LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

DRUG SAMPLES

PURPOSE:

To regulate the handling of sample medications

POLICY:

Sample medications are stored, controlled and distributed in accordance with federal and state guidelines and medical center policies and procedures. All drug samples kept in ambulatory care clinics, emergency rooms or other areas must be maintained in an automated dispensing machine and adhere to the procedure that follows:

SCOPE:

This policy applies to all employees permitted to prescribe and dispense under the hospital bylaws. The department Chairman, Section Chief, or Medical director will determine which drug samples are to be used in their respective areas. If drug samples are to be kept:

1. All drug samples that are received will be recorded on a sample medication receipt form. The Department Chairman/Section Chief/Medical Director will sign the form, indicating the medications are appropriate for dispensing in that clinic. The Department Chairman/Section Chief/Medical Director shall designate one or two persons responsible for stocking the sample medications in the automated dispensing machine (ADS), and verifying compliance with the sample drug policy.

2. The sample medication receipt form will be FAXed to the pharmacy, (5181) so that the sample medications, and lot numbers can be added into the automated dispensing machine database.

3. The sample medications will be locked in a secure area until the medications have been entered into the automated dispensing machine. Sample medications may not be dispensed from this area.

4. After the pharmacy has entered the sample drug information into the ADS database, the designated person will stock the samples in the appropriate cabinet of the automated dispensing machine.
5. Each employee permitted to prescribe and dispense sample medications will be given access to dispense those medications from the automated dispensing machine by Pharmacy personnel. Employees will be granted access by the Department Chairman/Section Chief/Medical Director of the clinic.

6. Any expired drug samples will be removed by the Pharmacy Department for proper disposal.

7. Any drug samples that are not stored according to hospital policy will be removed by the Pharmacy Department for proper disposal.

8. Pharmacy will be responsible for removing any recalled sample medications in the automated dispensing machines. Pharmacy will also generate a list of patients who have been issued recalled sample medications. This list will be given to the Department Chairman/Section Chief/Medical Director who will decide on action to be taken.

9. Sample medications must be labeled prior to dispensing. Sample boxes may be taped together with label attached or doses may be placed in plastic bags and the label attached to the bag. The sample labels may be obtained from the general service store (#1340) or the directions may be written on the label generated by the automated dispensing machine.

10. Controlled substance samples are not allowed. Any controlled substances discovered by Pharmacy will be confiscated and destroyed according to state and federal laws.

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Administrator

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Date

Approved by Clinical Board: 1/16/01, 2/18/03
Revised 2/98, 2/03
Reviewed: 1/01, 2/03