



# College of Veterinary Medicine Policies and Procedures

Subject: After-Hours, Weekends and  
Holidays


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## AFTER-HOURS, WEEKENDS AND HOLIDAYS

Drugs may be obtained from Cubex machines or from locked small animal and large animal emergency stock areas, referred to as “pharmacy closets”, located in the Animal Health Center. Access to the emergency stock areas is limited to clinicians, pharmacy personnel, and appropriate technicians. These areas should only be used when the pharmacy is closed. Drugs may be obtained from these areas by completing a prescription form and leaving it in the closet or through appropriate entries into a Cubex machine and UVIS. A drug list showing the location, quantity, and client charge is located in each “closet” and at the small animal and large animal nurses’ stations. Completed prescription forms are collected each morning (Monday through Friday) by pharmacy personal and supplies replaced. A weekly inventory is taken by the Pharmacy Service Area. Any missing items which cannot be accounted for will be charged to that appropriate Service Area. Items may be added or deleted from stock at the request of a clinician or by determination of need by pharmacy.

Any pharmacy need that cannot be met by the items found in these closets should be assessed by the clinician as an emergency or a non-emergency situation. If the clinician assesses the situation to be a non-emergency, the pharmacy will handle that situation on the following working day. If the clinician assesses the situation to be an emergency, the clinician is to personally contact the appropriate pharmacy personnel, convey the situation, and the pharmacy personal will take the appropriate steps to meet the need of the situation. An emergency call-back fee will be assessed to the appropriate patient(s) when pharmacy personnel are called back to the clinic on a non-scheduled event. A 48-hour supply of a controlled substance is the maximum amount that can be dispensed from the after-hours supply (Cubex).

Approved:  10-1-12  
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Approved:  10/17/12  
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