

<p><b>Title:</b> Ordering Legend Drugs for use in the Education, Training, and Assessment of Pharmacy Students in Courses such as the Contemporary Aspects of Pharmacy Practice (CAPP) Skills Laboratory</p> <p><b>Affects:</b> All Pharmacy Health Services (PHS) Personnel; Harrison School of Pharmacy Faculty; and HSOP Pharmacy Staff, Graduate Students, Teaching Assistants, and Professional Students</p>	<p><b>Auburn University Pharmacy Health Services</b></p> <p><b>Policies and Procedures</b></p> 	<p><b>Policy #:</b> PHS000100</p> <p><b>Approved Date:</b> November 16, 2016</p> <p><b>Approved By:</b> Dr. Kimberly Braxton Lloyd (with review and approval by Dr. Susan Alverson with the Alabama Board of Pharmacy)</p> <p><b>Last Updated:</b> November 16, 2016 by Dr. Braxton Lloyd</p>
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#### **POLICY:**

All legend drugs that are needed for the education, training, and assessment of Auburn University (AU) Harrison School of Pharmacy (HSOP) professional and graduate students will be obtained from the Auburn University Employee Pharmacy, and will be secured in a locked cabinet within the HSOP skills labs. These cabinets will be locked and secured, and will only be accessible by faculty who are actively licensed with the Alabama State Board of Pharmacy (ALBOP) in good standing. The following procedures will be strictly followed.

#### **PROCEDURE:**

All legend drugs that are needed for educational purposes in the Auburn University (AU) Harrison School of Pharmacy (HSOP) Contemporary Aspects of Pharmacy Practice (CAPP) laboratories (or skills labs) will be ordered centrally through the AU Employee Pharmacy which is located at 2155 Walker Building, HSOP, Auburn University, AL 36849-5506. This includes medications needed for both the AU main campus and the HSOP satellite campus in Mobile, AL.

The AUEP will order the medications, and the course coordinator (or the course coordinator's delegate) must report to the AUEP to take possession of the drugs. The AUEP will maintain a listing of any legend drugs which are distributed to the course coordinator and will maintain a signed record of the drugs which are transferred to the course coordinator. The course coordinator must be a licensed pharmacist with an active Alabama State Pharmacy license in good standing. The designated pharmacist for the

course must sign for the medications; transport the medications to the laboratory; deposit the medications into the locked cabinet (vault) within the CAPP lab; maintain an inventory of medications in the vault; and ensure that the medications are properly stored at all times. The CAPP lab vault must be secured by lock and key, and can only be accessed by pharmacists with an active Alabama pharmacy license in good standing with the Alabama State Board of Pharmacy (ALBOP). No faculty, staff, graduate students, lab assistants, or administrators who are not ALBOP licensed pharmacists will be allowed to carry a key to the vault, or access the vault without the direct supervision of a licensed pharmacist. No legend drugs will be ordered for use in other courses such as introductory Professional Pharmacy Practice (PPE).

**AU HSOP:**

Prior to the start of the academic term (Fall and Spring) the course coordinator will request all legend drugs needed to fulfill the course requirements during this term. At the time of request, the coordinator will provide the pharmacy with the information needed to charge the appropriate account (FOAP) for the medications and supplies. Once the legend drugs are obtained, the course coordinator will be responsible for stocking and maintaining the legend drugs in the CAPP lab so that the drugs may only be accessed by an Alabama licensed pharmacist.

**MOBILE CAMPUS:**

Legend drugs for use in the Mobile campus CAPP lab will follow this same process. Legend drugs will be transported from the AU Employee Pharmacy to the Mobile campus by an HSOP faculty or professional staff member who is a pharmacist licensed in the State of Alabama with a current, active license in good standing. Upon arrival at the Mobile campus, the appropriately licensed course coordinator will assume control of the drugs and will follow the same storage guidelines as previously stated for the AU campus.


**SUPPLEMENTAL CAMPUS:**

If a supplemental order is required throughout the year, then the same procedures will be followed as described above.

**Approved By:**

Kimberly Braxton Lloyd, Pharm.D., Assistant Dean of Health Services, PHS

**Signed:**

 Pharm.D. 11/16/16

**Date:** November 16, 2016

**Approved By:**

Alabama State Board of Pharmacy by Dr. Susan Alverson, November 16, 2016

**From:** [Greg Peden](#)  
**To:** [Kimberly Braxton-lloyd](#)  
**Subject:** FW: Need ALBOP Response: Legend Drug Policy and Procedure for Harrison School of Pharmacy- Auburn and Mobile Campuses  
**Date:** Wednesday, November 16, 2016 12:58:35 PM  
**Importance:** High

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Greg Peden

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**From:** Susan Alverson [mailto:salverson@albop.com]  
**Sent:** Thursday, November 3, 2016 9:47 AM  
**To:** Greg Peden <pedengc@auburn.edu>  
**Subject:** RE: Need ALBOP Response: Legend Drug Policy and Procedure for Harrison School of Pharmacy- Auburn and Mobile Campuses

Yes, this is approved.  
Thank you  
Susan

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**From:** Greg Peden [mailto:pedengc@auburn.edu]  
**Sent:** Wednesday, November 02, 2016 3:29 PM  
**To:** [salverson@albop.com](mailto:salverson@albop.com)  
**Cc:** Lee Evans; Kimberly Braxton-lloyd  
**Subject:** RE: Need ALBOP Response: Legend Drug Policy and Procedure for Harrison School of Pharmacy- Auburn and Mobile Campuses

Just following up to make sure the below mentioned procedure is approved and to verify no further changes were needed before implementation. I've reattached the document for your convenience.

Thanks,

Greg Peden

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**From:** Greg Peden  
**Sent:** Tuesday, October 25, 2016 5:16 PM  
**To:** [salverson@albop.com](mailto:salverson@albop.com)  
**Cc:** Lee Evans <[evansrl@auburn.edu](mailto:evansrl@auburn.edu)>; Kimberly Braxton-lloyd <[lloydkb@auburn.edu](mailto:lloydkb@auburn.edu)>  
**Subject:** RE: Need ALBOP Response: Legend Drug Policy and Procedure for Harrison School of Pharmacy- Auburn and Mobile Campuses

Please see the attached revised procedure. Let us know if any more changes are needed. Thanks for your help.

Greg Peden

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