



College of Veterinary Medicine Policies and Procedures

Subject: Goals

Section: Pharmacy

Number: CVM 6.11.01

Pages: 1

Date: 2012

Replaces Policy Dated: 1995

To Be Reviewed Yearly by: AHC Director, Pharmacist

Source:

Cross Reference:

GOALS

1. To provide a professional environment for veterinary students, veterinary technology students and pharmacy externs.
2. To provide pharmacy services to patients of the Animal Health Center, to services and programs within the College of Veterinary Medicine, and to other units within the Division of Agriculture, Forestry and Veterinary Medicine.
3. To serve as a drug information center.

During normal business hours, drugs and pharmaceutical supplies shall be obtained from the Pharmacy upon completion of a prescription form. Crash carts and emergency supplies are stocked in the Small Animal Clinic, Large Animal Clinic, Surgery and Diagnostic Imaging. Technicians are responsible for restocking crash carts and emergency boxes.

Approved: _____

Gary V. Burt, Director
Animal Health Center
College of Veterinary Medicine

9-26-12

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Kent Hoblet, Dean
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College of Veterinary Medicine Policies and Procedures

Subject: Issuance of Credit for Returned
Pharmaceuticals and Supplies


Section: Pharmacy
Number: CVM 6.11.02
Pages: 1
Date: 2012
Replaces Policy Dated: 1995
To Be Reviewed Yearly by: AHC Director, Pharmacist
Source:
Cross Reference:

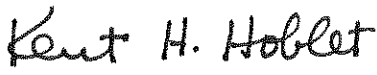
ISSUANCE OF CREDIT FOR RETURNED PHARMACEUTICALS AND SUPPLIES

The pharmacy will issue partial or full credit for unused, in-house pharmaceuticals and supplies when deemed appropriate by the Pharmacy Service Area. Criteria for issuance of credit will include determination of whether or not the item can be reused.

All discontinued medications shall be returned to the pharmacy for proper credit or disposal. It is the duty of the student assigned to the case to carry out this function.

Credit will not be issued for any drug or prescription removed from the hospital (in accordance with state law).

Approved:  9-26-12
Gary J. Burt, Director
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College of Veterinary Medicine Policies and Procedures

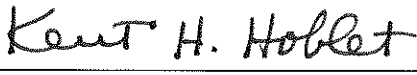
Subject: Hours of Operation

Section: Pharmacy
Number: CVM 6.11.03
Pages: 1
Date: 2012
Replaces Policy Dated: 1995
To Be Reviewed Yearly by: AHC Director, Pharmacist
Source:
Cross Reference:

HOURS OF OPERATION

Normal business hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday.

Approved:  9-26-12
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College of Veterinary Medicine Policies and Procedures

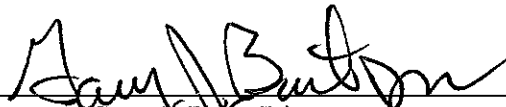
Subject: After-Hours, Weekends and
Holidays


Section: Pharmacy
Number: CVM 6.11.04
Pages: 1
Date: 2012
Replaces Policy Dated: 1995
To Be Reviewed Yearly by: AHC Director, Pharmacist
Source:
Cross Reference:

AFTER-HOURS, WEEKENDS AND HOLIDAYS

Drugs may be obtained from Cubex machines or from locked small animal and large animal emergency stock areas, referred to as “pharmacy closets”, located in the Animal Health Center. Access to the emergency stock areas is limited to clinicians, pharmacy personnel, and appropriate technicians. These areas should only be used when the pharmacy is closed. Drugs may be obtained from these areas by completing a prescription form and leaving it in the closet or through appropriate entries into a Cubex machine and UVIS. A drug list showing the location, quantity, and client charge is located in each “closet” and at the small animal and large animal nurses’ stations. Completed prescription forms are collected each morning (Monday through Friday) by pharmacy personal and supplies replaced. A weekly inventory is taken by the Pharmacy Service Area. Any missing items which cannot be accounted for will be charged to that appropriate Service Area. Items may be added or deleted from stock at the request of a clinician or by determination of need by pharmacy.

Any pharmacy need that cannot be met by the items found in these closets should be assessed by the clinician as an emergency or a non-emergency situation. If the clinician assesses the situation to be a non-emergency, the pharmacy will handle that situation on the following working day. If the clinician assesses the situation to be an emergency, the clinician is to personally contact the appropriate pharmacy personnel, convey the situation, and the pharmacy personal will take the appropriate steps to meet the need of the situation. An emergency call-back fee will be assessed to the appropriate patient(s) when pharmacy personnel are called back to the clinic on a non-scheduled event. A 48-hour supply of a controlled substance is the maximum amount that can be dispensed from the after-hours supply (Cubex).

Approved:  10-1-12
Gary J. Burt, Director
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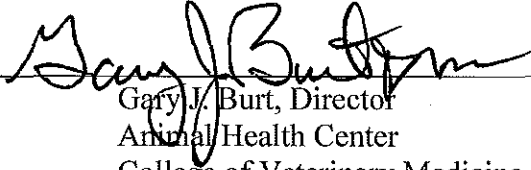
College of Veterinary Medicine Policies and Procedures

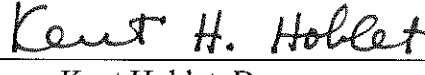
Subject: Contacting Pharmacy Personnel
After Working Hours

Section: Pharmacy
Number: CVM 6.11.05
Pages: 1
Date: 2012
Replaces Policy Dated: 1995
To Be Reviewed Yearly by: AHC Director, Pharmacist
Source:
Cross Reference:

CONTACTING PHARMACY PERSONNEL AFTER WORKING HOURS

For an emergency situation, a House Officer or Clinician may call the pharmacy personnel on the emergency duty roster.

Approved:  9-26-12
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College of Veterinary Medicine Policies and Procedures

Subject: Free Goods

Section: Pharmacy

Number: CVM 6.11.06

Pages: 1

Date: 2012

Replaces Policy Dated: 1995

To Be Reviewed Yearly by: AHC Director, Pharmacist

Source:

Cross Reference:

FREE GOODS

All donations of free pharmaceuticals (prescription and non-prescription drugs) to the College of Veterinary Medicine, Mississippi State University, shall first be approved by the Chief of Pharmacy Services and shall be distributed through the Animal Health Center Pharmacy. Donated pharmaceuticals are an important source of revenue to the College through appropriate and legal sale to clients of the teaching hospital; therefore, only those products without restrictions for resale shall be accepted. The exception is as follows:

A company may sponsor an educational program for College of Veterinary Medicine students where a voucher, or other mechanism, for a free prescription drug (which the company has donated to the College) may be given to participants only if the program is approved by the Chief of Pharmacy Services prior to the program. The dispensing of all pharmaceuticals resulting from such a program shall be through the Animal Health Center Pharmacy and must comply with all applicable state and federal laws. No prescription drug shall be prescribed outside the context of a valid veterinarian/client/patient relationship nor dispensed without a properly attached label bearing the name and address of the pharmacy, a prescription number, the name of the individual who prescribed the drug, the name of the patient, directions for administering the medication, the date, the initials of the dispensing pharmacist, and any other information that is necessary or required. The pharmacist may add a dispensing fee to cover overhead costs at his/her discretion (generally, the minimum out-patient prescription fee). This fee shall be determined prior to the program and announced at the program. The fee may be paid either by the person receiving the prescription or by the company donating the product.

Approved: _____

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Kent H. Hoblet
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10/17/12
Date



College of Veterinary Medicine Policies and Procedures

Subject: Storage of Inpatient Medication,
Return of Unused Medication and
the Use of Medication Brought
into the Animal Health Center by
Owners

Section: Pharmacy
Number: CVM 6.11.07
Pages: 2
Date: 2012
Replaces Policy Dated: 2005
To Be Reviewed Yearly by: AHC Director, Pharmacist
Source:
Cross Reference:

STORAGE OF INPATIENT MEDICATION, RETURN OF UNUSED MEDICATION AND THE USE OF MEDICATION BROUGHT INTO THE ANIMAL HEALTH CENTER BY OWNERS

Storage of Inpatient Medication: All medications, including prescription, over-the-counter, dietary supplements, or other related products administered to patients in the Animal Health Center Hospital shall be dispensed from the AHC Pharmacy and properly labeled for that individual patient. A patient, for the purposes of this policy, is defined as any animal being treated in the Animal Health Center, whether client-owned, research animal, or “good Samaritan.” These medications dispensed by the AHC pharmacy shall be stored in the patient’s medication box found in the nurses’ stations or ICU or other designated secure area approved by the pharmacist. Medications obtained after hours from the Cubex dispensing machines or other emergency supply areas shall be properly labeled and stored in the same manner.

Return of Unused and Discontinued Medication: Once a medication or related product’s use has been discontinued for any reason, it shall be returned as soon as possible to the pharmacy for appropriate credit or disposal. It is the responsibility of the student assigned to the case to perform this function. This includes both medications that are unused and partially used, including those obtained from crash carts or from the Cubex dispensing machines when the pharmacy is closed. **No patient medication shall be transferred to another patient or stored in drawers, desks, etc. or otherwise diverted.** All medications taken into the isolation areas must be destroyed upon discharge of the patient from isolation.

Use of Medication Brought into the Animal Health Center by Owners: All medications brought into the hospital by an owner (“home meds”, i.e., not dispensed from the AHC pharmacy) shall be returned to the owner at the time of admission except under the following circumstances. Exceptions to the policy include only those medications not stocked by the AHC pharmacy and maintenance medications brought in for patients that are boarding, patients admitted to the hospital for the purpose of daily physical therapy and rehabilitation, or patients admitted to the AHC for an extended period of time that require previously prescribed maintenance medications. **All exceptions to this policy must be approved in advance by the AHC Pharmacist.** An initial request for administration of “home meds” in the AHC as an exception to the AHC policy shall be made by the clinician on the case and submitted to the pharmacy, who will determine whether the “home meds” fit the exceptions clause,

including whether the medications can be positively identified. Once authorized, a medication order for each drug shall be entered into the patient record by the student or clinician assigned to the case under the heading "Give home meds as follows." This medical record entry must document that the administration of "home meds" was authorized by the AHC Pharmacy. If medications brought into the hospital by the owner must be retained in the hospital for identification purposes and cannot be sent home with the owner at the time of admission, those medications shall be placed in a zip lock bag by the student or clinician assigned to the case and stored in the pharmacy until such time that the medications can be sent home with the owner. These medications shall not be administered in the hospital. Instructions on the zip lock bag shall state: "Not for administration in the hospital—return to owner."

In accordance with Mississippi Board of Pharmacy regulations, no drug may be returned or exchanged once it has been sent home with a patient/client.

Approved: Gary J. Burt 9-26-12
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Approved: Kent H. Hoblet 10/17/12
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Date



College of Veterinary Medicine Policies and Procedures

Subject: Adverse Drug Event Reporting
Protocol

Section: Pharmacy

Number: CVM 6.11.08

Pages: 2

Date: 2012

Replaces Policy Dated: 2007

To Be Reviewed Yearly by: AHC Director, Pharmacist

Source:

Cross Reference:

ADVERSE DRUG EVENT REPORTING PROTOCOL

Purpose:

1. To monitor adverse events associated with the use of drugs, biologics and pesticides in animals that are patients of the Animal Health Center and to provide this information to the appropriate agencies in an effort to help prevent future adverse reactions.
2. To monitor adverse events associated with drugs, biologics and pesticides experienced by a client, animal handler, veterinarian, technician, student, or anyone involved with the treatment of Animal Health Center patients.

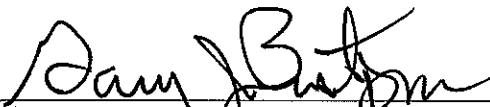
Procedures: The Animal Health Center shall review and report all suspected adverse medication and biological events to manufacturers and appropriate regulatory agencies such as the United States Department of Agriculture (USDA) for biologics, the Food and Drug Administration (FDA) for drugs, and the Environmental Protection Agency (EPA) for topically applied external parasiticides in the following manner:


1. Upon observation of a suspected adverse event in a patient as defined below, the veterinarian assigned to the case will complete the Animal Health Center Adverse Drug Reaction Reporting Form and submit it to the Pharmacist for completion of the pharmacy review section of the form.
2. The Pharmacist will return the completed form to the veterinarian along with the reporting information for submission to the appropriate agencies.
3. It is the responsibility of the veterinarian on the case to obtain client consent prior to submission of reports to the manufacturer and regulatory agency and to make sure that the completed forms are then submitted to the proper agencies.
4. A copy of the completed forms shall be retained in the Pharmacy and in the patient's medical record.

5. If the adverse event affects a human, the event will be reported to the manufacturer and the appropriate agency. In addition, the person's physician will be contacted and provided with all pertinent information regarding the incident, including the veterinarian's knowledge of the adverse reaction, information regarding the manufacturer, and place of acquisition, as well as the veterinarian's reporting procedure and feedback received as a result of the report.

Definitions:

- a) Adverse Drug Event – The Center for Veterinary Medicine (CVM) defines an ADE as “any side effect, injury, toxicity, or sensitivity reaction (or failure to perform as expected) associated with use of an animal drug, whether or not determined to be attributable to the drug”. The Adverse Event Reporting Protocol also applies to human-approved drugs when administered to veterinary patients. Refer to the FDA website: www.fda.gov/cvm/
- b) Vaccine or biological reaction – The USDA defines an adverse event as any undesirable occurrence after the use of an immunobiological product, including illness or reaction, whether or not the event was caused by the product. For products intended to diagnose disease, adverse events refer to anything that hinders discovery of the correct diagnosis. Refer to the USDA website: www.usda.gov/
- c) Insecticide reaction – The Environmental Protection Agency (EPA) has jurisdiction over topically applied insecticides. Any suspected reaction should be reported to the EPA Office of Pesticide Programs at (800) 858-PEST. Refer to the EPA website: www.epa.gov/
- d) Reports – Completed reports should include all information pertinent to the patient including name, breed, age, reaction and treatment as well as the overall health status and previous history.

Approved:  9-26-12
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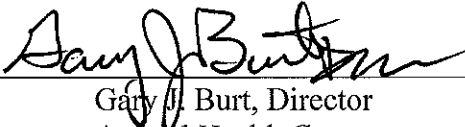
College of Veterinary Medicine Policies and Procedures

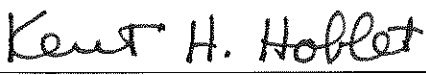
Subject: Adverse Drug Event Reporting
Form

Section: Pharmacy
Number: CVM 6.11.08.01
Pages: 1
Date: 2012
Replaces Policy Dated: 2007
To Be Reviewed Yearly by: AHC Director, Pharmacist
Source:
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ADVERSE DRUG EVENT REPORTING FORM

Please see attached.

Approved:  9-26-12
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Animal Health Center
 College of Veterinary Medicine
 Mississippi State University

Adverse Drug Reaction Reporting Form
 Pharmacy Services

When completed, forward this form to the Pharmacy. It is important that adverse drug reactions be reported as soon as possible.

Admission Date: _____ Reaction Occurred: In House On Admit

Primary Diagnosis: _____ Secondary Diagnos(es): _____

Suspect Medication(s): _____

Dose: _____ Route: _____ Frequency: _____ Dates given: _____

Concurrent drugs (generic names—include Rx, OTC, supplements): _____

Relevant Lab (ie., drug serum concentrations, electrolytes, etc.): _____

Description of problem/comments—check boxes that apply or describe in Other:

- Rash Vomiting Fever Arrhythmia Behavior Change
- Panting Ataxia Diarrhea Blood dyscrasias
- Other: _____

Information on this drug reaction can be found on ___/___/___ (date) in the:

- Progress notes ICU Flow sheet Clinician's Order Form Other

Completed by: _____
 (Stop here and return form to Pharmacy as Soon as possible.)

Pharmacy Review: Drug on market More than 3 years Less than 3 years

Lot # (if known): _____ Expiration date: _____

Were reactions noted above well-documented and described? yes no

Patient outcome: Extended hospitalization recovery in ___ hr death No change

Comments: _____

Findings forwarded to: attending DVM Manufacturer FDA (Form 1932A) Other

Reviewed by: _____ (pharmacist) Date: _____



College of Veterinary Medicine Policies and Procedures

Subject: Priority Prescription Request

Section: Pharmacy

Number: CVM 6.11.09

Pages: 2

Date: 2012

Replaces Policy Dated: 2008

To Be Reviewed Yearly by: AHC Director, Pharmacist

Source:

Cross Reference:

PRIORITY PRESCRIPTION REQUEST

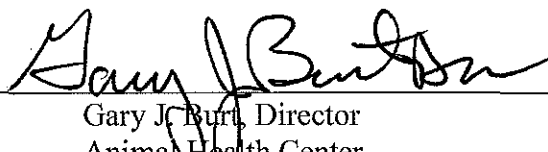
Policy:

A priority prescription request for a critical care patient may be submitted only when an inpatient medication is needed within a ten minute timeframe and when failure to administer the drug within that time period will adversely affect patient care and increase animal suffering. Types of drugs that may be considered for priority requests include, but are not limited to, sedatives and injectable analgesics.

Procedure:

1. The prescription request shall be submitted by the ICU student, technician, intern, resident or clinician and designated "priority".
2. The request shall be approved by the clinician, resident, intern or ICU technician.
3. Once approved, the request will appear at the top of the pharmacy fill screen with a "priority" designation.
4. Pharmacy staff will fill the order as soon as possible and within ten minutes of receiving the approved request.
5. Pharmacy personnel shall notify ICU personnel immediately if the order cannot be filled within ten minutes (e.g., the order lacks some information required for filling or some other problem is noted).
6. Priority requests shall be made for single orders only. Repeat doses require another prescription request.
7. The ICU Service Chief will alert the Chief of Pharmacy Services (and vice versa) if problems occur pertaining to priority requests.

Approved: _____


Gary J. Burt, Director
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9-26-12

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Kent H. Hoblet

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10/17/12
Date



College of Veterinary Medicine Policies and Procedures

Subject: Stat Diazepam Orders from ICU
Controlled Substance Cabinet

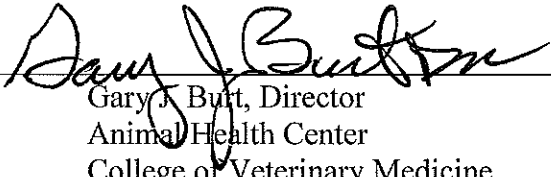
Section: Pharmacy
Number: CVM 6.11.10
Pages: 2
Date: 2012
Replaces Policy Dated: 2008
To Be Reviewed Yearly by: AHC Director, Pharmacist
Source:
Cross Reference:

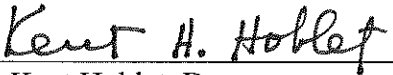
STAT DIAZEPAM ORDERS FROM ICU CONTROLLED SUBSTANCE CABINET

Optimum treatment of status epilepticus necessitates immediate accessibility of diazepam injection in the Small Animal Intensive Care Unit. While diazepam injection is currently available in the ICU controlled substance cabinet for after-hours use, there is currently no protocol for daytime use from the ICU cabinet. The following protocol shall be used for ordering and administering a one-time STAT dose of diazepam from the ICU controlled substance cabinet during normal business hours of the Animal Health Center Pharmacy.

Protocol:

- 1) The ICU technicians will have daytime access to the controlled substance cabinet in ICU.
- 2) Three 2ml vials of diazepam (along with tracking records) will be packaged in individual bags for **daytime** use in the ICU controlled substance cabinet.
- 3) The ICU technician will sign out the 3 vials from the Pharmacy each morning (M-F) and lock them in the ICU controlled substance cabinet.
- 4) It is the responsibility of the ICU technician to return **all** vials to the Pharmacy prior to going off duty in the afternoon.
- 5) During the day, **only** the technician may order and dispense a one-time STAT dose of diazepam for an individual patient in the following manner:
 - a) The technician administers a STAT dose using the appropriate number of vials in the ICU controlled substance cabinet.
 - b) The technician enters the prescription request in UVIS by selecting STAT diazepam 5mg/ml-2 ml ICU. Frequency and duration is "once more".
 - c) The quantity ordered is entered using multiples of 2ml (e.g., the technician would enter the quantity of "2" for a patient needing a dose of 4ml or 20 mg).
 - d) The technician shall enter his/her name in the comment section of the prescription request.
 - e) The tracking record shall be completed by the technician and returned to the Pharmacy as soon as the STAT dose is administered and the technician is able to leave the patient.
 - f) The student or technician must then enter another prescription request for Diazepam Seizure Watch if the need for additional doses is anticipated.

Approved:  9-26-12
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Approved:  10/17/12
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Date



College of Veterinary Medicine Policies and Procedures

Subject: Chemotherapy Drugs

Section: Pharmacy

Number: CVM 6.11.11

Pages: 3

Date: 2012

Replaces Policy Dated: 2010

To Be Reviewed Yearly by: AHC Director, Pharmacist

Source:

Cross Reference:

CHEMOTHERAPY DRUGS

Hazardous drugs are drugs identified to be carcinogenic, teratogenic, genotoxic or cause serious organ or other toxic manifestation at low doses in experimental animals or treated patients. Most chemotherapy drugs are considered hazardous. This policy applies to use of all hazardous drugs in the hospital by all services for any reason (not just the oncology service). The purpose of this policy is to ensure patient and staff safety in the process of preparation and administration of chemotherapy.

Only those personnel who have been trained in the safe handling and preparation of cytotoxic drugs are allowed to receive, prepare, or in any other way handle cytotoxic drugs in the Veterinary Teaching Hospital.

Individuals who are pregnant, trying to conceive or father a child, or breastfeeding should avoid handling hazardous medications (chemotherapy drugs) and excrements (urine, feces, and vomitus) of animals who have received these medications until 48 hours after the last dose.

1. Receipt and Storage of Chemotherapy Drugs:

- a) Upon receipt, all hazardous drug packages will be unpacked only by a designated Pharmacy Technician.
- b) Gloves will be worn when unpacking the drugs.
- c) Packages will be inspected for damage or contamination and wiped with 70% isopropyl alcohol.
- d) Drugs will be stored in a separate area designated to cytotoxic drugs.
- e) Refrigerated drugs will be stored in the door of the refrigerator away from the regular inventory.

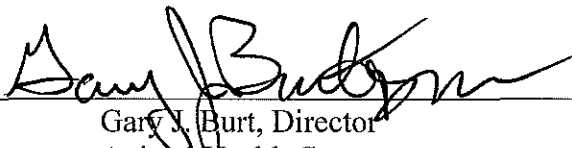
2. Preparation of Chemotherapy:

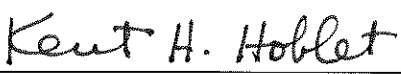
- a) All chemo/cytotoxic drugs will be mixed in a Biological Safety Cabinet (BSC) that is disinfected with 70% alcohol daily (prior to the beginning of the day's operations), and routinely during compounding.
- b) The BSC will be decontaminated with SurfaceSafe at the end of each workday and after any spill in the BSC during compounding. The BSC may be turned off at the end of the workday and turned back on in the morning so long as the following conditions are met:

- (1) Turn on BSC in morning. Allow to run for minimum of 15 minutes BEFORE disinfecting as per above.
 - (2) Following daily decontamination of BSC at end of each workday as per above, allow BSC to run for minimum of 15 minutes BEFORE turning off.
- c) The area under the work tray will be decontaminated with SurfaceSafe at least monthly.
 - d) A plastic-backed absorbent preparation pad may be placed in the hood daily after disinfecting at the beginning of the day's operations. A new pad should be placed after preparation of each batch and should be replaced frequently during extended batch compounding. The pad should be replaced anytime there is a known contamination. Each pad must be discarded in the hazardous waste trash.
 - e) Parenteral chemotherapy will be compounded using stringent aseptic technique.
 - f) The individual compounding chemotherapy will wear appropriate Personal Protective Equipment (PPE).
 - (1) Gloves must be powder-free chemotherapy gloves.
 - (2) Gowns must be made of a non-linting, non-absorbing material (such as a polyethylene-coated polypropylene material). Gowns must have long sleeves, a closed front, and elastic or knit closed cuffs. Do not reuse gowns.
 - (a) Gloves must be worn at all times when handling drug packaging, cartons, and vials.
 - (b) Wash hands thoroughly before donning chemotherapy gloves for aseptic chemotherapy preparation and after removing gloves and gown.
 - (c) Two pairs of chemotherapy gloves must be donned and sanitized with 70% alcohol or other appropriate disinfectant before aseptic manipulation. One glove pair is worn under the gown cuff and the second pair is placed over the cuff.
 - (d) Once compounding has been completed, the outer gloves should be carefully removed. The inner glove is used to affix labels and remove prepared chemotherapy from the hood.
 - (e) Gowns must be worn during chemotherapy preparation and administration. Gowns must be removed carefully and discarded as contaminated waste if known contamination occurs.
 - g) The final compounded product will be verified by the Veterinarian or Pharmacist. Two sets of initials are required on the chemotherapy prescription verifying accuracy of admixed product. (For example: admixing technician plus DVM or Pharmacist).
 - h) A label containing the following information will be affixed to the final admixed chemotherapy product:
 - (1) Patient name
 - (2) Species
 - (3) Drug name, concentration, volume
 - (4) Date prepared
 - (5) Expiration date
 - (6) Instructions for administration
 - (7) **Auxiliary labels including "CAUTION: Anti-Neoplastic Material. Handle Properly."**
 - i) The chemotherapy will be placed in a chemotherapy transfer bag and sealed for transportation to the patient area. The drugs will be administered per Animal Health Center Chemotherapy Administration policies.
 - j) Contaminated materials (such as gloves, gowns, syringes, empty vials, and infusion lines) used in the preparation and administration of chemotherapy drugs should be discarded as per Mississippi State University Hazardous Waste Guidance Manual.

3. Spill Management

- a) For volumes less than 5ml:
 - i) Remove pets and ask people to leave the area.
 - ii) Don down and chemotherapy gloves (inner and outer pair).
 - iii) Absorb the spill with absorbent gauze pads and dispose of in a biohazard container.
 - iv) Clean are three times with a soap detergent solution followed by water.
 - v) Discard gloves and cleaning materials in hazardous waste container.
 - vi) Wash hands thoroughly with soap and water.
- b) For volumes great than 5ml:
 - i) Seal off area for 1 hour to allow aerosolized particles to settle. Restrict traffic around area to minimize aerosolization and exposure.
 - ii) Don gown and chemotherapy gloves (inner and outer pair).
 - iii) Obtain a chemotherapy spill kit from the Pharmacy. Follow directions provided on chemotherapy spill kit.
 - iv) Clean area three times with a soap detergent solution followed by water.
 - v) Discard gloves and cleaning materials in hazardous waste container.
 - vi) Wash hands thoroughly with soap and water.
- c) For eye contact, flush affected eye with water or isotonic eyewash for a minimum of 15 minutes.
- d) For skin contact, clean affected area with soap and water.
- e) Remove contaminated clothing as soon as possible and launder separately from other laundry.
- f) Notify University Hazardous Waste Officer of all spills.
- g) Contact Poison Control Center (800-222-1222) if there are any questions or concerns about the exposure.

Approved:  9-26-12
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Approved:  10/17/12
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College of Veterinary Medicine Policies and Procedures

Subject: Seizure Watch Protocol for
Diazepam and Midazolam

Section: Pharmacy

Number: CVM 6.11.12

Pages: 2

Date: 2012

Replaces Policy Dated: 2011

To Be Reviewed Yearly by: AHC Director, Pharmacist

Source:

Cross Reference:

SEIZURE WATCH PROTOCOL FOR DIAZEPAM AND MIDAZOLAM

Optimum treatment of status epilepticus necessitates immediate accessibility to anticonvulsant medications for patients on “seizure watch.” The following protocol shall be used for ordering seizure watch medications (diazepam or midazolam) from the Pharmacy during business hours and from Cubex when the Pharmacy is closed. Note: this protocol is ONLY for seizure watch medications that will be placed in baskets affixed to the patient’s cage in ICU, not for STAT or routine orders.

Ordering Seizure Watch Medications During Pharmacy Business Hours

1. Enter a prescription for the appropriate seizure watch medication in UVIS using one of the following entries: diazepam 5mg/ml 2 ml (Seizure Watch), diazepam 5mg/ml 10ml, or midazolam 5 mg/ml 2ml-Seizure Watch.
2. Choose the appropriate number of vials based on the patient’s weight and dose ordered.
3. Medications will be issued by the Pharmacy in amber bags with a tracking sheet inside.
4. The amber bags will be placed in the bin affixed to the animal’s cage in ICU.
5. Each dose must be recorded on the tracking sheet by the person administering the medication at the time of administration.
6. The completed tracking record and vial (whether empty, partially used, or never used) must be returned to the Pharmacy upon either completion of the tracking sheet (i.e., empty vial) or discontinuation of medication order.

Ordering Seizure Watch Medications When Pharmacy Is Closed

1. Enter a prescription in UVIS for the appropriate number of vials of either 5mg/ml 2 ml (Seizure Watch or midazolam 5 mg/ml 2ml-Seizure Watch.
2. Obtain the medications from Cubex – Note: all medications ordered must be issued in amber bags with a tracking record. The diazepam for seizure watch has a separate Cubex bin. Midazolam seizure watch vials (in bags) are stored in the back of the midazolam bin.
3. Note: ONLY 2 ml vials (or multiples) of diazepam may be obtained from Cubex. 10 ml vials are issued ONLY by the Pharmacy during business hours.
4. Make sure that the drug is signed out on the audit record in the Cubex bin.
5. The tracking record and return policy are the same as above.

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College of Veterinary Medicine

Policies and Procedures

Subject: Prescriptions for External Fill and
the Transfer of Prescription
Copies to Outside Pharmacies

Section: Pharmacy
Number: CVM 6.11.13
Pages: 2
Date: 2012
Replaces Policy Dated: 2008
To Be Reviewed Yearly by: AHC Director, Pharmacist
Source:
Cross Reference:

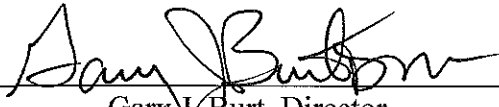
PRESCRIPTIONS FOR EXTERNAL FILL AND THE TRANSFER OF PRESCRIPTION COPIES TO OUTSIDE PHARMACIES

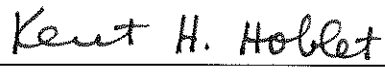
The Animal Health Center operates a pharmacy that is fully licensed by the Mississippi Board of Pharmacy and provides in-patient and out-patient prescription services for patients of the Animal Health Center. If an owner prefers to obtain prescribed medicine for at-home administration from an outside pharmacy, the clinician will issue a prescription to the client upon request at the time of discharge. If a patient has refills remaining on a prescription that was originally filled by the AHC Pharmacy, the owner may also request transfer of the remaining refills to a new prescription (non-controlled substance only) for external fill using the procedure that follows. The pharmacist is authorized by the Animal Health Center to approve the new prescription following the procedures of this policy. Once processed, the prescription may be picked up at the AHC Admissions Desk or mailed to the owner upon request. The Animal Health Center does not telephone, electronically transfer or fax prescription **copies** to outside pharmacies nor does it accept faxed prescription requests initiated by an outside pharmacy.

Procedure:

1. A client who prefers having prescriptions for their pets filled externally may request a hard copy of prescribed medicine by alerting the clinician or student on the case. The prescription will be entered in UVIS using the designation "external fill." It will then be printed and signed by the clinician on the case. At the time of discharge, the printed prescription(s) will be given to that client for external fill at the pharmacy of his/her choice.
2. When a client telephones the Animal Health Center Admissions Desk requesting a hard copy of a prescription that was originally filled by the AHC Pharmacy, Admissions Desk personnel will check the patient's medical record in UVIS to determine the current prescription status.
 - a. If refills remain, Admissions will notify Pharmacy personnel who will enter a prescription request in UVIS reflecting the exact information from the original prescription with the appropriate number of refills remaining on the new prescription. The new prescription will be designated as "external fill." Example: If there are two refills remaining on the original prescription, the new prescription will indicate one refill remaining. The number and date of the original prescription will be entered in the "Comments" section of the new prescription and the original prescription will be canceled in UVIS. Authorization for issuance of the new prescription will be obtained from the clinician or the pharmacist

- according to this protocol. Pharmacy will print the new prescription, obtain the appropriate signature, and send it to the Admissions Desk for pickup by the owner or to the Animal Health Center Administration Office to prepare for mailing.
- b. If no refills remain or if laboratory tests are required before refills are possible, the owner will be informed by Admissions personnel that an appointment is needed to update the prescription information.
 - c. In accordance with the Mississippi Uniform Controlled Substances Law, prescriptions for drugs which are controlled substances shall not be transferred.
3. If an outside pharmacy telephones the Animal Health Center requesting the transfer of a prescription copy, the person receiving the call shall inform the requesting pharmacy that the Animal Health Center does not telephone, electronically transfer or fax prescription copies to outside pharmacies but will honor a client's direct request according to the procedures described in section 2: a, b, and c of this policy.

Approved:  1-15-13
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Approved:  3-24-2013
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