

**30765**

**DATE:** November 28, 2012

**TO:** Board of Acquisition and Contract

**FROM:** Sherlita Amler, MD  
Commissioner of Health

**RE:** Authorization to enter into an Agreement with Registered Pharmacist for Hire, PC to provide Professional Services for the Westchester County Department of Health's Pharmacy Operations that serve its District Offices, for the period January 1, 2013 through December 31, 2013, in the not-to-exceed amount of \$61,000, to be paid at the stated contract rates

The Westchester County Department of Health ("WCDH") seeks authorization to enter into an agreement with Registered Pharmacist for Hire, PC to provide professional services for the WCDH's pharmacy operations which support our Sexually Transmitted Disease (STD) and Tuberculosis (TB) programs, for the period January 1, 2013 through December 31, 2013, in the not-to-exceed amount of \$61,000, to be paid at the stated contract rates.

Under the terms of the agreement, Registered Pharmacist for Hire, PC ("RPH") will provide to the WCDH a supervisory pharmacist, pharmacist and pharmacy technicians to provide the services required to fill patient prescriptions that are dispensed in the district offices; continue to assist with the implementation of a web-based electronic health record system, which includes an integrated pharmacy system for district office-based medical providers to order medications and electronically send prescriptions for dispensing by the pharmacy. The use of this electronic health record system, which began in the spring of 2012, requires a record created for every patient to capture all clinician medical notes and prescription activity. This allows for improved quality assurance and management for overall district office operations and patient health and safety. This has resulted in increased pharmacist and technician hours.

RPH is also responsible for providing professional input and guidance to the web-based electronic health record software vendor and implementation team to ensure that the WCDH's pharmacy system meets and complies with NYSDOH and FDA regulatory requirements for dispensing, tracking and managing pharmaceuticals and potential medication recalls, managing inventory and ordering and repackaging of bulk supplies of pharmaceuticals.

RPH supervising pharmacist, pharmacist and pharmacy technicians continue to work with the implementation team and software vendor on the new web-based integrated electronic medical record and pharmacy system to customize solutions and options based on the unique needs of the WCDH clinics and functions, while maintaining compliance with state and federal regulations. This is in addition to dispensing medications, both maintenance and dosage changes, and other pharmaceuticals to meet patient-specific and other operational needs.

In addition to the electronic medical record system, RPH staff continues to work with WCDH to fully implement a system to manage ordering and inventory of laboratory supplies through another electronic system. RPH also provides professional services for this system transition for the continued set-up and development of a maintenance protocol also resulting in additional pharmacist and technician hours.

This contract will promote the public health and general welfare of County residents by providing the required supervision of WCDH's pharmacy operations in order to ensure compliance with state regulations regarding the repackaging and correct dispensing of patient-specific medications. In lieu of having personnel to perform these services, RPH provides these services to the WCDH on an as-needed basis. The goal is to ensure that WCDH patients who are being treated and monitored for critical communicable diseases, such as STDs and TB, receive their prescriptions in accordance with proper clinical and treatment regimens. The objective is to minimize the public health risk by providing pharmacological intervention to these patients and improve their overall well-being.

This program will be tracked and monitored by WCDH's clinician monthly reviews of medications dispensed and patient charts. In addition, pharmacy operations staff and clinicians will meet semi-annually to review and update the medication formulary and dispensing protocols. On an annual basis, approximately 7,500 prescription medications are repackaged and labeled for patients treated in the district offices.

This contract is exempt from the Westchester County Procurement Policy under Section 3 (a) (viii) - contracts for medical or health-related services.

Approval of the attached resolution is respectfully requested.

Attachment

APPROVED BOARD OF ACQUISITION & CONTRACTS 01/10/2013 - 30MAY2013

## RESOLUTION

UPON A COMMUNICATION FROM THE COMMISSIONER OF HEALTH, be it hereby

- RESOLVED, that the County of Westchester, acting by and through its Department of Health ("WCDH"), is authorized to enter into an agreement with Registered Pharmacist for Hire, PC to provide professional services for the WCDH's pharmacy operations which support our Sexually Transmitted Disease (STD) and Tuberculosis (TB) programs, for the period January 1, 2013 through December 31, 2013, in the not-to-exceed amount of \$61,000, to be paid at the stated contract rates; and, be it further
- RESOLVED, that under the terms of the agreement, Registered Pharmacist for Hire, PC ("RPH") will provide to the WCDH a supervisory pharmacist, pharmacist and pharmacy technicians to provide the services required to fill patient prescriptions that are dispensed in the district offices, continue to assist with the implementation of a web-based electronic health record system, which includes an integrated pharmacy module, and provide professional guidance and support to ensure the pharmacy complies with NYSDOH and FDA regulatory requirements; and, be it further
- RESOLVED, that this Agreement is subject to County Appropriations; and, be it further
- RESOLVED, that this Agreement is also subject to further financial analysis of the impact of any New York State Budget (the "State Budget") proposed and adopted during the term of this Agreement. The County shall retain the right, upon the occurrence of any release by the Governor of a proposed State Budget and/or the adoption of a State Budget or any amendments thereto, and for a reasonable period of time after such release(s) or adoption(s), to conduct an analysis of the impacts of any such State Budget on County finances. After such analysis, the County shall retain the right to either terminate this Agreement or to renegotiate the amounts and rates approved herein. If the County subsequently offers to pay a reduced amount to the Contractor, then the Contractor shall have the right to terminate this Agreement upon reasonable prior written notice; and, be it further
- RESOLVED, that the County Executive or his duly authorized designee be and hereby is authorized and empowered to execute all appropriate contracts or documents necessary to effectuate the purposes of this resolution in the manner prescribed by law.

Agreement #

Account to be Charged/Credited	Fund	Dept	Major Program, Program & Phase or Unit	Object/ Sub-Object	Trust Account	Dollars
	101	27	0010 - HSSN	4380/39		\$ 61,000
Budget Funding Year(s) (must match resolution) <u>2013</u> Start Date <u>1/01/13</u> End Date <u>12/31/13</u>						
Funding Source	Tax Dollars	<u>\$39,040 (64%)</u>				
	State Aid	<u>\$21,960 (36%)</u>				
<b>\$61,000</b>	Federal Aid					
(must match resolution)	Other					