

<p>UC Riverside, School of Medicine Policies and Procedures Policy Title: Medication and Product Sample Management and Control Policy Number: 950-03-001</p>

Responsible Officer:	CEO, UCR Health
Responsible Office:	UCR Health Free Clinics
Origination Date:	2/13/2016
Date of Revision:	5/9/2019, 2/13/2023; 03/30/23
Scope:	Clinics

I. Policy Summary

- A.** To set forth the requirements to monitor and document the receipt and dispensing of medication and product samples. Samples may only be provided at free clinic locations.
- B.** Medication samples, supplies or equipment may be donated to a UCR Health practice sites if the donation is consistent with UC Health Care Vendor Relations Policy as follows:
1. Medication samples must be limited to the amount necessary for evaluation or education and not to stock UCR Health for patient care purposes on an ongoing basis.
 2. Limited to the amount necessary for a trial fitting of a device when the trial device is disposable and the trial fitting is the standard of care.
 3. Restricted to use in UCR free clinics for low income and indigent patients. The quantity provided to the patient must be sufficient for either the complete course of treatment or, if continuing therapy is indicated, enough to supply the patient until they are able to arrange for prescription continuance.

II. Definitions

N/A

III. Policy Text

- A.** Licensed providers have the same duty of care to patients receiving samples as they do to patients being given prescriptions. These guidelines must be followed when handling drug samples:
1. Store, secure, and track samples to prevent inappropriate access and loss.
 2. Document the dispensing of samples in the patient's medical record.
 3. Label drug samples with prescribing information.
 4. Review drug samples regularly for expiration dates.
 5. Maintain records so patients can be contacted in the event the medication is recalled.

IV. Responsibilities

Ordering Providers

V. Procedures

- A.** All sample medications brought into a UCR Health free clinic will be documented, at time of receipt, by facility staff on the Medication Sample Inventory Log (Appendix A). Logs will be maintained specific to each medication and will contain the following:
1. Medication Name
 2. Quantity and mg per sample
 3. Number of samples received
 4. Date Received
 5. Lot Number
 6. Expiration Date
- B.** Samples will then be stored under proper conditions of sanitation, temperature, light, moisture, ventilation, segregation, and safety according to manufacturers' specifications and relevant laws and regulations (e.g., USP and OSHA requirements). All medication samples will be secured.
- C.** Dispensing of medication samples will be conducted in accordance with the above stated restrictions. Documentation of medication sample dispensing will be recorded on the Medication Sample Dispense Log (Attachment B) as well as in the patient's medical record. Documentation on the log will include:
1. Name of Medication
 2. Sample Quantity and mg
 3. Lot Number
 4. Expiration Date
 5. Number of Samples dispensed
 6. Name of patient receiving sample
 7. Date Dispensed
- D.** In addition to the above information, the patient's medical record will include the patient's care, treatment or service related to the medication or device dispensed.
- E.** Each medication sample dispensed will include patient instructions written in 6th grade English. At a minimum the label will include:
1. Name of patient
 2. Name of the medication brand or generic
 3. Strength of the medication per dosage unit
 4. Clear directions for use
 5. Necessary cautionary statements or use instructions
- F.** Medication Sample Inventory Log and Medication Sample Dispense Log will be utilized for inventory control.
- G.** Monitoring Medication sample supply and tracking inventory should be performed monthly. The amount of samples received will be audited against the medications dispensed and the inventory on hand to ensure inventory control. Expiration dates will be checked at this time. Any expired medications will be logged on the Dispense Log as destroyed and will be given to contracted service provider for pharmaceutical waste to be picked up for destruction.

Medication samples listed as destroyed on the Log will require verification, with initials from two (2) individuals as confirmation. Variations in inventory supply will be reported to Compliance Office.

- H. In the event a medication is discontinued or recalled the Medication Sample Dispense Log will be utilized to identify patients affected by the discontinuance/recall. Patients will be notified in order to retrieve medications and provide disposal or return to manufacturer. Any recalled or discontinued medication in the inventory will be removed for disposal or return to manufacturer.
- I. The Medication Sample Inventory Log will be maintained in the clinic front office and will be retained in accordance with Records Retention Policy and Procedures.
- J. The Medication Sample Dispense Log will be maintained in the locked medication sample storage area to ensure the protection of health information. The Medication Sample Dispense Log will be retained in accordance with Record Retention Policy and Procedure.

VI. Forms/Instructions

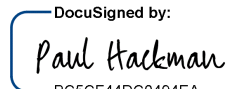
- Appendix A: Medication Sample Inventory Log
- Appendix B: Medication Sample Dispense Log

VII. Revision History

New 2/2016
Revised 5/2019,
2/2023, 03/2023

Approvals:


COMPLIANCE COMMITTEE (04/28/2023)

DocuSigned by:


 PAUL HACKMAN, J.D., L.L.M.
 CHIEF COMPLIANCE AND PRIVACY OFFICER,
 SCHOOL OF MEDICINE

4/28/2023 | 12:38 PM PDT

 DATE

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 DEBORAH DEAS, M.D., M.P.H.
 VICE CHANCELLOR, HEALTH SCIENCES
 DEAN, SCHOOL OF MEDICINE

5/1/2023 | 9:40 AM PDT

 DATE

MEDICATION SAMPLE DISPENSE LOG

Free Clinic location: _____

Year: _____

Medication	Dosage	Lot number	Expiration Date	Quantity	Dispensed to	Date Dispensed

Medication sample inventory log

Free Clinic location: _____ Medication name: _____ Quantity/mg per sample: _____

Date	Lot number	Expiration date	Number of samples received	Print name and Initial