

MAIMONIDES MEDICAL CENTER

CODE: PHARM-040 (Revised)

DATE: February 23, 2017

ORIGINALLY ISSUED: January 29, 1992

SUBJECT: ACQUISITION OF PHARMACEUTICALS AND MEDICATIONS

I. POLICY:

The Pharmacy Department will ensure that all drugs, including blood derivatives and radiographic contrast media procured for use in the institution meet with U.S.P., N.F., FDA Orange Book, Natural medicines Brand Evidence-based rating (NMBER), and other accepted national standards. as well as the requirements outlined in the Drug Supply Chain Security Act (DSCSA) see policy PHARM 54. , Medications will be purchased in the most ready-to-administer "unit dose" form available from the manufacturer. In instances when oral solid medications are not available in "unit dose", the Pharmacy will utilize an automated packager to repackage medications into "Unit dose" or attempt to use the services of an outside vendor to provide the product in "unit dose" packaging. Those medications that will not be provided in "unit dose" packaging or single unit containers include:

Attachment "A" - Floor stock list

Attachment "B" - General exceptions to single unit packaged medications

2. RESPONSIBILITY:

A. It is the responsibility of the Director and/or Associate Director of the Department to insure that only drugs meeting U.S.P., N.F., FDA Orange Book, Natural Medicines Brand Evidence-based rating (NMBER) and other accepted national standards are procured by the Purchasing Department.

B. It is the responsibility of the Director and/or Associate Director of the Department to insure that all medications packaged either in-house or by an outside vendor meet U.S.P., N.F., A.S.H.P. or other standards for storage and beyond-use dating.

3. PROCEDURE:

Where applicable, drugs will be purchased from our buying group of choice (e.g., Premier) to ensure drug quality and cost advantages.

A. Only products that have been added to the hospital formulary will be ordered. For products that are not on the hospital formulary, the product shall be reviewed and approved to be purchased by the Director and/or designee for appropriateness.

B. When purchasing contract is not available through our buying group, the pharmacy purchaser will review pricing contracts to determine most efficient cost advantage. If necessary, the purchasing department or designee will contact other quality vendors of the drug, and ask for bids based upon estimated usage.

- C. When Maimonides is requested to sign a contract, the document is to be reviewed by the institution's attorney or his/her designee.
- D. When only one vendor is the supplier of the drug, the Purchasing Department or its designee will ask for price protection for that drug when applicable.
- E. The following are elements taken into consideration, but not limited to, when choosing a vendor:
 - 1. Quality of the medication itself (conformance to U.S.P.,N.F. and other accepted standards).
 - 2. Medication cost
 - 3. Quality of the packaging and container
 - 4. Delivery service
 - 5. Availability of sales personnel
 - 6. Return policy
 - 7. Policy for accommodating back order situations
 - 8. Policy for terms of payment
 - 9. Availability of product information and In-service Education
 - 10. Number of recalls / shortages
 - 11. New York State Registration information
 - 12. Compliance with the Drug Supply Chain Security Act (DSCSA),
- F. When any of these elements cannot be answered satisfactorily, other vendors will be contacted.
- G. Once the product has been reviewed and approved by the Director or the designee, all requests for new purchases will be given to the Purchasing Department for processing and assignment of a purchase order.
 - A new charge code will be assigned to the new product in electronic Supply Chain Management System (PeopleSoft).
 - A Charge Description Master (CDM) will be assigned to the new product for proper billing.
 - Product usage will be monitored for appropriate par level to be kept in inventory.
- H. Pharmacy will keep appropriate records of all purchases as required by regulatory bodies and State rules/regulations

4. CONTROLS:

- A. The Director of Pharmacy will periodically review vendor selection to determine if the elements mentioned under 3E of this Policy have been satisfactorily met.
- B. The Purchasing Department will control the issuance of all purchase orders.

- C. The Purchasing Department will periodically ask for bids from acceptable vendors, when appropriate.
- D. The Pharmacy and Therapeutics Committee will review and recommend for acceptance by the Executive Medical Council a list of medications/items to be maintained as floor stock.
- E. The Purchasing Department will periodically review purchase records to ensure compliance and the elements under 3A of this Policy have been satisfactorily met.

Kenneth Gibbs,
President

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REFERENCE	:10NYCRR 405.17(a)(b);USP XIX, NF XIV, Hospital Policy - Code: Purch. - I; Pharm-39; NYSDOH memo 6/4/91
INDEX	:Drugs, Procurement
ORIGINATING DEPARTMENT	:Pharmacy
COLLABORATING DEPARTMENT	:Purchasing
ATTACHMENT "A" (1 page)	Floor Stock Requisition
ATTACHMENT "B" (1 page)	General Exceptions to Single Unit Packaged Medications

This order will be filled by the hospital warehouse. Please direct all questions to extension 6498.

MAIMONIDES MEDICAL CENTER
DEPARTMENT OF PHARMACY

Attachment A

FLOOR STOCK REQUISITION

Nursing Unit: _____ Date Requested: _____
 Account Number: _____ Requested by: _____ Ext: _____

Generic Name/Strength/Form/ (Brand Name)/Size	Route	Par Level	# Units
INTERNAL			
Acetaminophen 325 mg (Tylenol) tablet	oral		
Aluminum + Magnesium Hydroxides + Simethicone (Rulox)	oral		
Aluminum Hydroxide Gel (Amphogel) 480 ml	oral		
Docusate Sodium 20 mg/5 ml solution (Colace) 480 ml	oral		
Magnesia, Milk of, solution 480 ml	oral		
Magnesium Citrate solution 300 ml	oral		
Mineral Oil 480 ml	oral		
Mouthwash solution (Cepacol) 150 ml	oral		
Throat Lozenges (Cepacol)	oral		
EXTERNAL			
Acetone solution 60 ml	external		
Adhesive Tape Remover solution (Detachol) 120 ml	external		
Alcohol Isopropyl 70% Solution 480 ml	external		
Bacitracin 500 units/1 gm ointment 30 gm	external		
Benzocaine spray (Americaine/Dermoplast) can	external		
Benzoin Tincture Compound (TI-CO-BEN) 30 ml	external		
Calamine Lotion 120 ml	external		
Desitin ointment 37 gm	external		
Hydrogen Peroxide 3% solution 480 ml	external		
J & J Baby Wash 1 oz. bottles	external		
Lubricating Jelly 3 gm 144/box	external		
Mineral Oil (Fleet Mineral Oil) enema 50 ml	enema		
Petrolatum White Ointment 144/box	external		
Phosphate solution (Fleet Enema) enema 50 ml	external		
Povidone-Iodine solution 480 ml	external		
Skin & Body lotion (Keri-Lotion) 60 ml	external		
Vitamin A and D ointment 5 gm	external		
Witch Hazel (A2 and A3 only) 480 ml	external		
MISCELLANEOUS			
Hep-Lock Flush Syringe 100 units/ml 3 ml in 10 ml	Misc.		
Hep-Lock Flush Syringe 100 units/ml 5 ml in 12 ml	Misc.		
Sodium Chloride 0.9% 10 ml for injection	Misc.		
Sodium Chloride 0.9% 5 ml vial for inhalation	Misc.		
Sterile Water 10 ml for injection	Misc.		

Filled by: _____ Date: _____

MAIMONIDES MEDICAL CENTER

ATTACHMENT "B"

**GENERAL EXCEPTIONS TO
SINGLE UNIT PACKAGED MEDICATIONS**

Although it is the policy under Pharm 39 to dispense medications in a single unit package form for patient use, the following are exceptions as noted in the June 4, 1991 memorandum from the State of New York Department of Health:

6. Medications in containers in which the method of administration is included as part of the manufacturer's packaging, e.g., ophthalmics, otics, inhalants, oral drugs administered with calibrated dropper;
7. Medications where repackaging is impractical and/or dosage is not stated, e.g., ointments, creams, sprays, topical solutions;
8. Medications where uniformity of dosage, stability or patient safety could be compromised if repackaging took place, e.g., oral suspensions, drugs in powdered forms requiring reconstitution prior to administration;
9. Medications that if used outside of an institution do not require a prescription, e.g., antacids, antidiarrheals, laxatives;
10. Medications that are administered in variable doses and/or preparation of a specific single dose is not feasible, e.g., critical care medications, drugs that are titrated to effect, such as Labetalol, contrast agents, diagnostic agents, allergens, insulin;
11. Medications that are typically floor stock items which are not patient specific and are usually used as adjuvants to other therapy, diluents, local anesthetic agents, topical disinfectants.