

**Title:**                   **Transport of Medications**

**Scope:**               **Network**

**Manual:**               **Pharmacy Services Policies & Procedures**

**Origination Date:**   **7/2009**

**Revision Dates:**

**Review Dates:**       **06/2010, 06/2011, 06/2012, 06/2013, 06/2014,**  
**06/2015, 06/2016, 08/2016**

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**I. Purpose:**

To provide guidance and direction for the transport of medication throughout the health network.

**II. Definitions:**

For the purposes of this policy, transport includes the network transfer of medications via health network employee –

- From one health network location to another (i.e., network hospitals, infusion centers, clinics and medical offices)
- To or from a pharmacy

**III. Procedure**

- A hospital courier or other designated network personnel will be responsible for the delivery of medication throughout the network.
- Medication will be packaged according to product specifications and to avoid breakage.
- The outside of medication packages will be labeled appropriately (e.g., refrigerate; caution chemotherapy).
- The medication will be packaged into a secure tote or container and labeled with the destination.
- All spill issues are handled by Courier Services policy.
- For investigational agents being transferred to a satellite location, a Drug Accountability Record Form (DARF) is maintained at the Control Site and the Satellite.

**IV. Attachments**

N/A

**V. References**

**Joint Commission: MM 03.01.01**

Pharmaceutical Management Branch/Cancer Therapy Evaluation  
Program/Division of Cancer Treatment and Diagnosis/National Cancer  
Institute

**VI. Policy Responsibility**

Allentown	Pharmacy and Therapeutics	Development/Review/Revision
Anderson	Pharmacy and Therapeutics	Development/Review/Revision
Bethlehem	Pharmacy and Therapeutics	Development/Review/Revision
Miners	Pharmacy and Therapeutics	Development/Review/Revision
Monroe	Pharmacy and Therapeutics	Development/Review/Revision
Quakertown	Pharmacy and Therapeutics	Development/Review/Revision
SLWEEC	Pharmacy and Therapeutics	Development/Review/Revision
Warren	Pharmacy and Therapeutics	Development/Review/Revision

**VII. Disclaimer Statement**

This policy and procedure is intended to provide a description of a course of action to comply with legal requirements and/or operational standards. There may be specific circumstances not contemplated by this policy and procedure that may make compliance either unclear or inappropriate. For advice in these circumstances, consult with your Chain of Command, Administrator on Call, Clinical Risk Management, Legal Services, Accreditation and Standards, or Compliance Officer, as appropriate.

**VIII. Approval**

Pharmacy and Therapeutics Committee annually.