



Ambulatory Clinic Policy and Procedure

Title: MANAGEMENT OF DRUGS AND BIOLOGICALS	Policy Number: EP 4.1
Regulation Joint Commission Reference:	Effective Date: 2/2017

Policy Statement:

This policy shall stand as a guide for qualified faculty, staff, and residents to appropriately acquire, maintain, and administer stock drugs and biologicals in the clinical areas.

Scope and Distribution:

This policy applies to all Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) ambulatory clinics that stock drugs and/or biologicals.

Procedure:

1. OBTAINING MEDICATIONS

- a. The Clinic Medical Director, or designee, is responsible for ordering necessary drugs and biological material for the clinical areas.

2. STORAGE

- a. Medications will be maintained and stored in areas not readily accessible to patients. Rooms or storage areas where medications are kept will be secured when not supervised.
- b. Drugs/biological material will be stored separately from miscellaneous solutions (i.e., Betadine, Gentian Violet, Clorox, etc.)

3. REFRIGERATION

- a. Medications requiring refrigeration must not be stored with food items or specimens.
- b. Digital thermometers will be placed in refrigerators and freezers to verify temperature levels. Refrigerator temperatures are to be maintained between 35°F-46°F.
- c. Temperatures are to be monitored and logged daily (when clinics are open by an individual designated by the clinic. Min/Max values should be cleared after the morning values are recorded and after the afternoon values are recorded to ensure accurate monitoring is taking place.
- d. Refrigerators/freezers should be plugged into a backup power source (recorded on log). (See 4.1A, Sample Medication Refrigerator Temperature Log.)
- e. Thermometers used in refrigerators/freezers containing medications should record the highest and lowest temperatures and include a high/low alarm (recorded on log).

- 4. When temperatures fluctuate above or below acceptable ranges, it needs to be determined how long the medications may have been out of range. Someone from the clinic will contact the manufacturer of all medications stored in the specific location affected to receive guidance on what to do with the medications that were exposed to the out-of-range temperatures.

- 5. Medication preparation will be conducted in specific areas designated by each clinic. Medications are not to be prepared in soiled utility rooms or areas that are at high risk of exposure to contaminants.



Ambulatory Clinic Policy and Procedure

6. Medications will be administered according to physicians’ orders by appropriate licensed personnel or designees. (See EP 4.4 Medication Administration for Certified Medical Assistants in Ambulatory Care.)
7. Expired or unused portions of medications in small amounts should be put in containers designated for medication disposal as provided by Safety Services. Drug stocks should be reviewed in accordance with Policy EP 4.3, Medication Management, Administration and Documentation. If large amounts of medications need to be disposed of, refer to Policy EP 4.5 Disposal of Medications for approved disposal procedures. Liquid vials should be discarded as per policy and not down the sink or toilet. All stock medications will be reviewed by appropriate personnel designated by each clinic to identify expired medications. (See Policy 4.10, Multiple-Dose Medication Vials – Use, Handling and Expiration for instruction on labeling open vials.)
8. Medications that are drawn/prepared and not immediately used need to be labeled. (i.e. If lidocaine is drawn at bedside for a procedure and the syringe is put down for a few seconds to swab the injection site, the syringe needs a label before it is put down).
9. For vaccines provided through the Texas Vaccines for Children program, the ambulatory clinic should use the forms and methods provided by the Texas state health department.

ATTACHMENT:

4.1.A - Medication Refrigerator Temperature Log (Sample)

Policy Number: EP 4.1	Original Approval Date: 1/2014
Version Number: 2	Revision Date: 2/2017
Signatory approval on file by: Juan Figueroa, M.D. Director of Clinical Operations Clinic Operations Committee, Chair Texas Tech University Health Sciences Center El Paso	