

SECTION .1400 - HOSPITALS: OTHER HEALTH FACILITIES

21 NCAC 46 .1401 REGISTRATION AND PERMITS

(a) Registration Required. All places providing services which embrace the practice of pharmacy shall register with the North Carolina Board of Pharmacy as provided in G.S. 90-85.21 and acquire a permit to do so. Application for such registration and permit shall be on forms provided by the Board. If the Board is satisfied that proper facilities and adequately trained and properly licensed personnel have been obtained which will assure compliance with all laws regulating the compounding and distribution of drugs, the practice of pharmacy and the rules of the Board, a permit shall be issued by the Board attesting such registration.

(b) Exemptions. Nothing in these rules shall be construed to require the registration with the Board of those health care facilities in which there occurs only the administration of drugs.

(c) Separate Registration Required. The dispensing of drugs from separate locations owned by a health care facility, such as satellite pharmacies, outside clinics, health maintenance organizations, or physician's offices owned by the health care facility shall require separate registration if any one of the following criteria exists:

- (1) The drugs dispensed at the location are ordinarily and customarily obtained from a source outside of the health care facility;
- (2) The pharmacist-manager is controlled and supervised from a source other than the health care facility pharmacy; or
- (3) The routine activity at the location is dispensing drugs to outpatients.

(d) Any pharmacy that provides compounding or dispensing services to one or more health care facilities for individual patient administration bearing any labeled name other than that under which it is registered shall require a separate registration.

(e) Health care facilities which do not have a pharmacy permit shall secure their pharmaceutical services through a pharmacist holding a current license from the Board.

History Note: Authority G.S. 90-85.6; 90-85.21;
Eff. April 1, 1983;
Amended Eff. May 1, 1997; May 1, 1989; March 1, 1984.

21 NCAC 46 .1402 SUPERVISION OF DRUGS IN AREAS OUTSIDE OF PHARMACY 21 NCAC 46 .1403 INSTITUTIONAL PHARMACY DRUG INVENTORIES AND EMERGENCY KITS 21 NCAC 46 .1404 MEDICATION IN INSTITUTIONAL EMERGENCY DEPARTMENTS

History Note: Authority G.S. 90-18.1; 90-18.2; 90-85.6; 90-85.21;
Eff. April 1, 1983;
Amended Eff. April 1, 1992; May 1, 1989; March 1, 1984;
Repealed Eff. May 1, 1997.

21 NCAC 46 .1405 STANDARDS FOR PHARMACY SERVICE

History Note: Authority G.S. 90-85.2; 90-85.6;
Eff. March 1, 1984;
Repealed Eff. May 1, 1989.

21 NCAC 46 .1406 AUTOMATIC STOP ORDERS

History Note: Authority G.S. 90-85.2; 90-85.3(r); 90-85.6;
Eff. March 1, 1984;
Amended Eff. May 1, 1989;
Repealed Eff. May 1, 1997.

21 NCAC 46 .1407 INSTITUTIONAL FORMULARY

History Note: Authority G.S. 90-85.2; 90-85.3(r); 90-85.6;
 Eff. March 1, 1984;
 Repealed Eff. May 1, 1989.

21 NCAC 46 .1408 INSTITUTIONAL DISCHARGE MEDICATION OPTION

History Note: Authority G.S. 90-85.6; 90-85.32;
 Eff. March 1, 1984;
 Amended Eff. May 1, 1989;
 Repealed Eff. May 1, 1997.

21 NCAC 46 .1409 RESEARCH PARTICIPATION

History Note: Authority G.S. 90-85.3(r); 90-85.6; 90-85.34;
 Eff. March 1, 1984;
 Repealed Eff. May 1, 1989.

21 NCAC 46 .1410 PERSONNEL

(a) The health care facility pharmacy must be directed by a legally qualified pharmacist, hereinafter referred to as the pharmacist-manager, who shall be responsible for meeting the requirements set forth by Federal and State law, this Section, 21 NCAC 46.2502, and other applicable Rules of the Board. The pharmacist-manager shall be thoroughly familiar with the specialized functions of health care facility pharmacy practice. The pharmacist-manager shall be an employee of the health care facility or contracted for by the health care facility in which the pharmacy is located.

(b) The pharmacist-manager shall be assisted by a sufficient number of pharmacists and supportive personnel to operate such pharmacy competently, safely, and to meet the needs of the patients of the health care facility.

(c) The pharmacist-manager shall ensure that an adequate number of qualified and trained pharmacists are employed. The pharmacist- manager shall develop and implement written policies and procedures to specify the duties to be performed by such pharmacists.

(d) The pharmacist-manager shall ensure that a sufficient number of qualified, trained, and adequately supervised supportive personnel are employed to provide technical services, as well as ensuring that all such functions and activities are performed competently, safely, and without risk of harm to patients. The relationship between the supervising pharmacist and the supportive personnel shall be such that the pharmacist is fully aware of and responsible for all activities involved in the preparation and dispensing of medications prior to release to the patient, including the maintenance of appropriate records.

(e) Secretarial and clerical support shall be provided to assist with record keeping, report submission and other administrative duties.

History Note: Authority G.S. 90-85.6; 90-85.21;
 Eff. May 1, 1997.

21 NCAC 46 .1411 RESPONSIBILITIES OF THE PHARMACIST-MANAGER

(a) The pharmacist-manager shall establish written procedures for the safe and effective distribution of pharmaceutical products. Procedures shall be periodically reviewed to assure they reflect current practice in the facility. A copy of such procedures shall be available in the pharmacy.

(b) The pharmacist-manager shall be responsible for the safe and effective distribution, control, and accountability for drugs, including intravenous and irrigation solutions. The pharmacist-manager may delegate responsibilities to other health care facility staff for ordering, distributing, and accounting for pharmaceutical materials to achieve this purpose. Whenever there is a deviation from this Section, the facility's pharmacy permit is subject to action by the Board. In addition to Rule 21 NCAC 46.2502, the pharmacist-manager shall, at a minimum, be responsible for:

- (1) the development of policies and procedures for the compounding, admixture, labeling, and dispensing of parenteral medications in the health care facility, including relevant

- education and training of all pharmacy and nursing personnel involved in the preparation of parenteral medications;
- (2) the establishment of specifications or use of compendia specifications for procurement of all pharmaceuticals, including drugs, chemicals, and biologicals used in direct patient care, subject to approval of the appropriate committee of the health care facility;
 - (3) participation in development and maintenance of a drug formulary when required by the health care facility;
 - (4) participation in those aspects of pharmaceutical care that affect drug distribution and control;
 - (5) preparing, packaging, compounding and labeling all drugs;
 - (6) assuring that drugs are dispensed only by a pharmacist or other persons allowed by law to dispense; supportive pharmacy personnel are properly directed and supervised;
 - (7) the development and implementation of policies and procedures to ensure that discontinued drugs; outdated drugs; drugs recalled; containers with worn, illegible, or missing labels; or products that are otherwise unusable are returned to the pharmacy for proper disposition in a timely manner;
 - (8) maintaining records and reports as are required to ensure patient health, safety and welfare. These records and reports shall include, at a minimum:
 - (A) access to medication administration records;
 - (B) reports of suspected adverse drug reactions and medication variances;
 - (C) list of contents of ancillary drug cabinets where allowed and emergency kits/crash carts;
 - (D) the current formulary of drugs where a formulary is required;
 - (E) a biennial controlled substances inventory;
 - (F) alcohol and flammable material reports as required by law when such material is procured by the pharmacy; and
 - (G) such other records and reports as may be required by law and rules of the Board of Pharmacy;
 - (9) developing and implementing policies and procedures that effectively address the safeguarding and handling of all drugs and devices, as defined in G.S. 90-85.3(e), throughout the health care facility, or other locations where legend drug products are transferred, including medications that originate from a source outside the facility. When discrepancies in controlled substance counts are identified:
 - (A) they shall be reviewed, and a report of this action, including steps taken to prevent recurrence, where possible, shall be provided to the pharmacist-manager within 24 hours of occurrence. This report shall be maintained by the pharmacist-manager; and
 - (B) recurring losses or mishandling of significant quantities of controlled substances shall be immediately reported to the Board and the Drug Enforcement Administration;
 - (10) maintaining policies and procedures which require at least monthly inspections of patient care units or other areas of the health care facility where medications are dispensed, administered, or stored. For long-term care facilities and adult care homes, quarterly inspections are permitted, as defined by state licensure regulations. A record of such inspections shall be maintained to verify that:
 - (A) antiseptics, other drugs for external use, and disinfectants are stored separately from internal and injectable medications;
 - (B) drugs requiring special conditions for storage to assure stability are properly stored;
 - (C) all necessary and required security and storage standards are met;
 - (D) outdated or otherwise unusable drugs are identified, their distribution and administration prevented, and such are returned to the pharmacy for proper disposition;
 - (E) the distribution and administration of controlled drugs are adequately documented by pharmacy, nursing, and other involved services or personnel and are in accordance with applicable law;

- (F) any investigational drugs in use are properly stored, distributed, and controlled;
 - (G) emergency drugs, as approved by the medical staff, are in adequate and proper supply in the pharmacy or other designated areas of the health care facility; and
 - (H) metric-apothecaries' weight and measure conversion tables and charts are available;
- (11) all drugs and devices dispensed by the pharmacy as defined in G.S. 90-85.3(e) which are ordered for and used within the health care facility; and
 - (12) maintaining policies and procedures regarding drug samples and patient's personal medications.

History Note: Authority G.S. 90-85.6; 90-85.21; 90-85.32;
Eff. May 1, 1997.

21 NCAC 46 .1412 PHYSICAL REQUIREMENTS

A health care facility pharmacy shall have sufficient floor space allocated to it to ensure that drugs are prepared in sanitary, well lighted and enclosed places. It shall have sufficient equipment and physical facilities for proper compounding, dispensing, and storage of drugs, including parenteral preparations. In addition to the requirements of Section .1600 of this Chapter, the equipment and physical facilities shall include the following:

- (1) Compounding and dispensing areas;
- (2) Physically separate parenteral solution additive area when parenteral solutions are compounded as described in Section .2800 - Sterile Parenteral Pharmaceuticals of this Chapter;
- (3) Receiving and storage areas;
- (4) Packaging and repackaging areas;
- (5) Office space sufficient to allow for administrative functions without interference with the safe compounding and dispensing of medications and security of the pharmacy;
- (6) Storage. All drugs shall be stored in designated areas within the pharmacy or decentralized pharmacy sufficient to provide sanitation to prevent contamination, moisture control, and security to prevent access from unauthorized personnel. Controlled substances shall be stored in compliance with applicable Federal and State laws and regulations. Alcohol and flammables shall be stored in areas that shall, at a minimum, meet basic local building code requirements for the storage of volatile substances and such other laws, ordinances, or regulations that may apply.
- (7) Security. All areas occupied by the health care facility pharmacy, to include auxiliary drug supplies and unit dose carts, shall remain secured at all times.

History Note: Authority G.S. 90-85.6; 90-85.21; 90-85.32;
Eff. May 1, 1997.

21 NCAC 46 .1413 ABSENCE OF PHARMACIST

(a) When a health care facility pharmacy is not open 24 hours a day, seven days a week, arrangements shall be made in advance by the pharmacist-manager for provision of drugs and pharmaceutical care to the medical staff, other authorized personnel, and patients of the health care facility after normal working hours by use of an "on call" pharmacist accessible to the facility during all absences, and an ancillary drug cabinet as described in Rule .1414(g) of this section. In addition, one or both of the options in Subparagraphs (a)(1) and (2) may be authorized by the pharmacist-manager to assure access to drugs and pharmaceutical care in the absence of a pharmacist:

- (1) a contractual arrangement with another health care facility, pharmacy, or pharmacist;
- (2) a nurse trained and authorized by the pharmacist-manager to remove drugs or devices from the pharmacy after hours. Entry into the pharmacy after hours shall occur only if the drug needed is not in the ancillary drug cabinet. The pharmacist-manager shall maintain a current list of authorized persons and document the initial orientation, continuing education, and quality control processes on an ongoing basis. The pharmacist-manager shall maintain a list of restricted medications that cannot be taken from the pharmacy and can only be removed after contacting the "on call" pharmacist to

verify the appropriateness and accuracy of the medication order and medication removed from the pharmacy at the time of removal. For medications not on the restricted list, an "on call" pharmacist must be accessible for questions by the authorized nurse. Within 24 hours, a pharmacist shall verify the accuracy and appropriateness of the medication order and the medication removed from the pharmacy.

(b) A suitable record of drugs or devices removed from ancillary drug cabinets or from pharmacy inventory shall be maintained for three years in the health care facility. The pharmacist-manager shall at least quarterly verify the accuracy of the records.

(c) Supportive personnel approved by the pharmacist-manager may be present in the pharmacy at other than regular service hours to perform certain clerical, repackaging and distributive functions according to written policies and procedures if the drugs so handled are not permitted to leave the pharmacy until all work performed has been checked and certified as being correct by the pharmacist.

(d) Only drugs in unit-of-use packaging shall be removed from the ancillary drug supply or from the pharmacy; they shall be used for administration to a specific patient only, in amounts sufficient to meet the needs for immediate therapeutic requirements. Controlled substances may be stocked and removed from an ancillary drug cabinet; controlled substances may not be removed from the pharmacy in the absence of a pharmacist. Drugs shall be pre-labeled by the pharmacist with drug name, strength, lot number and expiration date. A copy of written orders for new medications shall be provided to the pharmacy.

History Note: Authority G.S. 90-85.6; 90-85.21; 90-85.32; 90-85.33; 90-85.34;
Eff. May 1, 1997;
Amended Eff. August 1, 2000.

21 NCAC 46 .1414 DRUG DISTRIBUTION AND CONTROL

(a) MEDICATION ORDERS.

- (1) Pharmacists shall dispense medications from a health care facility pharmacy only upon receipt of a medication order. A mechanism shall be in place to verify the authenticity of the medication order. Oral orders shall be put in writing immediately and signed within the time frame established by regulatory agencies and health care facility policies and procedures.
- (2) All medication orders shall be received and reviewed by a pharmacist and, at a minimum, shall contain the:
 - (A) patient's name, location and other necessary identifying information such as history or medical records number;
 - (B) medication name, strength, dosage form, route of and directions for administration. In the absence of a facility policy on interpretation of routes of administration, the route of administration must be specified;
 - (C) date the order was written; and
 - (D) prescriber's signature as set out in Subparagraph (a)(1) of this Rule (may include electronic signature or verification).
- (3) The health care facility pharmacy and the pharmacist-manager shall ensure that medication orders for patients requiring continuous drug therapy shall be entered into a patient medication profile, either manual or automated. The medication profile shall, at a minimum, contain the:
 - (A) patient's name, location and important clinical data such as age, height, weight, sex, and allergies;
 - (B) medication name, strength, dosage form, route of and directions for administration;
 - (C) medication start date;
 - (D) medication discontinuance date; and
 - (E) identification of pharmacist responsible for or verifying technician entry of the medication order.
- (4) Abbreviations used in medication orders shall be agreed to, jointly adopted, and published by the medical, nursing, pharmacy, and medical records staff of the health care facility.

- (5) Medication orders shall be reviewed and discontinued or suspended, if appropriate, when the patient is transferred to the delivery room, operating room, or is admitted from another facility. A method to protect the patient from indefinite, open-ended drug orders must be provided. The prescriber shall be notified in a timely manner that the order shall be stopped before such action takes place by one or more of the following:
 - (A) the routine monitoring of patient's drug therapy by a pharmacist;
 - (B) a health care facility-approved, drug class-specific, automatic stop order policy covering those drug orders not specifying a number of doses or duration of therapy; or
 - (C) a health care facility-approved automatic cancellation of all drug orders after a predetermined time interval unless rewritten by the prescriber.
 - (6) Health care facilities which credential practitioners for prescribing privileges within the facility shall provide the health care facility pharmacy with credentialing information annually or immediately upon discharge or when privileges are suspended or terminated.
- (b) DEVICES. Devices shall be dispensed in accordance with Section .2600 of this Chapter.
- (c) DISPENSING. In health care facilities with 24 hour pharmacy services, all dispensing shall be done by a pharmacist. In health care facilities without 24 hour pharmacy services, Rule .1413 of this Section shall apply in the absence of a pharmacist.
- (d) LABELING.
- (1) The health care facility pharmacy and the pharmacist dispensing the drug shall ensure that all drugs dispensed from within a health care facility pharmacy are labeled and identified up to the point of administration;
 - (2) Whenever a drug is added to a parenteral admixture, it shall be labeled with a distinctive supplementary label indicating the name and amount of the drug added, expiration date, and expiration time, if applicable. For admixtures prepared outside the pharmacy, the pharmacist-manager shall develop policies and procedures for preparation and labeling.
- (e) PARENTERAL MEDICATIONS. The dispensing of parenteral medications shall be done in accordance with Section .2800 of this Chapter--Sterile Parenteral Pharmaceuticals.
- (f) PATIENT CARE UNIT MEDICATION INVENTORIES. This Paragraph does not apply to nursing facilities, assisted living facilities, and adult care homes.
- (1) The pharmacist-manager shall develop an approved drug list for each health care facility location. Non-controlled drugs may be stocked on a health care facility patient care unit in quantities limited to not more than five dosage units per drug when immediate availability is deemed essential to the patient's health and well-being. Drugs shall be stored in a manner that prevents unauthorized access and shall only be administered to a patient of the health care facility pursuant to a medication order.
 - (2) All controlled substances stocked within a health care facility that are not located within the facility's pharmacy or automated dispensing device must be accompanied by a disposition form issued from the pharmacy. This document shall at a minimum contain:
 - (A) the product name, strength, dosage form, and quantity supplied;
 - (B) the date transferred to the patient care unit by the pharmacy;
 - (C) the name of the pharmacy representative supplying, and the patient care unit representative receiving the drug;
 - (D) the date, time, and amount of the drug removed from the patient care unit stock for administration; and
 - (E) the patient name and identification of the person acquiring the product.
 - (3) Exceptions to this Paragraph shall be made for use of automated dispensing devices provided that these devices meet all applicable rules for controlled substances contained therein.
 - (4) When a dose of a controlled substance has been prepared for a patient but not used (i.e., refused, order canceled, or contaminated), it may be destroyed at the patient care unit. The destruction must be witnessed by a health care provider, such as a pharmacist, registered nurse, or licensed practical nurse. The pharmacist-manager shall ensure that details of the event, along with the identification of the two who effected and witnessed the destruction, are documented. If such record is separate from the disposition form, it shall be maintained uniformly with the corresponding disposition form.

(g) ANCILLARY DRUG CABINET INVENTORIES. (This Paragraph does not apply to nursing facilities, assisted living facilities, and adult care homes.) Drugs that are routinely prescribed by the medical staff in a health care facility shall be maintained in quantities limited to not more than five dosage units per drug as a supplementary inventory for use only when the pharmacy is closed. The pharmacist-manager shall, in connection with the appropriate committee of the health care facility, develop listings of those drugs to be included in such inventories. The pharmacist-manager shall, at a minimum, assure that:

- (1) access to such drug inventories is by locked cabinet(s) or other enclosure(s) constructed and secured to deny access to unauthorized persons;
- (2) only authorized personnel, as indicated by written policies and procedures, shall obtain access to the drug inventories;
- (3) only pre-packaged drugs are available therein, in amounts sufficient for immediate therapeutic requirements. Drugs shall be properly labeled, with drug name, strength, lot number and expiration date. Whenever access to such inventory is gained, a copy of the record of withdrawal and a copy of the written order for new drug orders shall be provided to the pharmacy. The record of withdrawal shall contain the following:
 - (A) the date of removal of the drug;
 - (B) the name, strength, dosage form, and quantity of drug removed;
 - (C) the name of the patient for whom the drug was ordered;
 - (D) the name or identification code of the authorized personnel removing the drug from inventory;
- (4) all drugs are reviewed no less often than quarterly to ensure their purity, potency, and integrity; and
- (5) written policies and procedures are established to implement the requirements of this Rule.

(h) AUTOMATED DISPENSING OR DRUG SUPPLY DEVICES. Automated Dispensing or Drug Supply Devices such as but not limited to Pyxis machines may be utilized in health care facility pharmacies and where a pharmacy permit exists in accordance with 21 NCAC 46 .1814.

(i) EMERGENCY KITS. (This Paragraph does not apply to adult care homes or assisted living facilities) Drugs and devices may be provided in emergency kits for use by authorized personnel provided the pharmacist-manager, in conjunction with the medical staff of the health care facility, develop and implement written policies and procedures to ensure compliance with the following provisions:

- (1) the pharmacist-manager, or designee, and the medical staff of the health care facility jointly determine the drugs and devices, by identity and quantity, to be included in the kit. Drugs and devices included in the kit shall be limited to those for emergency use only and are not to be used for any other purpose.
- (2) the emergency kit contains those drugs and devices which may be required to meet the immediate therapeutic needs of patients and which are not available from any other authorized source in sufficient time to prevent prolonged discomfort or risk of harm to patients;
- (3) the emergency kit shall be stored in a secure, readily available location under the supervision of the nursing staff and sealed with a non-reusable, removable seal to prevent unauthorized access, and to ensure a proper environment for preservation of the drugs and devices within them. Policies and procedures shall be established to ensure the integrity of the kit at all times;
- (4) the exterior of the emergency kit shall be labeled so as to clearly and unmistakably indicate that it is an emergency drug kit and is for use in emergencies only. In addition, a listing of the drugs and devices contained therein, including name, strength, and quantity of each drug or device shall be attached. Each emergency kit shall be inspected by a pharmacist or his designee every 30 days (90 days for long-term care facilities) to check for expiration dates and the integrity of the seal;
- (5) all drugs and devices contained within the emergency kit shall be labeled, if applicable, with, at a minimum, the name, strength, lot number, manufacturer, and expiration date;
- (6) drugs and devices shall be removed from the emergency kit for administration to a patient only pursuant to a valid physician's order, by personnel authorized by the facility;
- (7) whenever an emergency kit is opened, the pharmacy shall be notified. The pharmacist-manager or designee shall re-stock, re-seal, and return the kit to the unit within a

reasonable length of time in order to prevent risk of harm to patients. The emergency drug kits shall be checked by an authorized person in accordance with written policies and procedures of the health care facility. In the event the kit is opened in an unauthorized manner, the pharmacy and other personnel designated by the pharmacist-manager of the facility shall be notified; and

- (8) Emergency drugs that are controlled substances must be stored in compliance with 10A NCAC 26E .0408.

(j) RECORDS.

- (1) The pharmacist-manager shall, in addition to the requirements for preserving prescription orders as set forth in [G.S. 90-85.26](#), develop a system of daily accountability for medication compounding and dispensing that shall permit the identification of the responsible pharmacists and pharmacy technicians. Readily retrievable records of accountability shall be maintained for at least 30 days. At a minimum, this system shall identify all personnel who perform these activities and the pharmacist responsible for:
- (A) interpretation and appropriateness of new medication orders;
 - (B) profile entry of new medication orders;
 - (C) dispensing of new medication orders including stat doses;
 - (D) daily cart fills;
 - (E) intravenous admixtures;
 - (F) compounded medications; and
 - (G) periodically assessing the quality of pharmacy procedures for preparation and release of drugs and devices for replenishment of floor stock, ancillary drug supplies, and automated dispensing devices in locations outside the pharmacy.
- (2) Upon notification of medication errors resulting from the administration of an incorrect medication or dose, the pharmacist-manager shall document such medication error. Documentation shall include pertinent chronological information and include documentation on health care facility forms. These documents shall be archived in a readily retrievable manner, open for inspection, for a period of three years.
- (3) Upon notification of information that reasonably suggests that there is a probability a prescription drug or device dispensed from a location holding a permit has caused or contributed to the death of a patient (see 21 NCAC 46 .2502(k) RESPONSIBILITY OF PHARMACIST-MANAGER), the pharmacist-manager shall retain all documents, labels, vial, supplies, substances and internal investigative reports relating to the event. All such items shall be maintained by the health care facility, accessible to the pharmacist-manager, and open to the Board of Pharmacy.
- (4) The pharmacist-manager shall maintain records of ordering, receiving, dispensing or transfer of controlled substances. These records shall include, but are not limited to the following:
- (A) Invoices or other such documents verifying the ordering and receipt of controlled substances;
 - (B) Perpetual inventories of controlled substances transferred to patient care units and other sites as allowed by this Rule (i.e., automated dispensing devices, emergency kits, etc.). These inventories shall record the transfer date; location transferred to; the identity of the drug; strength, dosage form, and quantity transferred; transferring pharmacist's name;
 - (C) Disposition records required by Paragraph (f)(4) of this Rule;
 - (D) A record of controlled substances dispensed directly to the patient to include the patient's name; date dispensed; dispensing pharmacist's name; name, strength, dosage form, and quantity of the drug dispensed. The records shall also document drugs returned and credited; and
 - (E) A perpetual inventory shall be maintained on all controlled substances awaiting destruction or return to a vendor.
- (5) Automated systems may be used to collect and store information required by Subparagraph (j)(4) of this Rule provided such system allows for the immediate retrieval (via CRT display and hard-copy printout) of original medication order information and dispensing history consistent with criteria cited in 21 CFR .1306.

- (6) With the exception of Subparagraph (j)(1) of this Rule, all records required by this Section shall be maintained for a period of three years. Such records shall be archived in a uniform manner, retrievable to the pharmacy within 48 hours, and open for review, copying, or seizure by a member or designated employee of the Board.

History Note: Authority G.S. 90-85.6; 90-85.21; 90-85.32; 90-85.33; 90-85.34;
Eff. May 1, 1997;
Amended Eff. February 1, 2005; April 1, 2003; April 1, 1999; August 1, 1998

21 NCAC 46 .1415 MEDICATION IN HEALTH CARE FACILITY EMERGENCY DEPARTMENTS

(a) In those health care facilities having 24 hour outpatient pharmacy service, all drugs dispensed to outpatients including emergency department patients must be dispensed by a pharmacist.

(b) When drugs are not otherwise available from a pharmacist, drugs may be dispensed for use outside the emergency department by the physician, registered nurse under physician supervision, or a person authorized to prescribe and dispense drugs pursuant to G.S. 90-18.1 or 90-18.2 subject to the following:

- (1) Drugs shall only be dispensed to a registered patient of the emergency department;
- (2) The pharmacist-manager shall develop and supervise a system of control and accountability of all drugs administered in, or dispensed from the emergency department;
- (3) The pharmacist-manager, in conjunction with the appropriate committee responsible for policy in the emergency department, shall develop an emergency department formulary which may be dispensed from the emergency department for patients receiving care in that department. This formulary shall consist of drugs of the nature and type to meet the immediate needs of emergency department patients, and quantities in each container shall be limited to not more than a 24 hour supply or the smallest commercially-available quantity;
- (4) Such drugs shall be prepackaged in safety closure containers and shall be appropriately pre-labeled by the pharmacist to comply with 21 NCAC 46.1414(i)(5) of this Chapter. Prior to dispensing, the following information shall be placed on the label:
 - (A) name, address, and telephone number of the health care facility pharmacy;
 - (B) dispensing date;
 - (C) full name of patient;
 - (D) generic or trade name, or in the absence of a brand name, the established name of the product dispensed;
 - (E) directions for use to the patient;
 - (F) name of physician prescribing and dispensing the product; and
 - (G) required precautionary or further accessory cautionary information as may be desirable for proper use and safety to the patient;
- (5) A perpetual record of dispensing of all drugs, including drug samples and starter packages, shall be maintained as part of the pharmacy's records for three years. The pharmacist-manager or designee shall verify the accuracy of these records at least once a month. Such record shall, at a minimum, contain the following:
 - (A) date dispensed;
 - (B) patient's name;
 - (C) physician's name; and
 - (D) name of drug dispensed, strength, dosage form, quantity dispensed, and dose.
- (6) The physician shall sign all orders for medication within the time frame established by regulatory agencies and health care facility policies and procedures.

(c) The physician, registered nurse under physician supervision, or person who is authorized to prescribe and dispense drugs pursuant to G.S. 90-18.1 or 90-18.2 shall comply with all regulations governing the dispensing of medications including patient counseling as defined in 21 NCAC 46 .2504 Patient Counseling.

History Note: Authority G.S. 90-85.6; 90-18.1; 90-18.2; 90-85.21; 90-85.32; 90-85.33;
Eff. May 1, 1997.

21 NCAC 46 .1416 REPACKAGING

(a) Drugs which are prepackaged from within a health care facility pharmacy for subsequent dispensing or administration shall be labeled to include:

- (1) the generic or trade name, strength, and quantity of drug;
- (2) identification of the manufacturer, and lot or control number;
- (3) the expiration date of the drug being repackaged; and
- (4) cautionary notations, if applicable.

(b) A batch number assigned by the pharmacy may be placed on the label in lieu of the manufacturer's name and lot number, provided that the pharmacy maintains a readily retrievable record which identifies, by batch number, the manufacturer, manufacturer's expiration date, and lot number of the drug.

(c) The pharmacy shall have and use facilities, personnel, operational practices, packaging material, and control procedures to assure that the purity, integrity, safety, and effectiveness of the drugs are not affected by such repackaging. All repackaging must be performed by or under the supervision of a pharmacist.

History Note: Authority G.S. 90-85.6; 90-85.21; 90-85.32; 90-85.33;
Eff. May 1, 1997.

21 NCAC 46 .1417 REMOTE MEDICATION ORDER PROCESSING SERVICES

(a) Purpose. The purpose of this Section is to set out requirements for health care facility pharmacies providing remote medication order processing services and facilities contracting with remote medication order processing services.

(b) Definition. Medication order processing does not include the dispensing of a prescription drug but includes any of the following:

- (1) receiving, interpreting, or clarifying medication orders;
- (2) data entry and transferring of medication order information;
- (3) performing drug regimen review;
- (4) interpreting clinical data;
- (5) performing therapeutic interventions; and
- (6) providing drug information concerning medication orders or drugs.

(c) Outsourcing. A pharmacy may outsource medication order processing to another pharmacy provided the pharmacies have the same owner or the pharmacy has entered into a written contract or agreement with an outsourcing company that outlines the services to be provided and the responsibilities and accountabilities of each pharmacy in compliance with federal and state laws and regulations. The pharmacy providing the remote processing of medication orders must notify the Board of Pharmacy prior to providing such services.

(d) Training. A pharmacy providing remote medication order processing must ensure that all pharmacists providing such services have been trained on each pharmacy's policies and procedures relating to medication order processing. The training of each pharmacist shall be documented by the pharmacist-manager to ensure competency and to ensure that performance is at least at the same level of performance as pharmacists in the outsourcing pharmacy. Such training shall include policies on drug and food allergy documentation, abbreviations, administration times, automatic stop orders, substitution, and formulary compliance. The pharmacies shall jointly develop a procedure to communicate changes in the formulary and changes in policies and procedures related to medication order processing.

(e) Access. The pharmacies must share common electronic files or have appropriate technology to allow secure access to the pharmacy's information system and to provide the remote pharmacy with access to the information necessary or required to process a medication order.

(f) Communication. The pharmacies must jointly define the procedures for resolving problems detected during the medication order review and communicating these problems to the prescriber and the nursing staff providing direct care.

(g) Recordkeeping. A pharmacy using remote order entry processing services is responsible for maintaining records of all orders entered into their information system including orders entered from a remote location. The system shall have the ability to audit the activities of the individuals remotely processing medication orders.

(h) Licensure. All pharmacies providing remote order processing services must be permitted by the Board. An out-of-state pharmacy providing remote order processing services must be registered with the Board as an out-of-state pharmacy. All pharmacists located in this State or employed by an out-of-state pharmacy

providing remote order processing services to health care facilities in this State, shall be licensed by the Board.

(i) Policy and Procedure Manual. All pharmacies involved in remote order processing shall maintain a policy and procedure manual. Each remote pharmacy is required to maintain those portions of the policy and procedure manual that relate to that pharmacy's operations. The manual shall:

- (1) outline the responsibilities of each of the pharmacies;
- (2) include a list of the name, address, telephone numbers, and all license/registration numbers of the pharmacies involved in remote order processing; and
- (3) include policies and procedures for:
 - (A) protecting the confidentiality and integrity of patient information;
 - (B) maintaining appropriate records to identify the name(s), initials, or identification code(s) and specific activity(ies) of each pharmacist who performed any processing;
 - (C) complying with federal and state laws and regulations;
 - (D) operating a continuous quality improvement program for pharmacy services designed to objectively and systematically monitor and evaluate the quality and appropriateness of patient care, pursue opportunities to improve patient care, and resolve identified problems;
 - (E) annually reviewing the written policies and procedures and documenting such review; and
 - (F) annually reviewing the competencies of pharmacists providing the remote order review service.

History Note: Authority G.S. 90-85.6; 90-85.21; 90-85.21A; 90-85.26; 90-85.32; 90-85.34; Eff. February 1, 2006.