

Vermont Psychiatric Care Hospital Policy and Procedure		
Drug Procurement		
Effective: September 2014	Revised: September 2024	Due for Review: September 2026

POLICY

Responsibility for control of medications rests with the Pharmacy Department. It is the responsibility of the Director of Pharmacy to procure and assure the proper control, storage and distribution of all drugs utilized in this Hospital. This includes the following:

- Therapeutic agents
- Vaccines and other biologicals

All medications met the criteria for Vermont Psychiatric Care Hospital (VPCH) formulary. All medications were approved by the Pharmacy and Therapeutic Committee and reviewed yearly.

PROCEDURE

The Pharmacy Department is responsible for the acquisition of pharmaceuticals for VPCH. The Director of Pharmacy is responsible for specification as to quality, quantity, and source of supply of all drugs used in the hospital. Special consideration is given to the current ASHP Guidelines for Selecting Pharmaceutical Manufacturers and Suppliers. See policy III 2.1 for specific requirements for medications.

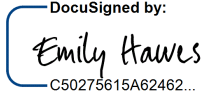
The Pharmacy maintains a record of all pharmaceuticals purchased. All orders are ordered electronically from a wholesaler or directly from the manufacturer. All orders must be assigned a purchase order number.

When the merchandise is received the packing list and invoice are checked for appropriateness. After merchandise is checked the packing slip and invoice are faxed to, COO and Accounts Payable, and copies of both packing slips and invoices are kept in the Pharmacy for 3 years.

Practical decisions about the source of multi-vendor (generic equivalent) drugs are deferred to the purchasing group and the competitive bid structure.

References

Joint Commission MM 02.01.01

Approved by	Signature	Date
Emily Hawes, Commissioner, Vermont Department of Mental Health	 <p>DocuSigned by: <i>Emily Hawes</i> C50275615A62462...</p>	9/25/2024