



Standard Operating Procedures



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Name of Policy:	Employee Requesting Medication for Personal Pets	Departments:	All staff.
Category & No.:	PHAR-1.1	Effective by:	February 23, 2023
Version No.:	1.0	Revision History:	N/A

Purpose: To standardize how prescriptions are being filled/refilled for hospital employee's pets.

Procedure:

Guidelines for requesting medications for employee's personal pets or pets of employee family members:

- Medications (controlled or otherwise) **cannot** be prescribed by doctors who are unfamiliar with the pet's condition.
- Prescription labels for employee's pets **cannot** be put through to pharmacy without the approval of a doctor. The pharmacy team is required to investigate approval.
- Approval must be documented in the pet's profile by the prescribing doctor. If the prescribing doctor is unable to access our EMR system, they can email the information to the pharmacy as with any other client's prescription.
- If the pet is being treated by the behavior team, the medications being prescribed must be documented on the Drug Log, as with all clients.
- If you have refills on a prescription or need a refill on a previously prescribed medication, please submit a request to the pharmacy via jotform, email, voicemail, or in person. The pharmacy team will get the appropriate approvals and fill your pet's medication for you.

Roles and Responsibilities:

Staff: Follow the guidelines above when in need of medication for your own pets or your family members' pets.

Pharmacy: Inform any/all staff of policy above if they are submitting prescriptions that are not in accordance with the policy. Also, ensure that proper documentation is being submitted in the pet's EMR.