

UC Riverside, School of Medicine Policies and Procedures**Policy Title:** Medication Chain of Custody**Policy Number:** 950-03-042

Responsible Officer:	Director, Ambulatory Operations
Responsible Office:	UCR Health Clinical Operations
Origination Date:	August 1, 2023
Date of Revision:	NA
Scope:	Applies to all UCR Clinic Location

I. Policy Summary

The goal of the policy is to describe how the integrity of medication is kept at each stage of the transfer process. This policy outlines the sequence of custody, transfer, and disposition documentation of the vaccines.

II. Policy Text

1. When medication is required to transfer from one location (A) to a different location (B), the person who releases the medication is expected to complete the Chain of custody form. (Attachment 1)
2. When the medication is planned to return from location B above to original location (A), the same completed form from above must be used.
3. All fields on the chain of custody form must be completed.
4. All completed forms are required to be submitted to Risk Management Office.
5. A separate chain of custody form must be used for each new medication transfer.

III. Responsibilities

Any staff or clinic manager responsible in transferring medication to or from different locations

IV. Forms/Instructions**A. Medication - Chain of Custody Tracking Form**

1. Forms should be retained in accordance with record retention policies.

Approvals:

COMPLIANCE COMMITTEE (08/22/2023)

DocuSigned by:

Paul Hackman

9/1/2023 | 4:01 PM PDT

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PAUL HACKMAN, J.D., L.L.M.

DATE

CHIEF COMPLIANCE AND PRIVACY OFFICER,
SCHOOL OF MEDICINE

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DEBORAH DEAS

9/1/2023 | 6:41 PM PDT

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DEBORAH DEAS, M.D., M.P.H.

DATE

VICE CHANCELLOR, HEALTH SCIENCES
DEAN, SCHOOL OF MEDICINE

Date/ Time	NDC number	Medication name	Dosage	Manufacturer name	Lot number	Expiration date	Quantity	Released by (Print name/ title location) plus initial	Received by (Print name/ title location) plus initial

Please return completed form to Risk Management Department