

# Standard Operating Procedure

oseltamivir antiviral dispensing – April 2020

## Supply and dispensing of antivirals (oseltamivir 75mg and 30mg) from the Queensland Health Medical Stockpile

### PURPOSE

In order to ensure supplies are available when required and feasible to support the timely management of influenza outbreaks in nursing homes, the department's Central Pharmacy has purchased a quantity of oseltamivir 75mg and 30 mg capsules. Oseltamivir oral suspension is not available in the Queensland Health Medical Stockpile (QHMS).

Hospital and Health Services (HHS) will be advised annually by the department's Communicable Diseases Branch (CDB) regarding the specific antiviral medication available in the QHMS.

The purpose of this Standard Operating Procedure is to provide HHSs with the procedure (all hours) for accessing oseltamivir 75mg and 30mg from the QHMS as an adjunct to managing influenza outbreaks in nursing homes where appropriate and feasible.

The primary responsibility for managing an outbreak of influenza lies with the facility involved, given their responsibilities for resident care and infection control. However, local HHS Public Health Units may provide advice and support as required, to assist the facilities in confirming, investigating and managing the outbreak, including assessing the need for antiviral medications.

### SCOPE

During an outbreak of influenza in a nursing home, Public Health Physicians are able to request access to antiviral medications, directly from Central Pharmacy or from the local HHS pharmacy if stock has been prepositioned.

### PROCESS

Prepositioning of antiviral medication from Central Pharmacy to local HHS pharmacies is to be undertaken using local standard arrangements, which must be compliant with relevant legislation.

Local HHS Public Health Physicians are responsible for determining if antiviral prophylaxis is appropriate to support the management of an influenza outbreak in a nursing home.

Antiviral medication may only be accessed for use in nursing homes by submitting an appropriate **purchase order** to Central Pharmacy, or to the relevant HHS pharmacy, depending on the location of the stock.

## ASSOCIATED DOCUMENTS

Guidelines for the Prevention, Control and Public Health Management of Influenza Outbreaks in Residential Care Facilities in Australia

<http://www.health.gov.au/internet/main/publishing.nsf/Content/cdna-flu-guidelines.htm>

## RESPONSIBILITY

### Central Pharmacy

Central Pharmacy is responsible for maintaining, storing, distributing and monitoring antiviral medication within the QHMS and for advising CDB on stock deployment and stock levels.

Additionally, the Director of Central Pharmacy is responsible for:

- establishing internal systems/protocols for release of antivirals in accordance with this Standard Operating Procedure
- maintaining records from deployment of antiviral medications from the QHMS to receipt locations
- liaising and coordinating with the CDB, local HHS Public Health Units, and the recipient HHS or local pharmacy.

### HHS

HHSs are responsible for informing CDB when the QHMS is being accessed for antiviral medication, to ensure continuity of supply.

### CDB

CDB will record all details of antiviral medications in stock within the QHMS and will arrange for the replenishment of antiviral medications within the OHMS as needed.

## INSTRUCTIONS

A Public Health Physician should email Central Pharmacy, with CDB in copy, to request access to the required oseltamivir 75mg and 30mg capsules in the QHMS. This email request must be accompanied by a completed purchase order, signed by the relevant authority [see template attached].

Email: To: Central Pharmacy at [CP\\_Procurement@health.qld.gov.au](mailto:CP_Procurement@health.qld.gov.au)

CC: Notifiable Diseases Prevention & Control at [NDPC@health.qld.gov.au](mailto:NDPC@health.qld.gov.au)

The email should include:

- contact name in the HHS for Central Pharmacy to liaise with
- confirmation that access is being requested to support the management of an influenza outbreak in a nursing home
- completed purchase order, signed by the relevant authority [see template attached].

Central Pharmacy/HHS pharmacy will make arrangements for the distribution of the required oseltamivir capsules with the relevant HHS Public Health Physician.

## TRANSPORT

Costs associated with transporting OHMS antivirals from Central Pharmacy to the receiving facilities, for outbreak management purposes described in this Standard Operating Procedure, are as follows:

- HHS facility within usual business hours - no cost
- HHS facility outside usual business hours - courier cost to be paid by CDB
- Non-HHS facility - courier cost to be paid by CDB.

## LABELLING (where applicable)

Labelling of antiviral medication is the responsibility of the pharmacy providing pharmaceutical services to the nursing home and must be compliant with relevant legislation.

## CONTACT

- Central Pharmacy (07) 31208500 (business hours)
- Central Pharmacy provides an after-hours service which can be accessed by contacting the Central Pharmacy On-Call Pharmacist via the Royal Brisbane and Women's Hospital switch on (07) 36468111
- Email: [CP\\_Procurement@health.qld.gov.au](mailto:CP_Procurement@health.qld.gov.au)
- Communicable Diseases Branch on (07) 33289753 (all hours) and via email [ndpc@health.qld.gov.au](mailto:ndpc@health.qld.gov.au)

## DEFINITIONS

Public Health Physician means;


a public health specialist employed by a HHS and working in the Public Health Unit

Nursing home means;

a facility, other than a hospital or private residence, at which accommodation and nursing or personal care is provided to persons who, because of disability, disease, illness, incapacity or infirmity, have a continuing need for care.

## REVIEW

This Standard Operating Procedure remains valid until 31 March 2022 and should be reviewed on a bi-annual basis or as required.

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Signature:			

## Purchase order for scheduled drugs and/or poisons

Unique order number:
Date:
Supplier [Name of licensed wholesaler or authorised seller of scheduled drugs and poisons]:
Name of person authorised to obtain scheduled drugs and poisons [e.g. nursing home/community pharmacy]:
Authorised person's address: Suburb, Postcode [e.g. nursing home/community pharmacy]:
Name of authorised person's company or business [e.g. nursing home/community pharmacy]:
Address of company/business [e.g. nursing home/community pharmacy]:
Suburb, Postcode [e.g. nursing home/community pharmacy]:

The following details must be provided

Drug (generic name) / Trade name	Form e.g. Capsules	Strength (75/30mg)	Quantity
Signature of authorised person			Date:
Signatory must be one of the following: <ul style="list-style-type: none"> <li>the nursing home's director of nursing or medical superintendent</li> <li>the pharmacist in charge of the nursing home's dispensary</li> <li>the registered nurse in charge of the nursing home</li> </ul>			
Name of countersigning person [if applicable]:			
Address of countersigning person [if applicable]:			
Signature of countersigning person:			Date:

This is a generic template, the use of which is not mandatory. Other formats of purchase orders may be more suitable for certain persons. They are acceptable if all requirements for purchase orders in the *Health (Drugs and Poisons) Regulation 1996* are complied with.