



Ambulatory Clinic Policy and Procedure

Title: SECURITY OF ABUSABLE SUPPLIES	Policy Number: EP 3.3
Regulation Reference:	Effective Date: 04/2019

Policy Statement:

It is the policy of Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) to assist in guarding against theft of abusable supplies (medications, prescription pads, needles, syringes, etc.).

Scope and Distribution:

This policy applies and will be distributed to all Texas Tech Physicians of El Paso Ambulatory Clinics.

Procedure:

1. Prescription pads will be kept secured and must not be visible to passing patients. Printers containing prescription paper must be secured to prevent easy access to the paper trays..
2. All providers will sign out for each prescription pad.
3. All needles and syringes must be stored in non-patient care areas and must not be visible to passing patients. These items will be kept in a locked cabinet or a locked medical supply storage room.
4. Used needles and syringes will be disposed of in accordance with policy EP 7.17.
5. All medications (including pills, oral suspension liquids, creams/ointments, eye drops, multi-dose vials, single dose vials, immunizations, etc, or any item needing to be obtained from a pharmacy) will be kept in a locked cabinet or a locked medication room.
6. Chemicals and solutions must be stored in a locked cabinet or locked room.
7. It is the responsibility of each clinical department to maintain a current and up to date list of employees with access to secured supplies/medications.

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Signatory approval on file by: Juan Figueroa, M.D. Clinic Operations Committee, Chair Director of Clinical Operations, Paul L. Foster School of Medicine, El Paso	