


GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
TITLE: Pharmacy Inventory Control	POLICY NO: AD-PHARMA-11	Page 1 of 2
RESPONSIBILITY: Pharmacy		
APPROVED BY:  THERESA C. ARRIOLA, DIRECTOR	DATE OF ORIGINAL APPROVAL: 11/14/19	
	LAST REVIEWED/REVISED: 11/14/19	

POLICY:

- A. Guam Behavioral Health and Wellness Center (GBHWC) ensures that Pharmacy inventory is maintained at levels consistent with anticipated usage and allowing for the lead time inherent in the procurement process. The Pharmacist will procure and maintain at least 6 months' supply of medication stock to be used for the treatment.
- B. The Pharmacist shall ensure that inventory records will at all times reflect the total inventory quantity on hand.
- C. A complete physical inventory of all Pharmacy storage, dispensing areas as well as Inpatient Units with stock medications will be conducted annually at the end of the fiscal year and bi-annually for controlled substances. Inventory should be done at the beginning or at close of business day and must be stipulated in the report.
- D. To ensure adequate inventory stock levels, adequate records will be maintained regarding on-hand inventory, reorder points, outstanding orders, and other appropriate data on a monthly basis by the Pharmacist.

DEFINITIONS:

Inventory: Inventory is comprised of all pharmaceuticals on hand in the Pharmacy that are available to meet future demands.

Inventory Control: A procedure whereby products are purchased in sufficient quantity to meet the anticipated demands of GBHWC consumers while controlling inventory size.

Turnover Rate: The number of times a product is purchased, sold, and replaced during a specific accounting period

Rotation of Stock: Newest shipment should be placed behind the existing medications. Placing stock with earliest expiration date in front.

Removing from Stock: Expired/discontinued products

Drug Diversion: Medication taken from the Pharmacy without valid prescription or the transfer of any controlled medication from an individual for whom it was prescribed to another person for illicit use.

PROCEDURE:

- A. Monthly Reconciliation/Inventory
 1. All medications issued to the consumer shall be automatically deducted from the on-hand inventory in the Pharmacy software.

2. The inventory log will be printed and kept for record purposes. This will be used as a basis for ordering Pharmacy medication stock.
- B. Bi-Annual Inventory of Controlled Medication and Annual Inventory of Regular Medication
1. The Pharmacist and Pharmacy Technician shall conduct bi-annual inventory of all controlled substances on hand and will include the date and time the inventory is taken. It will include the Pharmacy software inventory compared to the physical count of the medication.
 2. The printed record shall be maintained at the Pharmacy area for the duration of two (2) years.
 3. The Pharmacist and Pharmacy Technician will conduct an inventory of all regular and controlled medicines at the end of the year.
 4. They will run a report from the Pharmacy inventory software and will compare it to the physical count of the medicines.
- C. Reporting
1. An incident report will be filed for any discrepancy or variation in the count of controlled drugs.
 2. An investigation will be conducted by the Pharmacist and Safety Officer.
 3. The local DEA authorities will be informed of any significant drug losses amounting to 5% or more of the inventory stock.



GUAM BEHAVIORAL HEALTH & WELLNESS CENTER

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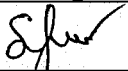
REVIEW AND ENDORSEMENT CERTIFICATION

The signatories on this document acknowledge that they have reviewed and approved the following:


Policy Title: Pharmacy Inventory Control

Policy No: AD-PHARMA-11

Initiated by: Pharmacy

Date	Signature
11/07/2019	

Quenie-Mei Fisher
Pharmacist

Date	Signature
11/17/19	

Carissa Pangelinan
Deputy Director