last working day of each month and document any discrepancy.

Purchasing Policy and Procedure

Pharmacy Ordering Process
1. The Designated RN maintains stock levels and submits orders for needed items to the purchasing agent to assure that drugs are dispensed in accordance with Federal Registry/Vol. 58. No. 248 Sections B and C. The purchasing agent orders the needed items from the respective pharmaceutical vendor utilizing the 340B price list. Designated RN does the same for any medications needed in the STD and TB medication formulary, as those order requests must be faxed to the appropriate state branch during working hours.
2. The Designated RN will assure that at least a 6 month supply is available for clients needing refills. RN will review the dispensing logs for the previous three months to determine usage and decide the quantities to be re-ordered to assure adequate inventory is available for clients to eliminate barriers to care and compliance.
3. When medications need to be re-ordered the Designated RN completes a medication order form per program requirements. The quarterly 340B price list is reviewed to assure medications are purchased at the economical price.
4. A purchase order is obtained from the Accounting Tech if needed.
5. Family Planning drug requests are faxed to Cardinal.
6. When ordered pharmaceuticals arrive to the pharmacy, the Designed RN checks the shipment and signs off on the vendor's statements. The invoice is stamped with the date received and verified to assure the appropriate quantity was received as ordered.
7. Expiration dates are noted to prevent the dispensing of any expired medications. If the expiration dates on new shipments is less than 6 months the vendor will be notified. Items purchased through 340B and Cardinal will be returned if the expiration date is less than six months.
8. The invoice is given to the Accounting Tech to verify with the purchase order number. The Designated RN also keeps a copy of the invoice and the purchasing order in the Nurse Supervisor’s file cabinet in her office.
9. The inventory log will be updated as new shipments are received to include the Lot # and expiration date.
10. Medication stock is rotated according to expiration dates as new medications arrive. The first medication to expire is moved to the front of the shelf to be dispensed first.
11. Designated RN checks expiration dates of all medications stored in the pharmacy and all prepackaged medications on hand monthly.
PREPACKAGING MEDICATIONS:

1. The appropriately trained RN or pharmacist is responsible for any medications to be dispensed in compliance with N.C. Board of Pharmacy Regulations and NC General Statutes.

2. Items packaged will follow the guidelines of the Poison Prevention Act of 1970 with regard to CRC and standard prescription containers.

3. Standardized quantities of medications to be dispensed will be established by the standing orders utilized in the clinics and approved by the Medical Consultant.

4. All prepackaging of medications will include proper labeling and a system for checking accuracy.

5. RNs will be trained to package and dispense medications according to provider orders or standing orders.

DISPENSING: RNs with dispensing training and the Physician Extender will sign all medications dispensed or administered out on the medication dispensing/administering log. The dispensing logs will be maintained in a notebook to include the medication dispensed/administered, Lot # (nurses and billing form), patient name, drug and strength, manufacturer, quantity dispensed, directions for use, name of prescriber and RN dispensing.

1. Assures that all required information is included on the written prescription order. (Client name and date of birth, date prescription written, drug manufacturer, medication name, strength, dose, quantity and instructions for use of the medication).

2. Checks the standing order to verify it can be filled legally.

3. If return visit for refill obtain information from patient and check the patient’s medical record to see if it can be refilled legally.

4. Check Patent record for pertinent information (e.g. allergies, potential drug interactions, and if they have taken medication before).

5. Selects the correct medication to be dispensed, expiration date, and assesses for any defects.

6. Measure/Select the appropriate quantity of medication.

7. Verify that the correct medication was chosen before returning the source package pack to stock.

8. List the information on the pharmacy log:
   - Date
   - Stamp the distribution No. of Rx on log (then write the number on the medication label).
   - Patient’s name
   - Drug Strength
   - Manufacture Name
   - Quantity
   - Directions for use
   - Name of Prescriber
   - Nurse Dispensing
9. Completes the prescription label and adheres to the medication bottle or Package along with medication alert labels.

10. All drugs dispensed must be packaged and labeled for an individual patient when removed from the manufactured original container and must include:
    - Distribution number
    - Name of patient
    - Name and address of Health Department
    - Name and strength of the drug
    - Directions for use
    - Discard date and/or the manufacturer’s expiration date or 1 year from the date dispensed
    - Any cautionary statement or auxiliary labels necessary for the drug.
    - Date the drug was dispensed
    - Name of prescriber
    - Amount of medication dispensed
    - Drugs shall be dispensed in child resistant containers unless the patient request an easy open container

11. All instructions relating to medications are individualized to the specific patient needs, utilizing materials that are appropriate to any special needs of the patient or family. The nurse dispensing medication to a health department patient must counsel each patient who receives a dispensed drug in the following.
    - Provide the name and description of all medications.
    - Explain the proper procedure for administering the medication (e.g. dosage, method, time of day)
    - Route of administration and duration of therapy
    - Describe the significant side effects of the medication that may be encountered and appropriate ways to minimize these effects.
    - Action to be taken in the event of a missed dose.
    - Explain any caution regarding food and/or drug to avoid during therapy.
    - Provides the patient with a printed medication advisory sheet.
    - Explain the proper storage condition for the medication

12. The pharmacy trained nurse that distributes a prescription must provide the patient with a toll-free number (1-800-FDA-1088) to report adverse drug effects to the FDA. The required language is:
    - "Call your medical doctor/provider for advice about the side effects. You may report side effects to FDA at 1-800-FDA-1088."

13. Documents completed orders and records in the patient’s medical record. In the Family Planning (FP) Program complete dispensing information on the FP Flow Sheet, DHHS 2814F or DHHS 2814M in patients electronic medical record in CureMD. Medication Lot # shall be documented in the nurse’s notes and on billing form.

14. If any concerns about the medication or dosage communicate with the Nurse Practitioner and or Medical Director as needed to clarify written dispensing orders. Documents changes in dispensing orders on Family Planning Flow Sheet or other designated program forms.
ACCESS TO MEDICATIONS AND SUPPLIES:

1. The Health Department Pharmacy is located within the Health Department with access only from inside the clinical area. It is located in central area on dental hall and locked at all times. Access will be allowed to the pharmacist, providers and trained registered nurses. All drugs and supplies are maintained in the locked pharmacy room in the clinical area.

REVIEW AND QUALITY ASSURANCE

1. Prescription orders and dispensing logs will be maintained for 10 years
2. Pharmacist reviews all records carefully and discusses any questions, problems, or mistakes with the Designated RN or Clinic Coordinator to improve dispensing skills. If necessary, initiates a record of any incident and forwards it to the Health Director for review and resolution. Maintains a copy of the report at the pharmacy site for review by the N.C. Board of Pharmacy Inspector.
3. Reviews the system and considers the suggestion made by the Nursing Staff periodically (at least once yearly), updates staff on regulations, and revises procedures as needed.
4. Pharmacist is available to respond to questions regarding medications.

Drug Recalls

1. The Health Information Systems Administrator will pull a list of appropriate clinic patients (FP, MH, STD, TB, CD or Primary Care) from CureMD for time frame of drug recall.
2. Review Logs Sheets for time frame identified and for patients with the identified drug and lot numbers.
3. Clinic staff will contact patients receiving identified drug and lot numbers, and request the patient return to clinic and bring their remaining medication to be replaced.
4. When the patient returns to clinic the recall information will be reviewed, and interventions documented in the electronic medical record.

Pharmacy Dispensed Medications

1. 340B drugs included in the following categories may be dispensed by registered nurses in the local health department clinics, when prescribed for the indicated conditions:
   - TB Meds (State Supplied), as defined by "Facts and Comparisons" or as recommended by the Tuberculosis Branch of the NC Division of Health Services, when used for the treatment and control of TB.
   - Isoniazid (INH)
   - Rifampin (RIF)
   - Pyrazinamide (PZA)
   - Ethambutol (EMB)
   - B6
• STD/HIV Clinic (340B)
  • Acyclovir 400mg
  • Valacyclovir 500mg
  • Amoxicillin 500mg
  • Azithromycin 500mg
  • Benzathine Penicillin
  • Ceftriaxone Sodium 250mg/vial
  • Doxycycline Hyclate Caps 100mg
  • Metronidazole 500mg
  • Tinidazole 500mg
  • Clindamycin 300mg

• Prenatal (Minnesota Multistate Contract) 340B
  • Prenatal vitamins
  • Iron (Ferrous Sulfate)
  • B6
  • Terconazole (Generic or Brand Name) for treatment of yeast infection.
  • Metronidazole 500mg BID x 7 days after first trimester.
    ▪ Cleocin vaginal cream 1 applicator full x 7 days at hs (first trimester)
    ▪ Metrogel vaginal cream 1 applicator full at hs x 5-7 days
    ▪ (These are by prescription only)

• Family Planning- 340B
  • Depo-Provera
  • Birth Control pills (various kinds and strengths)
  • Condoms
  • Diaphragms
  • Foams and sprays
  • Terconazole (Generic or Brand Name)
  • Metronidazole 500mg BID x 7 days.
  • Iron (Ferrous Sulfate)
  • B6

• Available Antibiotics
  ➢ Available Antibiotics may be dispensed by the nurse if a prescription is written by the MD or NP.

• Sample medications
  ➢ Other sample medications must be dispensed by Nurse Practitioners only.

Disposal of Outdated Drugs

1. Family Planning 340-B Outdated drugs will be returned to the vendor when possible for credit. Those drugs which cannot be returned for credit will be destroyed/discarded by placing them in a red biohazard bag or sharps disposal container and having the bags/containers incinerated by

Steri-Cycle. STD and TB outdated drugs will be returned to the Epi/CD
Branch at the following address:

DHHS/Division of Public Health
Field Development Unit
Epi Section/CD Branch
1933 Mail Service Center
Raleigh, NC 27699-2933

2. An Expired Medication Log will be signed by RN pharmacy manager and kept in the pharmacy log for review by pharmacist. All expired medications 340-B and any privately purchased medications will be listed on the attached form below.

3.

**Expired Medication Distribution Log**

<table>
<thead>
<tr>
<th>Laws and Rules:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ch 90-85.34.A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Health Pharmacy Practice</td>
</tr>
<tr>
<td>340B Program Guidelines</td>
</tr>
<tr>
<td>Family Planning Agreement Addendum</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>James Bradford McNeill, RPh</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signed</strong></td>
<td>7/11/16</td>
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</tbody>
</table>

Columbus County Health Department
Contract Pharmacist

<table>
<thead>
<tr>
<th>Kimberly Smith, RN, BSN, MSHCA</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signed</strong></td>
<td>7/11/16</td>
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</tbody>
</table>

Columbus County Health Department
Health Director

<table>
<thead>
<tr>
<th>Hilda Memory, RN, BS, MSHA</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td><strong>Signed</strong></td>
<td>7/11/16</td>
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Columbus County Health Department
Director of Nursing