

Title: Medication Management	Policy Number: POL
Reference(s): Code of Federal Register, Title 21, Volume 4, Part 201 RCW 69.41 - Legend drugs—Prescription drugs WAC 246-875-030 Minimum required information in a manual patient record system Advisory Opinion, Department of Health Nursing Care Quality Assurance Commission, Nov 18, 2016	Effective Date: x/xx/2020  Supersedes: N/A
Approved By: _____	Revised Date:

## PURPOSE:

This policy is to establish guidelines that ensure prescription drugs and biologics are obtained, stored, and dispensed by the Snohomish Health District (District) in compliance with applicable state and federal legislative requirements and to promote the health and safety of persons served.

## PHILOSOPHY:

The District is charged with and supports the health and safety of the community including the provision of medications to individuals who could not afford or have access to necessary prescription medications. The District seeks to balance community health and fiscal responsiveness through efficient sourcing, maintaining, dispensing, and disposal of medications.

## DEFINITIONS:

## POLICY:

To best serve our communities, the District seeks to:

- Maintain a suitable supply of medication
- Store medications in a safe and secure manner
- Minimize medication wastage
- Properly dispense and counsel patients regarding medication usage
- Comply with HRSA 340B program requirements
- Comply with Washington State Board of Pharmacy and Nursing Commission rules pertaining to prescription drugs.

These actions are taken to reduce risk to staff and patients due to medication errors and ensure patients' rights are protected.

## Procurement

- Medications may be obtained through private purchase, the Washington State Department of Health (DOH), and the Federal 340B Drug program. Private purchase of medication prescribed by the Health Officer at local pharmacies is intended to meet an urgent need and/or a disease event.
- Sourcing of medications should be completed in a manner that most effectively and efficiently benefits the client's needs and minimizes cost.

- Establishment of a contract with a purchasing source is recommended to minimize costs and establish a stable supply chain. Contracting will be conducted in alignment with District policy.
- Order forms may be generated by the ordering program's supervisor or designee; however, they must be signed by the Division Director or other designee with signing authority.
- Ordering forms and invoices specific to the purchasing source will be used and maintained in accordance with District purchasing policies.
- The District will establish optimum levels of stock and order to those levels ensuring a minimum supply of medication to meet client needs. This minimum level is designed to reduce financial waste resulting from drugs expiring before use yet having needed drugs available for clients being served.

Staff will follow procedures to implement this policy with specific attention including but not necessarily limited to: procurement, inventory management, dispensing, reporting, and assignment of responsibility.