

## MODIFIED CLASS II INSTITUTIONAL

The consultant pharmacist is responsible for developing and maintaining a current policy and procedure manual to be kept at the facility at all times and made available to the appropriate state or federal investigators and/or inspectors. **The Policy and Procedure manual is NOT SENT to the Board Office.** The Board Office will approve the policy and procedure manual based upon the following questions. The questions should be answered where applicable by using extracts or summaries from the policy and procedure manual. After completing these questions, please send to the Board office along with your application.

Firm name:

Doing business as:

Telephone number:

Address:

Consultant Pharmacist:

1. Describe the purpose of the facility. What sector of the community are you serving?
2. Is this an in-patient facility? If so, how many beds are housed in the facility? What is the average length of stay?
3. List the drug formulary to be used.
4. Include a diagram of pharmacy storage space and a description of drug security measures.
5. Describe the consultant pharmacist's responsibilities.
6. Under whose DEA registration will controlled substances be ordered?
7. Describe the drug delivery system. Begin with the ordering of medications and track your procedures up to the delivery to the patient.
8. Include a statement that perpetual inventory records will be maintained for the controlled substance and injectable inventory.
9. Include a statement to the effect that no drugs will be dispensed from the facility.

(REVISED 7/26/00)