

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1602
		Original Date	12/28/1999
		Revised Date	03/01/2016
	Department: Pharmacy	Dealing with Licensing Agencies	

POLICY:

The purpose of this policy is to provide concise guidelines for dealing with licensing agencies.

PROCEDURE:

This policy applies to all licensed nursing personnel with access to the pharmacy. It is the responsibility of the Director of Pharmacy designee to disseminate and implement this policy.

1. All requests for access to the pharmacy by anyone other than licensed nursing personnel at the Montana Mental Health Nursing Care Center should be directed to the Pharmacy Director, Director of Nursing or designee (e.g., House Supervisor).
2. Nursing personnel will be courteous and tactful when dealing with the licensing agents.
3. Proper identification will be required before giving access to the pharmacy.
4. At no time shall the licensing agent be left alone in the pharmacy area.
5. The Pharmacy Director shall be notified as soon as possible regarding the request for access to the pharmacy.