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	Effective Date:	06-30-2022
	Document Type:	Policy
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	Department/Section:	Pharmacy Division
	Document Title:	RETURN AND REUSE OF MEDICATION

PURPOSE:

To address considerations related to the legitimate return and reuse of unused medications and when reasonable mechanisms are in place for medication tracking, billing and crediting.

LEVEL:


All Physicians, Nurse, Pharmacists, Inventory Control Pharmacist, Logistics Division and other Healthcare Professionals

DEFINITION OF TERMS:

Patient Returned Medications- are those medications issued by the pharmacy to patients that were returned back to the pharmacy by the nurse for any reason such as death, cancellation, excess amount, discharged to other facility, and others.

Unit Dose Packaging- an individual drug product container, usually consisting of foil, molded plastic or laminate with indentations into which a single dose oral dosage form is placed, with any accompanying materials or components including labeling. Each individual container is fully identifiable and protects the integrity of the dosage form.


Medication- includes any of the following: prescription medications, sample medications; herbal remedies, vitamins or nutraceuticals, over-the-counter medications, vaccines, diagnostic and contrast agents used on or administered to persons to diagnose, treat or prevent disease or other abnormal conditions, radioactive medications, respiratory therapy treatments, parenteral nutrition, blood derivatives, intravenous solutions, and any enteral nutrition solutions, which are reconsidered food products, oxygen and other medical gases

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POLICY:

1. The medications dispensed in a hospital setting- a closed distribution system- may be appropriate for return and reuse, and however, when medications leave the closed distribution system, the Pharmacy Division necessitates different requirements to ensure patient safety because of the inability to assure drug "strength", quality, purity and identity.
2. The Pharmacy Division is the only division eligible to receive any returned medications.
3. Unused, wasted, expired, and shopworn packaged medications with illegible labels shall not be retained on the nursing units. Such medications shall be returned to the Inpatient Pharmacy.
4. The "Return Medication Form" shall be used in returning all kinds of medication from inpatients to the pharmacy which includes:
 - 4.1. Expired IV medications (24-hours unit doses of reconstituted antibiotics, potassium chloride and other IV mixing)
 - 4.2. Broken vials or ampoules (caused by the PTS)
 - 4.3. Crush tablets/capsules (caused by PTS)
 - 4.4. Home Medications (in cases: patient refused or a cash patient)
 - 4.5. **Unused doses but not limited to:**
 - a) tablets/ capsules
 - b) syrups/ suspensions
 - c) creams/ ointments/ suppositories/ douche
 - d) oral/ eye/ ear drops
 - e) biological medications (e.g. albumin)
 - f) IV/ SC syringes
 - g) inhalers/ sprays
 - h) Insulin
 - i) ampoules/ vials

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5. All unused, discontinued and expired (within 24-hour unit dose) medications shall be returned to the pharmacy immediately within 24 hours especially if the patient is for discharge.

DOCUMENTATION:


New Policy

DISSEMINATION:


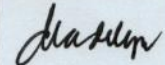
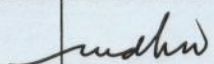


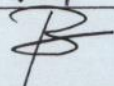
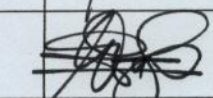
1. RMCI Hospital Communicator
2. Conducting hospital wide continuing education to all healthcare professionals.


REFERENCES:

1. ASHP Guidelines.
2. CBAHI Standards.

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	MIRIAM HOPE D. BRAVO, RPh. Inpatient Pharmacy Manager		7/6/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		7/6/2022
Recommending Approval:	PRINCESS M. ABELLON, MBA Pharmacy Division Officer		7/18/2022
	FREDERIC IVAN L. TING, MD OIC-Total Quality Division		7/20/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/31/22

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-J-P23-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Pharmacy Division
	Document Title:	RETURN AND REUSE OF MEDICATION

PURPOSE:

To provide a specific written procedure on processing returned medicines and supplies from nursing stations.

SCOPE:

Applies to Pharmacy Division and Nursing Service Division staff of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Licensed Pharmacists, Pharmacy Technicians, and Registered Nurses


GENERAL GUIDELINES:

1. All discontinued and unused medications must be double-checked for damages, instability, expiry date, tamper signs and completeness prior to return to the Main Pharmacy.
2. Only those medications that are up to standards are to be credited to the patient's account whenever a medication is up for return or when a patient is for discharge.

PROCEDURE:

For stations with pharmacists on-the-floor:

1. The Pharmacist should first confirm those patients that have discontinued medications or are for discharge and evaluate their remaining item stocks.
2. The Pharmacist checks the item(s) to be returned according to their condition and expiration date. The items should not bear any damages or appear to be tampered with.
3. The Pharmacist returns the withdrawn medicines to patient's account through the BizBox- Centralized Credit Note Application (CCNA) module. Medications which are identified as discontinued and/or held should be marked as such with the date

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on specific drug in patient's drug administration profile through Bizbox-Drug Administration (DA).


4. Upon their return to the Main Pharmacy, the Pharmacists on-the-floor then proceeds to place the returned items on the allocated area outside the Main Pharmacy for disinfection.
5. Once disinfected, the returned items are placed on their appropriate shelves.

For stations without pharmacists on-the-floor:

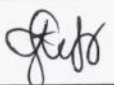



1. The Nurses in-charge of the patients to be discharged or patients that have discontinued medications shall endorse to the Main Pharmacy the items to be returned and have the items collected from the stations by the Pharmacist and Pharmacy Technician.
2. The Nurse-in-charge will scan the Return Medication Form (*see Annex*) in the system and inform the pharmacy staff, if possible.
3. The Pharmacist/ Pharmacy Technician collects the items to be returned with Return Medication form to the pharmacy from the nursing stations.
4. Upon arrival to the Main Pharmacy, the Pharmacist/ Pharmacy Technician checks the returned items according to their condition and expiration date.
5. The returned stocks are disinfected with ethyl alcohol or any other appropriate disinfectant prior to being returned to the Main Pharmacy.
6. The Pharmacist/ Pharmacy Technician returns the withdrawn item(s) to patient's account through the BizBox- Centralized Credit Note Application (CCNA) module.
7. The Pharmacist/ Pharmacy Technician returns the withdrawn item(s) to its proper shelf.
8. The Pharmacist/ Pharmacy Technician writes a caption (e.g. "ok, returned!") on the return slip, and then places it in the return slip box.

REFERENCES:

1. Marshfield Clinic Pharmacy Policies and Procedures 2021
<https://www.marshfieldlabs.org/reference/?page=pharmacyreturnsrefunds>

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	Name/Title	Signature	Date
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	MIRIAM HOPE D. BRAVO, RPh. Inpatient Pharmacy Manager		6/27/22
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Recommending Approval:	PRINCESS M. ABELLON, MBA Pharmacy Division Officer		07/11/22
	FREDERIC IVAN L. TING, MD OIC-Total Quality Division		7/20/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		8/2/22



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ANNEX:



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

RIVERSIDE MEDICAL CENTER, INC.

Owner and Operator of the Dr. Pablo O. Torre Memorial Hospital
A proud member of the Metro Pacific Hospital Holdings, Inc.


RETURN MEDICATION FORM

PATIENT'S NAME:		STATION:	ROOM:	DATE:
	MEDICATION NAME (GENERIC AND BRAND), DOSE, DOSAGE FORM		QUANTITY	REASON
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Endorsed by: (Nurse Name)			TIME RETURNED:	
Received by: (Pharmacy Staff Name)				


DPOTMH-PHARM-F034
Effective Date: 06-01-2022

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	Effective Date:	06-30-2022
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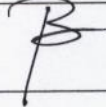
KEY TASKS	PERSON RESPONSIBLE
For stations with pharmacists on-the-floor	
1. Confirms those patients that have discontinued medications or are for discharge and evaluate their remaining item stocks	Pharmacist on-the-floor
2. Checks the item(s) to be returned according to their condition and expiration date	Pharmacist on-the-floor
3. Returns the withdrawn medicines to patient's account through the BizBox- Centralized Credit Note Application (CCNA) module	Pharmacist on-the-floor
4. Proceeds to place the returned items on the allocated area outside the Main Pharmacy for disinfection upon their return to the Main Pharmacy	Pharmacist on-the-floor
5. Returns the items to their appropriate shelves after disinfection	Pharmacist on-the-floor
For stations without pharmacists on-the-floor	
1. Endorses to the Main Pharmacy the items to be returned and have the items collected from the stations by the Pharmacy Technician	Nurse in-charge
2. Collects the items to be returned with return slip to the pharmacy from the nursing stations	Pharmacist/ Pharmacy Technician
3. Checks the returned items according to their condition and expiration date upon arrival to the Main Pharmacy	
4. Disinfects the returned stocks with ethyl alcohol or	

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any other appropriate disinfectant prior to being returned to the Main Pharmacy	
5. Returns the withdrawn item(s) to patient's account through the BizBox- Centralized Credit Note Application (CCNA) module	Pharmacist/ Pharmacy Technician
6. Returns the withdrawn item(s) to its proper shelf	
7. Writes a caption (e.g. "ok, returned!") on the return slip and then places it in the return slip box	

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APPROVAL:

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	MIRIAM HOPE D. BRAVO, RPh. Inpatient Pharmacy Manager		6/27/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		06/30/2022
Recommending Approval:	PRINCESS M. ABELLON, MBA Pharmacy Division Officer		7/11/22
	FREDERIC IVAN L. TING, MD OIC-Total Quality Division		7/20/22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		



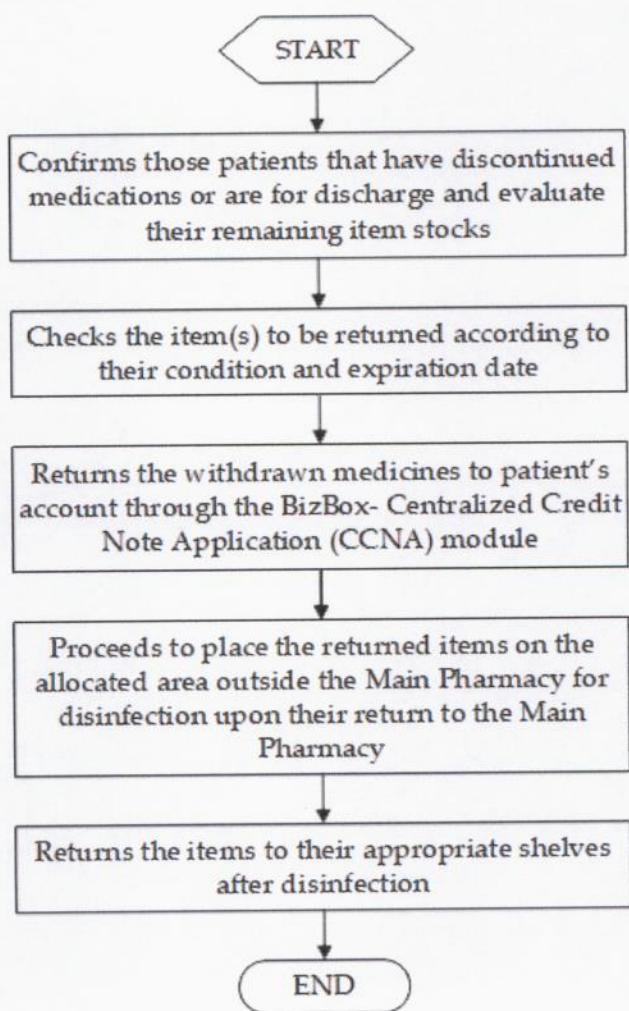
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FLOWCHART

For stations with pharmacists on-the-floor



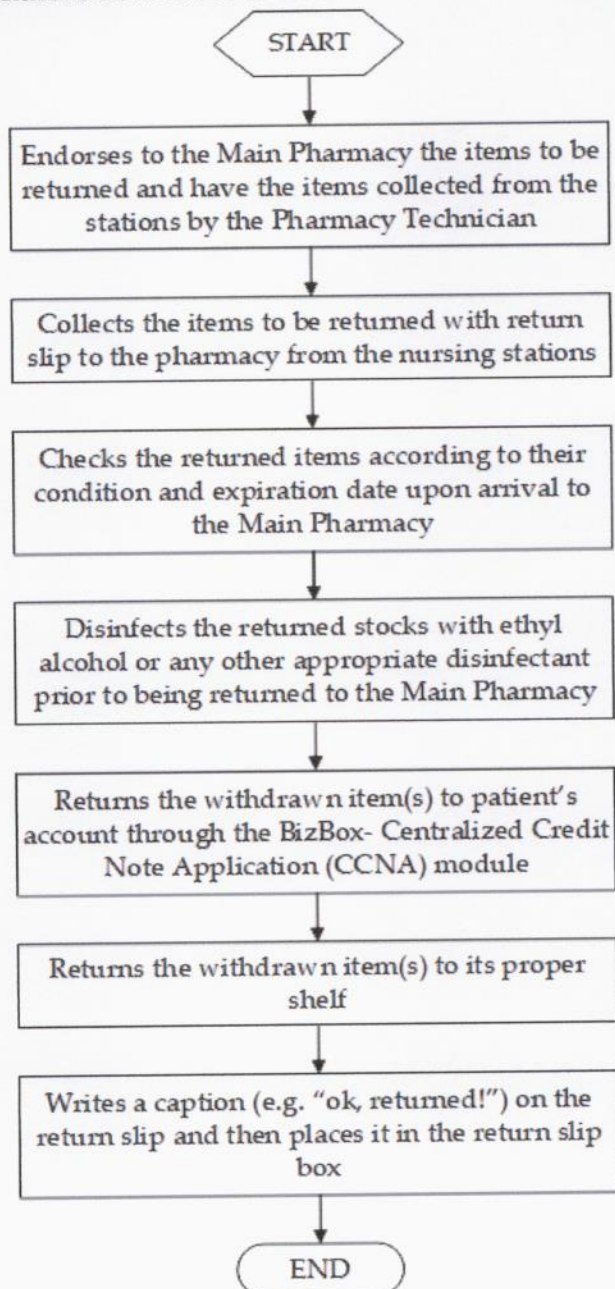



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For stations without pharmacists on-the-floor



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