Policy Statement

Pharmacy will provide routine medications not stocked in Acu-dose cabinets to inpatients in a secure, safe, and effective process.

Purpose

Establish a safe, economical, and compliant distribution system for routine medications:

Procedure

1. Cart Fill Process
   a. Unit dose cartfill is completed through MedCarousel technology every 24 hours using bar-code technology.
   b. Each label is neatly placed on an adequately sized bag.
   c. After each floor is filled the technician will sign the log.
   d. The pharmacist checks the medication for accuracy and provides constructive feed back to the technician of errors made utilizing bar-code technology.
   e. After each floor is checked the pharmacist signs the log.
   f. An update should be run when the pharmacist is caught up at approximately 0430.
      Discontinued medications will be removed and new medications added for the pharmacist to check by the technician.
   g. Recording doses filled: scheduled doses are automatically recorded as filled at the time the unit dose refill list is generated.
   h. Discontinuation and holding of scheduled medications autocredits all doses not given.

2. Medication Daily Cart Fill - Pharmacy/Unit
   a. The medication bags are delivered daily to the nursing units by pharmacy personnel.
   b. The departure time from the pharmacy is scheduled to insure that all transfers are completed before the first required use of the restocked units.
   c. Delivery of medications will occur daily.
   d. The new bags will be placed in the bin for the corresponding room in the ADC cabinet. PRN and multi-dose containers will remain in the bin, any old scheduled medication bags will be removed. If the room is vacant or a different patient present, remove all medications from the bin and return them to pharmacy.
   e. Return all medications to pharmacy. Credit PRNs and unopened multidose containers. Do not credit any scheduled medications.
   f. When receiving calls for missing unit dose medications that can be recycled do not bill out the dose, print a duplicate label but do not charge.
g. After crediting PRN’s and multi-dose, and removing scheduled medications from the bags, all sealed non-tampered medications should be returned to stock.

<table>
<thead>
<tr>
<th>Approved by:</th>
<th>Review/Revision Date:</th>
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<tbody>
<tr>
<td>Russell Smith, Pharm D BCPS</td>
<td>11/16</td>
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<td>Daniel Barbee RN, BSN, MBA</td>
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Review/Revision Completed By: Pharmacy

Next Review Date 11/1/2019

Policies Superseded by This Policy:

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*