

## Division of Nuclear Medicine Procedure / Protocol

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ORDERING RADIOPHARMACEUTICALS  
UPDATED: JULY 2007

CPT CODE: N/A

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- Purpose:** To ensure safe handling procedures when ordering radiopharmaceuticals.
- Application:** Applies to the ordering of radiopharmaceuticals only. Any non-radiopharmaceutical radioactive material (eg. Sealed sources) will be ordered through UW-Safety CORD (Central Ordering, Receiving and Distribution).
- Personnel:** Only personnel authorized by the UW-Safety department to handle radioactive material, and who have been properly trained in UWHC Nuclear Medicine procedures may order radiopharmaceuticals.
- Procedure:** Radiopharmaceuticals are ordered via phone, FAX or standing order. Standing Purchase Order (PO) numbers have been established for all radiopharmaceutical vendors, renewed on a yearly basis. For therapeutic radiopharmaceuticals, the UWHC Radiopharmaceutical Therapy Process and Oversight Procedure as well as the Agent/Protocol Specific Procedures should be followed.
- The person ordering the radiopharmaceutical is responsible for ensuring that the pertinent information is entered into the computer database. This includes: date ordered, date to be received, activity, calibration time and date, data entry initials, drug cost, PO number and the order takers name. The computer database will default to the appropriate drug cost and standing PO number. The nuclear pharmacist will be responsible for keeping the computer database records up to date. Step by step procedures for computer order entry will be maintained in the Nuclear Pharmacy Operations Manual.
- Inventory:** The computer software tracks all inventory including:
- The amount ordered
  - The amount received
  - The amount in active inventory
  - The amount used to compound other radiopharmaceuticals
  - The amount administered
  - The amount in waste
- Vendors:** A master list of radiopharmaceuticals and their preferred vendors will be maintained in the Nuclear Pharmacy Operations Manual. A master list of vendors will be maintained and posted next to the phones in the Nuclear Pharmacy and Nuclear Pharmacist office.

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