

Guidance for Mobile Pharmacy Disaster Units

Approved by Kansas State Board of Pharmacy: April 1, 2021

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- I. Purpose
 - a. The purpose of this guidance is to provide clarification regarding the operation of a mobile response unit in the event of a pharmacy disaster or emergency.
- II. Statutory Authority
 - a. See K.S.A. 65-1629, 65-1636, 65-1637, 65-1637c, 65-1642, 65-1643, and 65-1645.
- III. Guidance
 - a. For purposes of this document, “pharmacy” means a Kansas-registered pharmacy.
 - b. A mobile pharmacy disaster unit may temporarily deploy in the event of a disaster or emergency where a pharmacy is unable to safely operate at its registered location. Units shall not be deployed to provide supplemental or assistive services to an operational pharmacy.
 - c. Notifications
 - i. Prior to deployment, the pharmacy and unit shall notify the Board in writing.
 1. Notification form shall include:
 - a. Name and Kansas pharmacy registration number for the pharmacy impacted by the disaster or emergency;
 - b. Name and Kansas wholesale distributor registration number for the wholesale distributor stocking the unit;
 - c. Name, address, and direct phone number of the unit owner;
 - d. Physical address where unit will be located while deployed (approximate coordinates or landmarks if no specific address available due to disaster);
 - e. Date unit will be operational at location and estimated duration of operation at location (i.e., days, weeks, months);
 - f. Description of the methods of security, which shall include at minimum:
 - i. How drugs/devices will be secured and any extra security for controlled substances;
 - ii. How unit is secured from unauthorized entry; and
 - iii. Preventative measures to deter theft of entire unit (i.e., tire boot, etc.); and
 - g. Description of how the unit will maintain:
 - i. Adequate climate control;
 - ii. Water supplies for sanitation; and
 - iii. Communications, including a list of any temporary phone numbers and contacts.
 2. A new notification is required if the unit changes location or the pharmacy(s) it is supporting.
 - ii. At least two days prior to the end of deployment, the pharmacy and unit shall notify the Board in writing of the anticipated end date.
 - d. Inspections
 - i. As soon as possible after deployment but prior to operation, a Board Inspector shall conduct a physical inspection of the unit to assess compliance with laws and regulations and approve/deny deployment.

- ii. Prior to removal of the unit, a Board Inspector shall conduct a physical inspection of the unit and pharmacy to assess compliance and approve/deny removal. The inspection shall assess and document:
 - 1. Whether the pharmacy is suitable for operations and compliant with laws and regulations (similar to pre-opening inspection);
 - 2. Verification that all drugs/devices have been moved to the pharmacy;
 - 3. Verification that all generated documents (prescription hard copies, invoices, logbooks, etc.) have been moved to the pharmacy; and
 - 4. Date(s) of inspection, pharmacy re-opening, and end of unit deployment.
- e. The unit shall:
 - i. Utilize only staff/employees/contractors licensed or registered by the Board;
 - ii. Physically locate as close as possible to the pharmacy it is supporting;
 - iii. Lock all C-II controlled substances in a cabinet secured to the unit; and
 - iv. Transfer ownership of all drugs/devices stocked on the unit to the pharmacy before any dispensing activities occur.
- f. If possible, the pharmacy shall place signage at the non-operational pharmacy that directs consumers to the location of the unit.
- g. All drugs/devices restocked to the unit during deployment shall be the property of the pharmacy. All drugs/devices on the unit must remain at the pharmacy's registered, permanent location when deployment of the unit ends.
- h. Units not deployed that are stationed and maintained in Kansas shall not be stocked with drugs/devices.
- i. The pharmacist-in-charge shall conduct an inventory of all controlled substances at each of the following times:
 - i. After unit deployment but before any dispensing activities occur;
 - ii. No more than 24 hours prior to ending unit deployment; and
 - iii. At least once every thirty days during unit deployment.