



VOLUME 9: PHARMACY SERVICES	Effective Date: 4/08
CHAPTER 20	Revision Date (s): 12/12
9.20 FLOOR STOCK ORDERS	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. PROCEDURE OVERVIEW

Licensed units and urgent/emergent care treatment areas including mobile treatment units shall have a limited supply of floor stock medications for immediate administration. Every effort shall be made to keep the quantity and variety of medications at a minimum to prevent waste and unsafe storage conditions. This procedure is not intended to address over-the-counter medication in consumer-ready packaging used for nursing protocols or controlled substances.

II. PURPOSE

To ensure timely availability of necessary medications for urgent/emergent administration.

III. PROCEDURE

A. Floor Stock Orders

1. The pharmacy shall maintain a master list of allowable floor stock medications which shall include maximum quantities to be stocked as approved by the local Pharmacy and Therapeutics Committee.
2. All floor stock medications and supplies shall be ordered from the Pharmacy on CDCR Form 7244, Drug Order.
3. Orders shall be coordinated between nursing and pharmacy and submitted on a once-weekly basis.
4. The following information is required with each order:
 - a. Unit or area ordering stock
 - b. Date order written
 - c. Name and strength of medication
 - d. Exact quantity requested, (i.e., 100 tablets, 240 ml, 15 grams)
 - e. Signature of the authorizing supervisor

B. Floor Stock Inventory

1. Nursing staff shall actively manage floor stock inventory.
2. Floor stock inventories shall be included in the monthly medication area inspection by pharmacy as described in Inmate Medical Services Policies and Procedures, Volume 9, Chapter 25, Inspecting Medication Storage Areas.

IV. REFERENCES

- Inmate Medical Services Policies and Procedures, Volume 9, Chapter 25, Inspecting Medication Storage Areas