

POLICY MANUAL

Subject: Pharmacist Inspections **Effective Date:** 11/20/90

Initiated By: Cinde S. Freeman
Director of Nursing

Approved By: William C. Anderson
Medical Director

Review Dates: 4/96, 01/10 NC, 02/11 NC
04/12 NC, 03/13 NC, 3/15 NC

Revision Dates: 7/6/93, 7/99 JL
12/5/02 CSF, 07/07 JH, 07/08 DT,
02/14 NC

POLICY:

The pharmacist makes quarterly inspections of drug storage units and annually reviews all policies and procedures to ensure compliance.

PROCEDURE:

The following standards are monitored by the consulting pharmacist for compliance on a quarterly basis:

- A. General Procedures
 1. Store externally used drugs and disinfectants separately from internal and injectable drugs.
 2. Refrigerate medications as needed.
 3. Remove and properly dispose of all expired drugs.
 4. Document distribution and administration of controlled substances according to state / federal law and industry standards.
 5. Maintain emergency drug supplies as noted in the formulary.
 6. Review physicians' orders.
 7. Keep all drugs in locked storage.

- B. General Appearance and Observations
 1. Metro - Apo conversion chart present
 2. Drug Reference available / current
 3. Policy / Procedure appropriate
 4. Previous deficiencies corrected
 5. Storage space organized
 6. Lighting / Ventilation adequate
 7. Ordering procedures adequate

(continued)

Monthly Pharmacist Inspections

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8. General appearance rating
 9. Under sink - cleansers only
 10. Absence of Drug samples
 11. Discontinued Drugs listed and destroyed
 12. Internals / Externals separated
 13. No personal items stored
 14. OTC - Stock drugs adequate / proper
 15. Emergency O₂ equipment
 16. All Rx drugs labeled
 17. Med Room locked when not in use.
- C. Med Carts
1. Drawers neat, clean and orderly
 2. Discontinued meds removed and stored
 3. Multi-dose vials dated and signed
 4. Re-packed meds within 6 months expired
 5. Evidence of borrowing meds
 6. MAR's condition
 7. Drawers properly labeled
 8. Label over essential information
- D. Controlled Drugs
1. Drawers properly locked
 2. Keys with
 3. Usage report
 4. Inventory count each shift
 5. Destroyed properly as necessary
 6. Inventory records balance
- E. Refrigerator
1. Clean - no food
 2. Proper temperature
 3. No expired medication
 4. Overstock
 5. Labels on box and inside vial