

## **I. PURPOSE AND SCOPE**

A. The purpose of this HSB is to provide for the efficient functioning of pharmacies operated by the Florida Department of Corrections in accordance with Chapters 465, 456, 499, 120 and 893, F.S., Chapter 64B16, F.A.C., Board of Pharmacy, and Department of Corrections policies and procedures. This HSB will provide a standardized format to be utilized by the institutional Consultant Pharmacist in developing an institutional pharmacy policy and procedure manual specific to each institution, and the Pharmacy Manager in developing a pharmacy policy and procedure manual specific to the community permitted pharmacy which will be reviewed yearly by the Consultant Pharmacist or Pharmacy Manager respectfully.

*These standards and responsibilities apply to both Department staff and Comprehensive Health Care Contractor (CHCC) staff.*

B. The scope of this Health Services Bulletin is to:

1. Provide policy to protect the safety and welfare of inmates who receive medications.
2. Acknowledge the interdependence of the medical care team members in the institutions who participate in, and are associated with, drug usage and treatment.
3. Provide inmate patients with the highest possible standards of drug treatment in the most efficient and cost-effective manner possible.
4. Ensure that all pharmacologic procedures are performed in full compliance with all federal and state laws and institutional regulations.

C. The policies and procedures herein outlined include, but are not limited to, proper drug ordering, storage, inventory control, security, labeling, dispensing, and documentation of controlled drugs; and information regarding in-service training of authorized auxiliary personnel. This document also includes procedures for the maintenance and documentation for disposal of outdated or recalled drug products and/or over-the-counter medications.

## **II. FOREWORD**

This HSB provides departmental policy regarding all phases of pharmacy operations. Procedural guidance is generic and provides a framework for the development of a specific institutional pharmacy policy and procedure manual.

In addition, this HSB provides guidance in the use of current automation capability through computer-based pharmacy software.

SUBJECT: PHARMACY OPERATIONS

EFFECTIVE DATE: 09/01/2020

When fully utilized, application of the policies herein will contribute to cost-effective pharmacy operations throughout the department.

Questions concerning the pharmacy operations within the Department of Corrections shall be forwarded to the Chief of Pharmaceutical Services located at:

Office of Health Services  
501 South Calhoun Street  
Tallahassee, Florida 32399-2500

### III. DEFINITIONS

- A. **Administration** - To give a single dose of a medicinal drug by a legally authorized person to a patient for his/her consumption.
- B. **Consultant Pharmacist** - A Pharmacist who is licensed by the Florida Department of Health, Board of Pharmacy, and certified as a Consultant Pharmacist. The Consultant Pharmacist shall be responsible for maintaining all drug records required by law and for establishing drug-handling procedures for the safe handling and storage of drugs for the institutional pharmacy.
- C. **Chief of Pharmaceutical Services**- A Pharmacist who is responsible for administering the statewide pharmacy program for the Department of Corrections. Responsibilities include developing and implementing statewide policies and procedures, maintaining pharmacy health services bulletins, consulting with institutional pharmacy and medical staff in developing clinical pharmacy programs, monitoring standards of pharmacy practice in Department of Corrections institutions, and assisting in personnel recruitment for and retention of pharmacy operations staff. The Chief of Pharmaceutical Services shall provide clinical and programmatic input on all annual or special evaluations and be provided with prior notification on hiring's and terminations as set forth in the Department of Corrections Personnel Procedures Manual.
- D. **Dispense** - Dispense means the transfer of possession of one or more doses of a medicinal drug by a pharmacist to the ultimate consumer or her or his agent. As an element of dispensing, the pharmacist shall, prior to the actual physical transfer, interpret and assess the prescription order for potential adverse reactions, interactions, and dosage regimen she or he deems appropriate in the exercise of her or his professional judgment, and the pharmacist shall certify that the medicinal drug called for by the prescription is ready for transfer. The pharmacist shall also provide counseling on proper drug usage, either orally or in writing, if in the exercise of her or his professional judgment counseling is necessary. The actual sales transaction and delivery of such drug shall not be considered dispensing. The administration shall not be considered dispensing.

## SUBJECT: PHARMACY OPERATIONS

EFFECTIVE DATE: 09/01/2020

Authorized Practitioners (Physicians/Dentists) may dispense under Florida Statutes, but only drugs under their direct control and to that physician's patient, not drugs from the pharmacy stock nor to any other physician's patient (Sections 465.0276 Dispensing Practitioner and 465.003(6) Dispense, F.S.).

- E. ***Drug Formulary*** - A list of medicinal drugs or proprietary preparations which, in the medical staff's clinical judgment, are most useful in patient care.
- F. ***Medicinal Drugs*** - Those substances or preparations commonly known as prescription or legend drugs which are required by federal or state law to be dispensed only on a prescription, but shall not include patent or proprietary preparations as hereinafter defined.
- G. ***Patent or Proprietary Preparations*** - A medicine in its unbroken, original package which is sold to the public by, or under the authority of, the manufacturer or primary distributor thereof and which is not misbranded under the provisions of the Florida Drug and Cosmetic Act.
- H. ***Permitted Institution*** - An institution that has a pharmacy permit issued by the Florida Board of Pharmacy.

***Pharmacist*** - Any person licensed to practice the profession of pharmacy pursuant to Chapter 465, F.S.

- I. ***Practice of the Profession of Pharmacy*** - "Practice of the profession of pharmacy" includes compounding, dispensing, and consulting concerning contents, therapeutic values, and uses of any medicinal drug; consulting concerning therapeutic values and interactions of patent or proprietary preparations, whether pursuant to prescriptions or in the absence and entirely independent of such prescriptions or orders; and other pharmaceutical services. For purposes of this subsection, "other pharmaceutical services" means the monitoring of the patient's drug therapy and assisting the patient in the management of his or her drug therapy, and includes review of the patient's drug therapy and communication with the patient's prescribing health care provider as licensed under chapter 458, chapter 459, chapter 461, or chapter 466, or similar statutory provision in another jurisdiction, or such provider's agent or such other persons as specifically authorized by the patient, regarding the drug therapy. However, nothing in this subsection may be interpreted to permit an alteration of a prescriber's directions, the diagnosis or treatment of any disease, the initiation of any drug therapy, the practice of medicine, or the practice of osteopathic medicine, unless otherwise permitted by law. "Practice of the profession of pharmacy" also includes any other act, service, operation, research, or transaction incidental to, or forming a part of, any of the foregoing acts, requiring, involving, or employing the science or art of any branch of the pharmaceutical profession, study, or training, and shall expressly permit a pharmacist to transmit information

## SUBJECT: PHARMACY OPERATIONS

EFFECTIVE DATE: 09/01/2020

from persons authorized to prescribe medicinal drugs to their patients. The practice of the profession of pharmacy also includes the administration of vaccines to adults pursuant to s. 465.189 and the preparation of prepackaged drug products in facilities holding Class III institutional pharmacy permits.

- J. **Prescription** - Includes any order for drugs or medicinal supplies written or transmitted by any means of communication by a duly licensed Practitioner authorized by the laws of the state to prescribe such drugs or medicinal supplies and intended to be dispensed by a Pharmacist. The term also includes an orally transmitted order by the lawfully designated agent of such Practitioner. The term also includes an order written or transmitted by a Practitioner licensed to practice in a jurisdiction other than this state, but only if the Pharmacist called upon to dispense such order determines, in the exercise of her or his professional judgment, that the order is valid and necessary for the treatment of a chronic or recurrent illness. The term "prescription" also includes a pharmacist's order for a product selected from the formulary created pursuant to s. 465.186. Prescriptions may be retained in written form or the Pharmacist may cause them to be recorded in a data processing system, provided that such order can be produced in printed form upon lawful request. Only a Florida Registered Pharmacist or Registered Pharmacy Intern acting under the direct personal supervision of a Florida Registered Pharmacist may, in the State of Florida, accept an oral prescription of any nature. Upon accepting such oral prescription it must immediately be reduced to a hard copy, and only a Florida Registered Pharmacist or Registered Pharmacy Intern acting under the direct personal supervision of a Florida Registered Pharmacist may, in the State of Florida, prepare a copy of a prescription or read a prescription to any person for purposes of providing reference concerning treatment of the person for whom the prescription was written, and when said copy is given a notation shall be made upon the prescription that a copy has been given, the date given, and to whom given. (Section 465.035 F.S., and Rule 64B16-27.103, F.A.C.)
- K. **Pharmacy Manager** – The Licensed Pharmacist which is designated as the prescription department manager responsible for maintaining all drug records, providing for the security of the prescription department and following such other rules as relate to the practice of the profession of pharmacy.

#### IV. PHARMACY OPERATIONS

See appendix A for the following:

- A. Responsible Parties and Duties
- B. Hours of Operation
- C. Access to the Pharmacy and Distribution of Keys
- D. Community Facilities (Work Release Centers, Re-Entry Centers)
- E. Work Camps and Road Prisons

SUBJECT: PHARMACY OPERATIONS

EFFECTIVE DATE: 09/01/2020

- F. Inspections
- G. Records Storage
- H. Quality Management Pharmacy Services Group/ Pharmacy and Therapeutics Committee
- I. Stock-Level Inventory Ordering System

**V. PHARMACY SERVICES**

See appendix B for the following:

- A. Over-the-Counter Medications
- B. Lost/Stolen Medications
- C. Medication from Other Providers and/or Institutions
- D. Self/Single-Dose Administration of Medication
- E. Adverse Drug Reactions
- F. Multi-dose Vials and/or Containers
- G. Medication Stop Orders
- H. Controlled Substances:
  - 1. Record Keeping
  - 2. Disbursement of Controlled Substances
  - 3. Stock
  - 4. DEA Computer Log Reports
  - 5. Dropped Pills and Unsecured Syringes
- I. Data Entry and Medication Issuing Requirements of the Board of Pharmacy
- J. Essential Information for Board of Pharmacy Inspectors
- K. Reference Guides

**VI. PURCHASING AND INVENTORY**

See appendix C for the following:

- A. Introduction
- B. Policy and Procedures
- C. Sample Medications
- D. Drug Storage
- E. Return/Disposal of Drugs:
  - 1. Returnable Stock
  - 2. Nonreturnable Stock
  - 3. Controlled Substances
- F. Borrow/Loan Policy
- G. Drug Recalls
- H. Drug Quality
- I. Physical Inventory
- J. Emergency Medications
- K. Inventories of Closed Pharmacies

SUBJECT: PHARMACY OPERATIONS

EFFECTIVE DATE: 09/01/2020

**VII. PHARMACY PERSONNEL**

See appendix D for the following:

- A. Pharmacist
- B. Pharmacy Technician
- C. Change in Consultant Pharmacist/Pharmacy Manager
- D. Continuing Education and Training

**VIII. FORMS**

See appendix E.

**IX. INSTITUTIONAL PHARMACY POLICY AND PROCEDURE MANUAL**

Each institutional Consultant Pharmacist shall be responsible for developing and/or maintaining the policy and procedure manual for the institutions. These manuals shall be used by institutional personnel for the day-to-day operation of the institutional pharmacy. The manuals shall follow the policy and procedures of this HSB and Florida Statutes, and the procedures developed for the institution shall not be in conflict with any procedures outlined herein.

This HSB shall provide a standardized format to be utilized by institutional Consultant Pharmacists in developing an institutional policy and procedures manual. This HSB outlines some standard procedures that shall be included in all institutional pharmacy policy and procedure manuals. Other institution-specific procedures shall be developed by the institutional Consultant Pharmacist. The procedures to be developed are specified in the appendices to this HSB. The institutional pharmacy policy and procedure manual shall be reviewed by all health services personnel during orientation and annually thereafter and by appropriate staff at the institution in reference to policy and procedures. An annual review signature log (see attached example) documenting this review shall be attached to the institutional pharmacy policy and procedure manual.

**XI. UPDATING AND REVISIONS**

This HSB shall be reviewed annually by the Chief of Pharmaceutical Services . Revisions, additions, or deletions to this HSB will be printed and distributed to each institution.

The institutional pharmacy policy and procedure manual shall be reviewed on an annual basis by the pharmacy department manager or consultant pharmacist of record.

**XII. RELEVANT DOCUMENTS:**

- A. HSB 15.14.04 Appendix A, Pharmacy Operations

SUBJECT: PHARMACY OPERATIONS

EFFECTIVE DATE: 09/01/2020

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- B. HSB 15.14.04 Appendix B, Pharmacy Services
- C. HSB 15.14.04 Appendix C, Purchasing and Inventory
- D. HSB 15.14.04, Appendix D Pharmacy Personnel
- E. HSB 15.14.04 Appendix E, Forms

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Chief of Pharmaceutical Services

Date

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Director of Health Services

Date

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This Health Services Bulletin Supersedes:

Pharmacy Policy and Procedures Manual

HSB 15.03.03 dated 11/15/91

HCS 25.03.04 dated 02/02/99

HSB 15.14.04 dated 10/17/94, 05/05/95, 10/06/95, 02/23/96,  
11/24/97,05/10/99, 09/11/01, 06/17/02, 06/03/04, 11/06/12, AND  
05/10/2016

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