

**52800**

**DATE:** September 21, 2016

**TO:** Board of Acquisition and Contract

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

**RE:** Authorization to Amend 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 Office Sexually Transmitted Disease (STD) and Tuberculosis (TB) Clinics, for the Period January 1, 2016 through December 31, 2016, in order to increase the Amount Not-to-Exceed by \$12,000 for a total revised Amount Not-To-Exceed \$82,000, for additional services to be paid at the reimbursement rates as specified in Schedule "A"

By a Resolution approved on December 22, 2015, your Honorable Board authorized the Westchester County Department of Health ("WCDH") to enter into an agreement with Registered Pharmacist for Hire, PC ("RPH") to provide professional services for the WCDH's pharmacy operations which support our District Office Sexually Transmitted Disease (STD) and Tuberculosis (TB) clinic programs, for the period January 1, 2016 through December 31, 2016, in the not-to-exceed amount of \$70,000, to be paid at the reimbursement rates as specified in Schedule "A". This contract has been executed.

Under the terms of the agreement, Registered Pharmacist for Hire, PC ("RPH") will provide to the WCDH as per current NYS Board of Pharmacy regulations, a NYS licensed and currently registered supervising pharmacist, NYS licensed and currently registered pharmacist(s) and pharmacy technician(s) who will provide all necessary services required to fill patient prescriptions and repack medications both in liquid and pill form, that are dispensed in the district office clinics; continue to assist with the implementation and refinement 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 that are required by law and Article 28 regulations. This allows for improved quality assurance and management for overall district office operations and patient health and safety.

Earlier this year the pharmacy was physically moved from New Rochelle to the White Plains District Office to better centralize its operations by locating it in a clinic location. The complete relocation took longer than originally anticipated and involved more supervising pharmacist time to ensure that the pharmacy set-up complied with all NYS regulations. In addition, RPH spent additional time to work with the WCDH to review and update all procedures for medication ordering and inventorying, due to updates made in the electronic health record system. Also, changes have been made to repack quantities for TB medications to standardize patients' refill cycle to decrease tracking and reporting reviews.

Therefore, the WCDH is requesting authorization to amend the existing contract in order to increase the amount not-to-exceed by \$12,000 for a total revised amount not-to-exceed \$82,000 for the provision of additional services, to be paid at the reimbursement rates as specified in Schedule "A", which will only be utilized to the extent needed.

The above additional services are consistent with RPH's contractual duties to ensure that WCDH's pharmacy system continues to meet and comply with current 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.

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 accuracy for orders by requesting clinics, ongoing assessment of other contracted pharmacy operations and data collection through the electronic medical record system. 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.

All other terms and conditions of the original contract will remain unchanged. Approval of the attached resolution is respectfully requested.

Attachment(s)

APPROVED BOARD OF ACQUISITION & CONTRACTING 04/29/2016 15:47:00 SECRET/PRH



**Schedule "A"**

**Contract Reimbursement Rates**

**Supervising Registered Pharmacist: \$79 per hour**

**Registered Pharmacist: \$79 per hour**

**Pharmacy Technician: \$35 per hour**

APPROVED BOARD OF ACQUISITION & CONTRACT - 10/20/2016 - LISA MRIJAJ, SECRETARY