



CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

VOLUME 9: PHARMACY SERVICES	Effective Date: 04/2009
CHAPTER 42	Revision Date: 03/2015
9.42 CCHCS PHARMACY POLICY AND PROCEDURE MANUAL REVIEW, REVISIONS, AND ADDITIONS	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

I. PROCEDURE OVERVIEW

The Chief of Pharmacy Services is responsible for maintaining a current pharmacy Policy and Procedure Manual (PPM) that shall be implemented as written in all California Department of Corrections and Rehabilitation (CDCR) institutions and be readily available to health care services staff. The Chief of Pharmacy Services and the California Correctional Health Care Services (CCHCS) Systemwide Pharmacy and Therapeutics (P&T) Committee shall review the PPM for relevance to current pharmacy practice and compliance with all federal and state laws and regulations and standards of pharmacy practice at least biennially. Refer to the Inmate Medical Services Policies and Procedures (IMSP&P), Volume 9, Chapter 4, CCHCS Systemwide Pharmacy and Therapeutics Committee. The CCHCS Systemwide P&T Committee shall review and approve proposed changes. Health care staff shall forward suggested changes to Pharmacyreports@cdcr.ca.gov for consideration by the CCHCS Systemwide P&T Committee.

II. PURPOSE

To ensure that the pharmacy operates under current approved IMSP&P and that revisions and additions to the Volume 9, Pharmacy Services, section of the IMSP&P are made as needed and approved by the CCHCS Systemwide P&T Committee and Chief of Pharmacy Services.

III. PROCEDURE

A. The PPM shall be reviewed and revised as follows:

1. The Chief of Pharmacy Services or designee shall initiate the biennial review to ensure the policies and procedures are current and reflect current federal and state laws and regulations and standards of pharmacy practice. The review process shall be initiated at least six months prior to the biennial due date.
2. In addition to changes proposed during the biennial review, the Chief of Pharmacy Services shall initiate interim revisions and additions to the IMSP&P Volume 9 as needed to update or improve pharmacy services.
 - a. The Chief of Pharmacy Services may implement changes in procedures that do not alter policies without prior approval from the CCHCS Systemwide P&T Committee.
 - b. The CCHCS Systemwide P&T Committee must review and approve the changes in procedure made by the Chief of Pharmacy Services at the next scheduled committee meeting.
3. Members of the CCHCS Systemwide P&T Committee shall obtain input from their corresponding disciplines (e.g. Medical, Dental, Mental Health, Nursing, and Pharmacy) on proposed policy and procedure changes to ensure they are not in conflict with their departmental policies and procedures. Input shall also include operational perspective from frontline staff. Input shall be shared with the CCHCS Systemwide P&T Committee for consideration.

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4. Health care staff shall forward via email suggested changes to Pharmacyreports@cdcr.ca.gov for consideration by the CCHCS Systemwide P&T Committee.
 5. After the policy review receives final approval by the CCHCS Systemwide P&T Committee, the Chief of Pharmacy Services shall submit the policy through the CCHCS policy approval process.
 6. The Pharmacist-in-Charge (PIC) is responsible for ensuring the pharmacy PPM in the local facility is up-to-date.
 7. If an institution has a licensed health care facility, the PIC shall ensure that a complete set of pharmacy policies and procedures is reviewed and acknowledged annually through the local P&T Committee or Pharmaceutical Care Committee.
- B. IMSP&P Volume 9 applies to all CDCR institutions and shall be implemented as approved by the CCHCS Systemwide P&T Committee. Institutions may implement local operation procedures defining how they will implement statewide policies and procedures.

IV. REFERENCE

- California Code of Regulations, Title 22, §70263, §72523, §73351, §79647
- Inmate Medical Services Policies and Procedures, Volume 9, Chapter 4, CCHCS Systemwide Pharmacy and Therapeutics Committee