# NORTHERN NEVADA ADULT MENTAL HEALTH SERVICES (NNAMHS) POLICY AND PROCEDURE

SUBJECT: PROCUREMENT OF MEDICATIONS

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APPROVAL: Cody L. Phinney , Agency Director

## I. PURPOSE

To establish a standardized method for the procurement of pharmaceuticals by NNAMHS

## II. POLICY

All pharmaceuticals will be procured through vendors, wholesalers or manufacturers approved by the Nevada State Board of Pharmacy. These pharmaceuticals may be obtained directly, through a prime vendor, or from other pharmacies. All purchases must utilize the purchasing system established by this agency.

## III. REFERENCES

- 1. NRS 639.2583
- 2. NRS 639.259
- 3. NRS 639.2597

#### IV. PROCEDURE

#### A. Standards

All pharmaceuticals must meet Food and Drug Administration (FDA) standards. Generic products must conform to NRS 639.2591 and 639.2597. Verification will consist of the resources listed NRS 639.2597 and scientific studies as appropriate.

### B. Procurement Alternatives

- 1. During regular operating hours pharmaceuticals will be purchased through the prime vendor designated by the State of Nevada. In those instances where the item requested cannot be obtained in a timely manner as per this policy, other alternatives may be exercised. Direct purchase from the manufacturer, purchase from another pharmacy or purchases from another vendor are acceptable alternatives. Whenever pharmaceuticals are purchased a corresponding purchase order number will be obtained from purchasing. This number will be used to identify that purchase and to maintain an audit trail. Pharmaceuticals may also be borrowed from another pharmacy on a "to be replaced" basis. The identical product will be returned to the other pharmacy when obtained through the above procedures.
- 2. When a pharmaceutical is required for inpatient use during hours when inhouse Pharmacy services are not available, the following procedures will be followed:
  - a The unit nurse will determine availability of the product from this agency by checking the following:
    - Medication Room After-Hours Inpatient Drug Room (inpatient use only)
    - ii Medication Room Ward stock from another nursing unit (inpatient use only)
    - iii For consumers being discharge after hours, prescriptions will be phoned to the contract pharmacy to be filled by the pharmacist.

- b Once it has been determined that the pharmaceutical is not available within the agency, the physician will be contacted by the nursing supervisor or designee.
- The physician will determine whether the medication can wait until it can be procured through normal channels, whether the medication can be changed to something that is available through the agency at this time or whether this is a true emergency and the exact medication must be started soon. An emergency is defined as immediately threatening to life or limb if prescribed action is not taken.
- d Once the decision has been made by the physician, the order will be followed by nursing personnel.
- e If the order is to procure the medication from an off-campus site, follow the procedure delineated below.
- Any non-formulary medication procured through the use of this system will be subject to a non-formulary approval process when normal pharmacy operations resume.
- g Maximum 120 hour (5 day) supply may be obtained.
- 3. In the event that the locally contracted pharmacy cannot dispense the medication or it is unavailable for any other reason, the NNAMHS pharmacist will be contacted. If no pharmacist is able to be contacted, the Officer of the Day will be notified for guidance.

#### PROCUREMENT OF MEDICATIONS FROM OFF-CAMPUS SITE

- The physician will phone in the prescription to Safeway Pharmacy. This
  pharmacy is open every day except Thanksgiving and Christmas.
   Store Location: 2858 Vista Blvd. Sparks, Nevada 89434 Store Telephone: 775-352-8474
- 2. No Schedule II drugs, over the counter products, parenterals or enteral products may be procured from this source.
- The Nursing Supervisor or designee will complete a numbered purchasing requisition.
- The Safeway Pharmacy staff will phone the NNAMHS Nursing Supervisor or designee when the medication is ready to be picked up by a NNAMHS staff member or designated courier.
- 5. When notified by Safeway the Nursing Supervisor or designee will verbally present the Safeway staff with the purchase order number, authorizing the purchase and identify who will be picking up the medication.
- 6. The NNAMHS staff member or courier assigned to pick up the prescription will present the Safeway staff with the original purchase requisition. The Safeway staff will sign the purchase requisition, return it to the courier and deliver the medication to the courier.
- The courier will return to NNAMHS, give the signed purchase requisition to the nursing supervisor and deliver the medication as instructed by the nursing supervisor.
- 8. The next working day, the nursing personnel will forward the signed purchasing requisition to the NNAMHS Purchasing Department for processing.

9. The NNAMHS Business Office will process the requisitions and be responsible for sending a monthly statement to the NNAMHS Pharmacy for verification of payment.