

**FAMILY PLANNING PROGRAM
POLICY AND PROCEDURE MANUAL****SECTION:** Pharmacy Administration
SUBJECT: Pharmaceutical Services

POLICY: Each agency must have a plan to ensure the quality of its pharmaceutical services. The inventory, supply, and provision of pharmaceuticals must be conducted in accordance with state pharmacy laws and professional practice regulations.

GUIDELINES:

The plan must include at least the following:

1. Inventory of contraceptives/medications at least quarterly. It is essential that agencies maintain an adequate supply and variety of drugs and devices to effectively manage the contraceptive needs of its clients.
2. Maintenance of Formulary (a reference book containing a list of the pharmaceutical products used by your agency).
3. Who supervises pharmaceutical services.
4. Who can prescribe, transcribe, and distribute medications.
5. What security measures will be provided for storage of medications (i.e., locked storage cabinets).
6. Address if and how pill cards will be used.
7. Address if and how supplies will or will not be mailed to the client.

Reference:

1. Program Guidelines for Project Grants for Family Planning Services, January 2001, p. 28, Section 10.2, Pharmaceuticals.

Revised

01/04,0
8/08,
08/13

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