

SUBJECT: PHARMACY ESSENTIALS OF PATIENT INFORMATION FOR MEDICATION DISPENSING AND ADMINISTRATION	REFERENCE #1002
	PAGE: 1
DEPARTMENT: HOSPITALWIDE	OF: 2
	EFFECTIVE:
APPROVED BY:	REVISED:

POLICY:

It is the policy of the Pharmacy Department to obtain information when preparing and dispensing medications, to review important patient information to allow for safe and effective administration of medications.

PROCEDURE:

- Upon receipt of an order for inpatient medication preparation and dispensing, the Pharmacy Department staff will assess computer generated profiles for prior historical information of the patient.
- A copy of the nursing admission assessment form, which includes a listing of patient diagnosis, past medical and medication allergies and sensitivities, is forwarded from the patient care unit to the Pharmacy Department for review.
- The medical record is reviewed by the Pharmacy Department staff upon patient admission to the facility and as appropriate to the patient's continuing condition and medications ordered.
- All appropriate patient information is entered into the computerized patient profile located in the Pharmacy Department.
- Medications are not dispensed until the Pharmacy Department staff receive at least the following information:
 - Patient name, age, sex
 - Height and approximate weight, as appropriate
 - Current medications
 - Clinical diagnosis
 - Secondary diagnoses, clinical conditions, concurrently occurring conditions
 - Relevant laboratory values
 - Significant elements of past medical history
 - Medication allergies, sensitivities, past untoward reactions

SUBJECT: PROCUREMENT OF MEDICATIONS	REFERENCE #2006
DEPARTMENT: PHARMACY MATERIALS MANAGEMENT	PAGE: 1 OF: 4
APPROVED BY:	EFFECTIVE: REVISED:

POLICY:

- All drugs, biologicals, chemicals related to the practice of pharmacy, that is procured by the Pharmacy Department, shall meet the criteria as set forth in the United States Pharmacopeia or National Formulary or Federal Drug Administration requirements for drugs or found in the current literature as an extemporaneously used formula with valid cause.
- The selection, distribution and safe and effective use of drugs at _____ Hospital shall be established by the combined efforts of the Pharmacy Director, Pharmacy Department, medical staff and hospital administration.
- These policies will be approved by the Pharmacy and Therapeutics Committee.
- The drug supply shall contain that type and quantity of drugs necessary to meet the needs of the categories of patients that are serviced at _____ Hospital as determined by the Pharmacy and Therapeutics Committee.
- The Pharmacy Director and staff pharmacists shall be responsible for maintenance and the supply as well as assuring that all drugs are properly labeled and stored.
- Factors to consider in purchasing a generic or brand name drug:
 - Bioavailability of drug
 - Reputation of manufacturer
 - Contract or non-contract price
 - Availability (local or distant)
 - Pharmacy and Therapeutics Committee recommendations

SUBJECT: AUTOMATED DISPENSING MACHINES - CONTROLLED SUBSTANCES	REFERENCE #2108
DEPARTMENT: PHARMACEUTICAL SERVICES	PAGE: 1 OF: 3
APPROVED BY:	EFFECTIVE: REVISED:

POLICY:

- The purchase, storage, distribution and accounting of controlled drugs will be done in accordance with all federal and state laws and standards of professional practice. The Pharmacy Department is responsible for compliance with this policy. (See “Controlled Drug Distribution” policy and procedure.)
- A transaction record for all controlled substances in schedules II, III and IV (C-II, C-III, C-IV) will be maintained by the hospital. All C-II, C-III and C-IV drugs are dispensed as floor stock. All controlled drug records will be maintained for the period required by law and be readily retrievable.
 - A perpetual inventory record of all C-II drugs stored in the main Pharmacy Department will be maintained.
 - When controlled drugs in schedules II, III and IV are transferred outside of the main Pharmacy, a record will be made on the controlled substance request form, which is serially numbered.
 - Each dispensing and each drug administration transaction will be recorded separately; therefore, there should be two (2) transaction records for each dose given to a patient. If the nurse retrieves the dose from the controlled drug stock inventory in the automated dispensing machine, the record of dispensing will be made on the automated dispensing machine computer system and/or on the perpetual inventory record. The dose administered will also be recorded by the nurse on the patient’s medication administration record (MAR). Documentation includes patient’s name, date, time, amount of medication removed, remaining balance and the signature of the staff member removing the medication.
 - The automatic dispensing system will prompt the user to complete an inventory count and enter the number when a controlled substance is removed. If the count is incorrect per the system, the user will be prompted to perform a recount. If the recount remains incorrect, a discrepancy is created and is communicated to the Pharmacy Department.
 - Controlled substance discrepancies will be reported to the charge nurse immediately.
 - Controlled substance discrepancies must be resolved at the time of discovery or by the change of shift.

SUBJECT: PRESCRIBING/ORDERING - GENERAL PRACTICES	REFERENCE #3002
	PAGE: 1 OF: 3
DEPARTMENT: PHARMACY	EFFECTIVE:
APPROVED BY:	REVISED:

POLICY:

The hospital will develop, implement and maintain policies and procedures to support prescribing and ordering of drugs which ensure the safe, clear and legal use of drugs.

PROCEDURES:

- **Abbreviation:** Medication orders shall contain only abbreviations and symbols which have been approved by the medical staff. A list of these abbreviations is included with the formulary.
 - Medication orders shall not contain abbreviations and symbols included on the medical staff approved "unacceptable medication abbreviation/symbols list".
- **Definitions:** When used with medication orders:
 - "Hold" means discontinue
 - "Stat" means within 15 minutes
 - "Now" means within one (1) hour
- **Generic Substitution:** For drug entities for which there are multiple sources and a competitive bid opportunity exists, the Pharmacy Department, in collaboration with the hospital's purchasing group, will determine the source of medications. The Pharmacy and Therapeutics Committee may at its discretion determine the source for selected drugs and such information will be disclosed in the formulary. The physician may elect to not allow generic substitution by so stating in writing on the initial order.
- **Metric:** Medication orders shall be written in metric notation only and shall avoid the use of a leading decimal, or a trailing zero.
- **PRN:** Orders for "as needed" or "PRN" medications shall specify the indication(s) for use and be specific for dose and dosage frequency.
- **Renewal:** The use of the terms "renew", "repeat" and "continue" in reference to previous orders are not acceptable.

SUBJECT: MEDICATION ADMINISTRATION	REFERENCE #5002
DEPARTMENT: PHARMACY, NURSING, RADIOLOGY, CARDIOPULMONARY, PHYSICAL THERAPY	PAGE: 1 OF: 7
	EFFECTIVE:
APPROVED BY:	REVISED:

POLICY:

- Medications will be administered only upon the order of physicians, dentists or podiatrists, who are members of the medical staff, are authorized members of the house staff or have been granted clinical privileges to write such orders and under the guidelines of their respective scopes of practice. Administration will be by a physician, registered nurse, licensed practical/vocational nurse, respiratory therapist, physical therapists and/or their respective supervised students.
- Registered nurses may administer all parenteral, oral, rectal and topical medication including blood and blood products if not specifically excluded elsewhere by medical staff by-laws.
- Licensed practical/vocational nurses may administer IV electrolytes, nutrients, blood and blood products, if IV certified, and all IM, subcutaneous, intradermal, rectal, topical, sublingual and oral medications if not specially excluded elsewhere by medical staff by-laws.
- In the instance of intravenous therapy and cancer chemotherapy, only those persons approved by the hospital to administer such medications shall be allowed to do so.
- The following policies will govern administration of medication in this institution:
 - Medication Administration Record will be compared with the Kardex prior to preparation of any medication at least one time each shift. The nurse administering a medication will be aware of the following information concerning each medication before administration:
 - Therapeutic action
 - Untoward actions or side effects
 - Antidote (if applicable) and its location
 - Route and frequency of administration
 - Normal dosage and maximum safe dosage
 - Signs of medication deterioration
 - Precautions
 - Contraindications