

# POLICY MANUAL

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**Subject:** Responsibility of the Pharmacist

**Effective Date:** 11/20/90

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**Initiated By:** Cinde S. Freeman  
Director of Nursing

**Approved By** William C. Anderson  
Chief Medical Officer

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## **POLICY:**

The pharmacist shall be responsible for safe storage, preparation, distribution and administration of drugs in accordance with applicable Federal, State and Local laws and regulations.

## **PROCEDURE:**

1. The pharmacist shall perform the compounding of pharmaceuticals.
2. Specifications for procuring drugs and chemicals:
  - A. When prescribed medication is needed, a nurse may request it by faxing the Pharmacy Order Sheet.
  - B. When stock medication is needed, a nurse may request it using the Pharmacy Order Sheet. The nurse faxes this form to the pharmacist daily.
  - C. Medications are delivered seven times a week. A licensed nurse checks the delivered medicines against the order log for accuracy
  - D. Both the nurse and the pharmacy attendant sign the controlled drug log when scheduled drugs are delivered.
  - E. The Medical Director approves the Stock Medication list.
  - F. In the event that a drug is ordered in an emergency, it may be given from the stock medications.
3. Filling and Labeling:
  - A. All medication labels will have the following information:
    1. patient's name
    2. date filled
    3. prescription number
    4. directions for administration
    5. special instructions
    6. name of prescribing physician.
  - B. All prescriptions are to be filled by a licensed pharmacist.

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- C. If patients at Cumberland Heights bring medications from home (which the physician wants to continue), these shall be identified by a licensed nurse on duty using the PDR or Internet with pharmacist consultation as needed. An order shall be obtained and followed by a listing of each medication with the dose, route, and frequency, as ordered by the physician. (See related policy on [Outside Medications Brought by Patients](#).)
  - D. The pharmacist will provide information about medications and their usage when decisions need to be made by relevant professional staff members concerning drug usage.
- 4. Maintaining and Keeping Stock of Antidotes and Emergency Drugs:
  - A. The emergency drugs and antidote stock will be prepared and distributed by the pharmacist. These stock medications will be approved by the Medical Director.
  - B. Stock medications will be checked quarterly by the pharmacist for outdated or deteriorated drugs and for completeness of contents. These quarterly checks will be documented on the monthly pharmacist's report.
  - C. The Medical Director will be responsible for providing a list of contents in the emergency kit and appropriate instructions for use. The Medical Director will authenticate the list of its contents with his signature.
- 5. Protocol for Recalled Medications
  - A. The pharmacist will notify the Director of Nursing of any recalled medications and make recommendations for substitute medications.
  - B. The Director of Nursing will inform the Medical Director of the recall/recommendations and implement orders as directed.