



## Policy and Procedure

Policy Name:	Drug Samples		
Effective Date:		Revision Date:	
Department(s)/Site(s):			
Document Owners:			
Approved By:			
Relevant Law/Standard:	California Department of Health Care Services under Title 22, California Code of Regulations, Section 75032 and 75033. (Requires the review and certification of Primary Care Practitioner (PCP) sites.)  Department of Health Care Services (DHCS) All Plan Letter 20-006, Site Reviews: Facility Site Review and Medical Record Review		

**Purpose:**

To ensure the safe and effective distribution, control, storage, use and disposition of drugs including sample and over-the-counter (OTC) drugs.

**Definition:**

A prescription drug not intended to be sold, given by drug representatives in sub-prescription-sized amount to promote the drug's sales. The Medical Board of California interprets "all drugs" to also include both sample and over-the-counter drugs

**Policy:**

All drugs for dispensing are stored in an area that is secured at all times. Keys to locked storage area are available only to staff authorized by the physician to have access. During business hours, the drawer, cabinet or room containing drugs, medication supplies or hazardous substances may remain unlocked only if there is no access to area by unauthorized persons. Controlled substances are locked at all times. A list of drugs available for use in the clinic shall be maintained

**Procedure:**

- Maintain list of drug samples (see Appendix A)
- Store drug samples in secure area at all times
- Maintain proper temperature, light, humidity, conditions of sanitation, ventilation, and segregation.
  - Room temperature where drugs are stored does not exceed 30 ° C
- Maintain product integrity
- Maintain compliance with all applicable packaging and labeling laws, regulations, standards, and patient education requirements. Pharmacists should be involved in the organization’s efforts to secure safe and effective low-cost medication for low-income patients.

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First Name Last Name – Title	Date
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The material in this document is a knowledge-sharing tool provided by the FSR team to enhance compliance with Facility Site Review requirements. All content is for informational purposes and may be used and/or modified according to site-specific practices. Ensure appropriate review and approval by site management prior to adoption.

Appendix A

Monthly Medicine Cabinet Inventory: __/__/20__					
Medication	Staff Initials	Date Entered	Manufacturer	Lot#	Expiration Date