

657—23.7(124,155A) Policies and procedures. Pursuant to rule 657—8.3(155A), each pharmacy shall have policies and procedures related to all aspects of the pharmacy's packaging and dispensing responsibilities to the residents of a care facility. The policies and procedures shall be maintained at the provider pharmacy and shall be available to the facility and the consultant pharmacist. Policies and procedures shall include, at a minimum:

1. Methods used to dispense and deliver drugs and devices to the facility in a timely fashion.
2. Proper notification to the facility when a drug or device is not readily available.
3. Proper labeling requirements to meet the needs of the facility and which are consistent with state and federal laws and regulations.
4. Appropriate drug destruction or return of unused drugs, or both, consistent with state and federal laws and regulations.
5. An automatic stop order policy to ensure that drug orders are not continued inappropriately.
6. Methods to ensure that all discontinued, outdated, deteriorated, or improperly labeled drugs and all containers with worn, illegible or missing labels are disposed of so as to render them unusable and protected from unauthorized possession or use.

[**ARC 1961C**, IAB 4/15/15, effective 5/20/15; **ARC 3859C**, IAB 6/20/18, effective 7/25/18]