



College of Veterinary Medicine Policies and Procedures


Subject: After Hours, Weekend and
Holiday Dispensing of Controlled
Substances by Technicians

Section: Pharmacy
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AFTER HOURS, WEEKEND AND HOLIDAY DISPENSING OF CONTROLLED SUBSTANCES BY TECHNICIANS

1. When House Officers or Clinical Faculty are present in the building, all controlled substances must be dispensed from Cubex by the House Officer or Clinical Faculty member. **Inpatient = single dose only; outpatient = not to exceed 48 hours supply.**
2. In the absence of House Officers or Clinicians, the trained technician will dispense controlled substances from Cubex for **INPATIENTS ONLY** (single dose only) and process through the Electronic Medical Record (EMR) after each dose is administered. **OUTPATIENT PRESCRIPTIONS WILL BE FILLED BY HOUSE OFFICERS OR CLINICAL FACULTY ONLY!**
3. The technician will indicate in the "comments" on the EMR prescription request whether the order is a verbal order or an order from the patient's flow sheet AND the prescribing veterinarian's name.
4. The technician will then process the prescription through EMR and print a hard copy of the prescription. The hard copy will be placed in the locked cabinet in ICU.
5. **ONLY** when no House Officer, Clinician, or technician is present may the ICU student on duty dispense controlled substances from Cubex and process these prescriptions in the same manner as technicians (see above).
6. Prescribers (House Officers or Clinicians) **must** sign the hard copy of any prescription for a controlled substance that was dispensed by a technician (or student). Pharmacy personnel will transport the hard copy prescriptions from the locked cabinet in ICU to the Pharmacy at 8:00 A.M. on weekdays and 8:00 A.M. on Monday following the weekend (or when business hours resume after a holiday period). If the House Officer or Clinician is unable to sign the hard copy before it is removed to the Pharmacy, then it is the responsibility of the **prescriber** to go to the Pharmacy and sign the prescription within 24 hours of the dispensing transaction.

Approved: _____


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7/15/13

Date

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7/23/13
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