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| FACULTY PRACTICE GROUP – Ambulatory Operations | |  |
| STANDARDS AND GUIDELINES | | |
| SECTION: | Medication Management | REFERENCE #: |
| SUBJECT: | Sample Medication | PAGE: 1 OF 2 |
| APPROVALS: | FPG: <input checked="" type="checkbox"/> CAO-SC: <input checked="" type="checkbox"/> APCA: <input checked="" type="checkbox"/> EAC: <input checked="" type="checkbox"/> | EFFECTIVE: |

(Hospital based practices see Health System Policy HS 1307)

PURPOSE

To establish guidelines for all FPG Ambulatory practices in order to ensure a safe and well defined process for monitoring, tracking, and documenting the acquisition, storage, and dispensing of sample medications as required by California law.

PROCEDURE

DELIVERY OF SAMPLE MEDICATIONS

Front Desk Staff

1. All Pharmaceutical Representatives **MUST** check-in with front desk staff.
2. Front desk staff should ensure representatives are present during established hours.
3. Pharmaceutical Representatives will be asked to remain in the waiting area while a Physician, Nurse, or designated Back Office Staff member is notified of their visit.

Back Office Staff

1. Physician or qualified designee **MUST** sign for ALL sample medications.
2. All sample medications, including over the counter medications, must be inventoried and logged on the **SAMPLE MEDICATION LOG** (*available on the Forms Portal*). Dietary supplements do not need to be logged and are considered food. The drug name, dosage, lot number, and quantity must be logged immediately.
3. Sample medications must be stored in the appropriate storage area and the log sheet added to the corresponding log book.

STORAGE OF SAMPLE MEDICATIONS

1. Sample medications must be stored in a secured area. Only designated personnel should have access to the secured area.
2. Any sample medications moved or transferred to another location, must comply with the following:
 - a. Update the log sheet to include the quantity taken and to where they were taken.
 - b. Complete a new **SAMPLE MEDICATION LOG** sheet in the new location noting name of medication, dosage, lot number, and where the medication came from.

REVIEW OF SAMPLE MEDICATIONS

1. On a regular basis, the sample medication inventory reconciliation must be performed and documented on the **SAMPLE MEDICATION LOG** by the Nurse Supervisor or Back Office Lead person, with the Office Manager. The Sample Medication log is to be retained for one fiscal year.
2. All discrepancies must be reported to the Medical Director/ Lead Physician, documented, and reconciled promptly. All outstanding discrepancies must be documented in the Events Reporting database within one working week of the discovered event.

DISPENSING OF SAMPLE MEDICATIONS

1. All sample medications must be secured at all times.
2. Requests for dispensing sample medications must be completed on a prescription or the **SAMPLE MEDICATION OUTPATIENT NOTE**.
3. The Nursing or Back Office staff will complete the **DRUG DISPENSING LOG** (*available on Forms Portal*) ensuring the new quantity is clearly noted.
4. Qualified staff or Physician will dispense medication to the patient. Dispensing of medication must be documented in the medical record. Written and oral instructions should be reviewed with the patient and/or caregiver.
5. Per MGMA Guidelines, all sample medications dispensed to patients, are properly labeled with the name of the medication, strength, dose, frequency, lot number, expiration date, and quantity of medication along with the patient's name, date dispensed, and prescriber information, and are documented in the medical record on the **SAMPLE MEDICATION OUTPATIENT NOTE**.
6. The Medical Director/ Lead Physician or qualified designee is responsible for maintaining a record of all drug samples dispensed in order to facilitate patient notification in the event of a drug recall. The record shall include date dispensed, patient name, and ID number, drug, drug strength and quantity, manufacturer and lot number, and manufacturer's expiration date.
7. The Medical Director/ Lead Physician or qualified designee is responsible for ensuring that drug samples are stored with attention to proper conditions of temperature, light, moisture, ventilation, segregation (e.g., internals/externals), safety, and are used within their labeled expiration date.

DISPOSING OF SAMPLE MEDICATIONS

1. Nurse Supervisor, Back Office Lead person, or qualified designee should review the **SAMPLE MEDICATION LOGS** on a regular basis. Expiration dates should be checked.
2. The Nurse Supervisor, Back Office Lead person or qualified designee should update the **SAMPLE MEDICATION LOGS** to indicate removal and disposal of expired medication.
3. Any expired medications should be removed from the Sample Medication Inventory and taken to the Nurse Supervisor or Back Office Lead person for proper disposal per State Regulations.

FORMS (Available on the Forms Portal)

1. Sample Medication Master Signature Log
2. Sample Medication Outpatient Note
3. Drug Sample Dispensing Log

REVISION HISTORY

Effective Date:

Review Date:

Revised Date: