

15.11 PHARMACY POLICIES AND PROCEDURES

Policy: All Title X clinics must have written pharmacy policies and procedures. The policies and procedures must be reviewed annually, signed and dated by the medical director, pharmacist (when applicable), nurse practitioners, registered nurses and physician assistants, as appropriate. The policies and procedures must be in accordance with Montana state law.

Procedure:

Policies and procedures should include the following topics:

1. Formulary – clinics must offer a broad range of acceptable and effective medically approved contraceptives.
2. Records – showing the flow of drug from procurement to the ultimate consumer, including dispensing.
3. Inventories – facilities must maintain an adequate supply and variety of drugs and devices to effectively manage the contraceptive needs of their clients.
4. Drug stocks – must be kept in compliance with federal and state laws, rules and regulations
 - a. Storage – must be in compliance with *MT ARM 24.174.1211*
 - b. Security – must be secured at all times by either a physical barrier with suitable locks and/or an electronic barrier to detect entry by unauthorized persons at any time in compliance with *MT ARM 24.174.814*
 - c. Expiration dates
5. Training of personnel.
6. Pharmacy consultant – as appropriate.
7. Facilities must maintain the necessary drugs or devices for the provision of any other services it includes within the scope of the Title X project.
8. Clinics that dispense on-site medications other than factory prepackaged contraceptives (e.g. Patient Delivered Partner Treatment) must obtain a Limited Service Pharmacy license (*MT ARM 24.174.830*) through the State Board of Pharmacy. Review *MT ARM 24.174.830* for the process to apply for a Limited Service Pharmacy license.
9. Title X clinics that dispense only factory prepackaged contraceptives may do so without a Limited Service Pharmacy license and in accordance with *MCA 37-2-104*. This law states:

37-2-104. Dispensing of drugs by medical practitioners unlawful – exceptions.

1. *Except as otherwise provided by this section, it is unlawful for a medical practitioner to engage, directly or indirectly, in the dispensing of drugs.*
2. *This section does not prohibit:*
 - f. *the dispensing of factory prepackaged contraceptives, other than mifepristone, by a registered nurse employed by a family planning clinic under contract with the department of public health and human services if the dispensing is in accordance with:*
 - i. *a physician's written protocol specifying the circumstances under which dispensing is appropriate and;*
 - ii. *The drug labeling, storage, and recordkeeping requirements of the board of pharmacy.*