



Pharmacy Department Policy Pharmaceutical Acquisition

A. EFFECTIVE DATE :

9/21/2021

B. PURPOSE :

To provide a defined process for the purchasing and receiving, borrowing and lending of pharmaceuticals.

C. POLICY :

1. The process of purchasing and receiving pharmaceuticals must include the proper checks and balances to insure accuracy of products received, pricing and security.
2. The hospital pharmacy shall have a method of obtaining pharmaceuticals on an emergency basis, and for loaning pharmaceuticals to other pharmacies for their emergent needs.
3. The hospital pharmacy shall purchase medications from a wholesaler able to produce drug pedigree verification.

D. SCOPE :

This policy applies to the Department of Pharmacy personnel at John Dempsey Hospital.

E. DEFINITIONS :

Drug Pedigree - 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 to them. The primary purpose of a drug pedigree is to protect consumers from contaminated or counterfeit pharmaceuticals.

F. MATERIAL(S) NEEDED :

None

G. PROCEDURE :

Purchasing and Receiving –

1. The Purchasing and Inventory Specialist or designee orders all pharmaceuticals through direct or wholesale purchases.
2. Direct company purchases are entered into the HuskyBuy system, and a purchase order (PO) is generated. The order is placed with the vendor and the pricing confirmed.
3. Wholesale orders are placed through the vendor's computerized order entry system. A confirmation of order transmission is received to verify item availability.
4. All wholesale orders should be delivered directly to the pharmacy. Direct orders are delivered to the central receiving department where the packing slip is copied before the order is routed to the pharmacy. Packages must remain sealed until received by pharmacy.
5. The pharmacy is responsible for all receiving and related paperwork. A pharmacy technician or member of

pharmacy staff confirms all items listed on the packing slip/ invoice are received or notes any discrepancies before signing and dating. All discrepancies or damaged items are brought to the attention of the Purchasing and Inventory Specialist or designee. There must be signed documentation for all deliveries received by the pharmacy.

6. Receiving for direct company purchases is posted into the HuskyBuy system by a Supply Coordinator in Office of Logistics Management (OLM) based on the packing slip that was received with the delivery. The OLM Supply Coordinator will contact the pharmacy Purchasing and Inventory Specialist or designee to confirm what items were received if the packing slip was missing.
7. The purchasing process and the receiving process are separate functions. Under no circumstances, does the person purchasing pharmaceuticals also receive and complete paperwork for these pharmaceuticals.

Borrowing and Loaning –

1. **Borrowing:** The Purchasing and Inventory Specialist, designee, or pharmacist shall determine the quantity of drugs to be borrowed.
 - a. Refer to the borrow/loan binder for a list of pharmacies and phone numbers. The binder is located on the Purchaser's desk.
 - b. Follow the procedure outlined in the borrow/loan binder, being sure to document in the log all the information required.
 - c. Arrange for transportation via hospital courier ext. 7951 or alternate number 413-730-6620.
2. **Loaning:** The Purchasing and Inventory Specialist, designee, or pharmacist shall determine if a drug may be loaned to another pharmacy. In the absence of the Purchasing and Inventory Specialist or designee, the pharmacist must check the American Society of Health-System Pharmacists (ASHP) website for drug shortages (www.ashp.org) and Friday Flyer. If the supply of a drug is questionable, the pharmacist should contact Pharmacy Leadership before lending out any medication.
 - a. Follow procedure in Borrow/Loan binder for lending drugs, being sure to document in the log all the information required.
 - b. The pharmacy requesting the drug shall arrange transportation.
3. The Purchasing and Inventory Specialist or designee shall be responsible for arranging the return of borrowed drugs and insuring the returns of medications loaned to institutions.
4. Any transaction involving scheduled medications require approval from administration. Requestor must obtain approval from Director of Pharmacy or designee prior to filling any controlled substance request. A DEA222 form will be completed when necessary.

H. ATTACHMENTS :

None

I. REFERENCES :

Purchasing and Receiving Pharmaceuticals – *Retired*
Borrowing and Lending Drugs - *Retired*

J. SEARCH WORDS :

Purchase, Borrow, Loan, Medications

K. ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

L. STAKEHOLDER APPROVALS :

On File

M. COMMITTEE APPROVALS :

None

N. FINAL APPROVAL :

- | | |
|---|---------------------------|
| 1. <u>Andrew Agwunobi, MD (Signed)</u>
Andrew Agwunobi, MD, MBA
UConn Health Chief Executive Officer | <u>09/27/2021</u>
Date |
| 2. <u>Anne D. Horbatuck, (Signed)</u>
Anne D. Horbatuck, RN, BSN, MBA
Clinical Policy Committee Co-Chair | <u>09/27/2021</u>
Date |
| 3. <u>Scott Allen, MD (Signed)</u>
Scott Allen, MD
Clinical Policy Committee Co-Chair | <u>09/23/2021</u>
Date |
| 4. <u>Caryl Ryan (Signed)</u>
Caryl Ryan, MS, BSN, RN
Interim Chief Operating Officer, JDH
VP Quality and Patient Services & Chief Nursing Officer | <u>09/22/2021</u>
Date |

O. REVISION HISTORY :

Date Issued: 5/12/2021

Date Reviewed:

Date Revised: