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| TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  SCHOOL OF MEDICINE  **DEPARTMENT OF PSYCHIATRY**  **POLICY AND PROCEDURE** | REVISION:  1 | Number:  ADMIN 2 |
| **PREPARED BY: APPROVED BY:**  KARY BLAIR TERRY MCMAHON, MD  ADMINISTRATOR CHAIRMAN | DATE ISSUED:  MARCH 2000 | EFFECTIVE DATE:  DECEMBER 4, 2018 |
| TITLE:  Sample Medications | | Page 1 of 1 |
| 1. **GENERAL STATEMENT OF POLICY:** Statement Purpose: To appropriately manage the distribution of medication samples to patients. 2. **SCOPE:** This policy covers Psychiatry. 3. **ADMINISTRATION:** The Department of Psychiatry will provide sample medications to patients at the request of a doctor, nurse practitioner, or physician’s assistant with the following restrictions. 4. Newly prescribed medications are limited to a 2 week supply of samples. 5. Patients who have no funding source for medications will be enrolled in patient assistance programs or referred to another funding source (i.e. Blue Card). 6. Pharmaceutical representatives will adhere to the TTUHSC Policy and Procedure 10.27 Health Care Vendor   Interactions.  Physicians, nurse practitioners and PA’s will follow the attached procedure for obtaining sample medications for patients: | | |
| 1. **PROCEDURE:** 2. The provider will give a verbal or written order to provide samples to the patient. The order will then be entered into the patients EMR on the medication list. The order will be designated as “samples” on the entry. The order will be sent to the provider for signature 3. A sample medication label form will be completed for each medication dispensed to the patient. The label will include the provider’s name, name of medication, dosing instructions, date dispensed and quantity. The original label will be given to the patient. The copy will be kept in the Sample File to be kept for 2 years. 4. Outdated or unwanted drug sample medications should be disposed of through Safety Services. The date, drug name, and amount should be recorded on the disposition form and signed by the Physician’s designated agent (nurse responsible for acquiring medications). The label sheet should also have an entry showing the amount sent for disposal. 5. Sample drugs are maintained in an area not readily accessible to patients and locked at all times. Only the Nurse Manager will have access to and be able to dispense the medications. 6. Sample medications will be reconciled with sample book weekly by the Nurse Manager | | |
| 1. **DISTRIBUTION:** This policy shall be distributed to Psychiatry. | | |