

<b>Vermont Psychiatric Care Hospital Policy and Procedure</b>		
<b>Recalled/Discontinued and Expired Medications</b>		
Effective: September 2014	Revised: September 2024	Due for Review: September 2026

**POLICY**

It is the responsibility of the Director of Pharmacy to assure the medications at Vermont Psychiatric Care Hospital are safe, unadulterated, not expired / discontinued or recalled and high quality. The Pharmacy Department is responsible for the acquisition and removal of pharmaceuticals for Vermont Psychiatric Care Hospital (VPCH).

**PROCEDURE**

Recalled/Discontinued Medications

The Pharmacy will receive recall notices via four methods, duplicating the information to Vermont Psychiatric Care Hospital.

1. Paperwork with each daily medication delivery.
2. Information / alerts on the Computer on the Wholesalers web site.
3. Manufactures will send recall notices to VPCH as required.
4. Email notifications occurring from the reverse distribution company.

Pharmacy will investigate the medication stock immediately as notices are received. Necessary paperwork will be filled when needed per manufacturing request. If a medication is recalled, this medication will be removed from the regular shelves or ADM and be stored separately and away from any other medications. Instructions will come from the Manufacturer and the Pharmacy will follow the directions to remove this medication from the Hospital.

If hospitalized individuals are affected by the recalled medication, the Physician will be alerted immediately. Nursing staff will be alerted if there might be untoward hospitalized individual effects. Instructions within the recall will alert all health care providers with the course of action that VPCH will need to take. VPCH will inform any hospitalized individual, or their caregivers of a medication recall if there are hospitalized individual safety concerns as reported by the manufacturers or the US Food and Drug Administration.

Records of Recall paperwork will be kept for 3 years.

Expired Medication

Expired medication will not be used within this facility. To safeguard those expired medications are not available- Pharmacy implements monthly outdate checks. It is the responsibility of all pharmacy staff to look out the dating of all drugs prior to leaving the pharmacy. Each month the entire stock of medication, in the pharmacy and ADM, CII safe, Code Carts, Floor stock, will be viewed to check for outdates. The ADM are designed that each drug must be entered with an expiration date with each refill, original fill, and inventory function. The ADM will generate reports to highlight which medications will be expired. Pharmacy staff will remove any expired

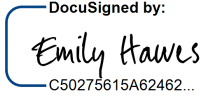
medication. to a separate area in pharmacy- clearly labeled as outdated and will not be used. Controlled Substances that are outdated will be stored in a separate area in the CII safe away from the regular inventory.

Removal of Expired Medication from the Pharmacy:

A licensed company contracted (a reverse distribution company) will remove the expired medication every 3 months or as needed. All expired medication will be destroyed according to state and federal rules and regulations, or the expired medications will be sent back to the original wholesaler for credit, then destruction according to state and federal rules and regulations. All controlled substances that are returned will be inventoried and reports will be generated with this Company to ensure the controlled substances were properly and accurately destroyed. Records of the destruction will be kept on file for 3 years as per all controlled substances records are kept.

**References**

Joint Commission MM 03.01.01, MM 05.01.17, EC 02.01.01EP11

<b>Approved by</b>	<b>Signature</b>	<b>Date</b>
Emily Hawes, Commissioner, Vermont Department of Mental Health	 A blue DocuSigned signature box containing the name "Emily Hawes" in cursive and the ID "C50275615A62462..." below it.	9/25/2024